

Regular City Council Meeting  
December 10, 2013  
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:** Doug McIntosh, Verlin Springer and Karen Peters. Helen Feuerborn and Claire Blackburn were absent from the meeting.

**Staff present:** Doyle Sobba, Jake Strobel and Marla Gadelman

**Guests Present:** Rick Howard, Ron Yager and Sister Loretta Roeckers.

**B. Public Comment:** Marla Gadelman stated that Connie Weber wanted to remind everyone to attend the Mayor's Christmas Tree Lighting and Christmas Festival on Saturday, December 14, at 6:00 PM. Mayor Snow also reminded everyone that local authors would be signing books from 3:00 PM to 6:00 PM at the Richmond Museum.

**C. CONSENT AGENDA:**

**Approval of Minutes of Meetings:** Doug McIntosh made a motion to approve the minutes as written from the November 12, 2013, regular meeting. Verlin Springer seconded the motion. Vote 3-0, motion passed.

**Approval of Monthly Expenses:** The City Clerk explained that the invoices from Thoroughbred Systems are from support provided during 2010 and 2011 which remain outstanding. Thoroughbred was the utility billing software the City previously used. Although the Clerk was not aware of any invoices received from Thoroughbred, she is aware that the support was provided and the invoices should be paid. After further discussion, Doug McIntosh made a motion to approve the expenses paid since the November 12, 2013, meeting. Karen Peters seconded the motion. Vote 3-0, motion passed.

**D. ITEMS OF BUSINESS:**

1. **Consider Renewal of Nancy Kimball, d/b/a Highway 59 Service Station Cereal Malt Beverage License.** A renewal Cereal Malt Beverage License application has been submitted by Nancy Kimball, d/b/a Highway 59 Service Station. This license will be effective from January 1, 2014 through December 31, 2014. Verlin Springer made a motion to approve the Cereal Malt Beverage License for Nancy Kimball, d/b/a Highway 59 Service Station. Doug McIntosh seconded the motion. Vote 3-0, motion passed.

2. **Tree Trimming.** The City Clerk has attempted to get input from the City Attorney for what exactly should be put in the bid or request for proposal so that bidders are bidding on the same specifications. She has received no response from the City Attorney. Staff will try to mark the specific trees which will need to be trimmed 14 feet high from the curb onto Central Avenue from Highway 59 to up the hill to the city limits. The City Clerk will talk with the City

Attorney to determine what our rights are as far as marking trees on private property which hang over Central Avenue. No further action was taken at this time.

3. **Employee Health Insurance Plan.** The City Clerk reported that at the October 8, 2013, meeting the Council voted to provide insurance coverage for the employees only and discontinue providing coverage for a spouse. When the Clerk contacted Blue Cross Blue Shield she learned that if that was done, and the employee was required to pay more than 5% of what he currently paid, we would lose our grandfathered plan. He currently pays nothing for spouse coverage. Alternative plans and pricing were provided. Pricing information was provided to the council members. After discussion, Doug McIntosh made a motion to switch to the Elite SG Choice option provided through Blue Cross Blue Shield with a monthly premium of approximately \$1,504.83 for single plans only. Karen Peters seconded the motion. Vote 3-0, motion passed. The option to allow employees to cover spouses at their expense will continue.

4. **Any other necessary city business.**

a. **Maroon Truck.** Doyle Sobba reported that the Maroon truck's transmission line had been cut prior to our purchasing the truck, and the line was repaired by placing a rubber hose on the line and clamping the hose. The clamps are leaking and the truck will require a new transmission line which must be provided by a dealer due to being pre-formed and fitting the specific truck model. Also, the exhaust manifold has three broken bolts in the block which need to be drilled out and repaired. No estimate was available because it is not possible to determine how much time is involved in the repair. Doyle Sobba will check with Mr. Penka to see if there is a natural splice in the line which may be easier to repair than replacing the entire transmission line. After discussion, Doug McIntosh made a motion to fix the exhaust manifold problem and repair the transmission line on the Dodge truck. Karen Peters seconded the motion. Vote 3-0, motion passed.

b. **Employee Handbook.** Mr. McIntosh has reviewed the employee handbook and questioned the bereavement policy and whether employees were required to use vacation days. Doyle Sobba explained the employees get three days paid for immediate family members and one day paid for second tier family members. If additional time is taken by the employee, then vacation days could be used.

