

Regular City Council Meeting  
February 12, 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:** Mary Ann Platt, Claire Blackburn, Rick Weber and Mary Harris. Verlin Springer was absent from the meeting.

**Staff present:** Doyle Sobba and Marla Gadelman.

**Guests Present:** Betty Bowlby, Joe Sinnett, Sister Loretta Roeckers, Donna Thompson, Donnie Weber, Rick Howard, Doug McIntosh, Barbara Lane and Ken Manwarren.

**B. Public Comment:** None.

**C. Approval of Minutes of Meetings:** Rick Weber made a motion to approve the minutes as written from the January 8, 2013, Regular Meeting. Mary Harris seconded the motion. Vote 3-0, with Mary Ann Platt abstaining, motion passed.

**Approval of Monthly Expenses:** Mary Ann Platt made a motion to approve the expenses paid since the January 8, 2013 meeting. Mary Harris seconded the motion. Vote 4-0, motion passed.

**D. ITEMS OF BUSINESS:**

**1. Renewal of Kansas Gas Service Franchise.** Joe Sinnett, Kansas Gas Service, presented to the council a proposed franchise ordinance. Kansas Gas Service is proposing a 5% gas franchise tax for all customers of Richmond. A 10-year or a 20-year franchise is available. The franchise agreement allows Kansas Gas Service to place and operate their gas lines in city right-of-ways. If any other entity would purchase Kansas Gas Service the entity would be required to comply with the agreement. Mary Ann Platt made a motion to approve Ordinance 2013-1 for a 10-year franchise for Kansas Gas Service. Claire Blackburn seconded the motion. Vote 4-0, motion passed. Kansas Gas Service will cause the ordinance to be published.

**2. Purchase Governmental Suite software from Custom Micro Works, LLC.** Marla Gadelman, City Clerk, expressed her satisfaction in the Governmental Suite software program she has been testing for a couple months. The program provides numerous reports which are used in the fund accounting/banking program, utility billing program and payroll program. She is extremely satisfied with all aspects of the program including support from the programmer. The cost of the program is first year setup of \$200; annual license fee is \$100, and the annual support fee which includes all upgrades to the program is \$900. The total cost for the first year is \$1,200 and each additional year will be \$1,000. After discussion, Claire Blackburn made a motion to purchase the Governmental Suite software from Custom Micro Works, LLC. Mary Harris seconded the motion. Vote 4-0, motion passed.

**3. Consumer Confidence Report (KRWA).** Council members were provided documentation from Kansas Rural Water Association concerning Electronic Consumer Confidence Report (CCR) delivery. KRWA will prepare and host the required CCR and will provide a direct link which would be provided to our customers, probably on our water bill. This would eliminate the need to mail the CCR to all water customers and save the city the expense of postage, envelopes, paper and time involved for the mailing. The CCR is an annual requirement. The City will be required to have available a copy of the CCR. The cost for KRWA to prepare and host the CCR will be \$50. After discussion, Mary Harris made a motion to proceed to have Kansas Rural Water Association prepare and host online the City's Consumer Confidence Report. Rick Weber seconded the motion. Vote 4-0, motion passed.

**4. Retention of Agler