Mr. McIntosh questioned whether we had a policy that would allow an employee to just not show up for work for a number of days. Marla Gadelman stated that after three consecutive days absent a doctor's note would be required by the employee. A review of the handbook may be necessary.

c. **Employee Recognition.** The council previously voted to have an employee recognition day and then later rescinded the action to hold a dinner, but we did not rescind the employee recognition. Mr. McIntosh believes we still need to do something. It was earlier determined that the employees would discuss what they would like and would report back to the council. No feedback has been provided by the employees. The employees were directed to discuss and provide a response at the January meeting.

Rick Howard, Franklin County Commissioner, reported that while he was attending a meeting at Williamsburg, the Council there approved a \$50.00 gift certificate for the employees.

**E. Staff Reports.** Marla Gadelman, City Clerk, would like the Council to consider increasing the water rates each year or at least every other year in small increments so we don't need to do a large increase like a couple years ago. The Clerk had requested the City Attorney to prepare a resolution that would increase the rates by 2% effective on the February billing for water used in January, 2014. The Council should also consider raising the sewer rates each year also. Doyle Sobba reported that the training he attended in November also stressed increasing rates each year by small amounts instead of large increases. The City Attorney is concerned about binding future councils to the rate increases. After discussion, the Clerk was instructed to draft a resolution for presentation at the January meeting for consideration.

The City Clerk would like to mail the January utility bills in an envelope with an explanation about the trash rate increase and also that an additional rate is available for single senior citizens over the age of 65 and living alone. A form will be available for those requesting the lower rate verifying they are over 65 and living alone.

We are having a lot of trouble getting the utility bills delivered using the post cards. Some of the cards are torn and some are just not delivered. If delivery problems continue we may want to consider using envelopes which would require additional postage.

The Clerk reported that we should hear about our water grant in January. Brian Kingsley informed the Clerk that there were fewer applicants so he is hopeful we will receive a grant. Mr. Kingsley suggested that we begin looking for temporary financing options, whether through a local bank or someplace else. Mr. Kingsley was going to talk to Kansas Rural Water Association to see if they have available a municipal finance officer that could assist us. He does not believe it will be necessary to retain bond council and issue temporary bonds. Mr. Fishburn from MAPS may be able to assist us, but the Clerk believes he is suggesting bond council and temporary bonds.

The Clerk provided to the Council an email from Phillip Fishburn and his proposed vulnerability assessment and emergency response plan. The Clerk asked the council members to review the documents. No action is necessary, but we will need these documents if we receive a grant.

The Clerk is concerned that she has accumulated more vacation hours that she is allowed to accumulate for the number of years she has been employed. The Clerk will be taking vacation the week of Christmas and the office will be closed. A sign will be posted on the door. The Clerk would like to get Jen Brenzikofer or someone trained on the software so she will be comfortable using some of her vacation hours. Review of the employee handbook may be necessary to review comp time, vacation time and sick leave and possibly allowing the city to buy-back unused time. Unused vacation and comp time will be put on the January agenda.

The Clerk wanted the Council to be aware that the operating system on our computer will no longer have technical support available sometime next year. Upgrading will be necessary if we start having computer problems and support is not available.

Doyle Sobba reported that we will be getting a bill from Continental Research for \$188.00 for sewer samples that were necessary when you drain water out of the sewer ponds. All the sewer ponds now have water in them.

Jake Strobel reported an attempted break-in at the water plant. The lock was cut, but he does not believe they actually got inside. A report was made with the Sheriff's Department. The State of Kansas was also notified.

Jake Strobel reported that he will be attending water school this week and taking the test on Thursday.

Jake Strobel reported that Prairie Paws is only open certain days of the week and limited hours. If a dog is caught when Prairie Paws is not available, he would like to have the option to take the animal to Countryside Vet in Garnett. We are not equipped to keep an animal overnight. Rick Howard will check to see if Richmond employees could have a key to Prairie Paw drop box. It is the consensus of the Council that employees can take dogs to Countryside Vet if Prairie Paws is unavailable.

**F. Council Comments and/or Reports.** Verlin Springer questioned whether anything has been completed with Anderson County Rural Water District. Marla Gadelman reported that she had sent an email to Blaine Finch, City Attorney, concerning the agreement, but has not had a response. She will attempt to contact the City Attorney again.

**Adjournment:** Doug McIntosh made a motion to adjourn the meeting. Karen Peters seconded the motion. Vote 3-0, motion passed. Time: 9:20 PM

APPROVED:

By:   
Shelden Snow, Mayor

ATTEST:

  
Marla Gadelman, City Clerk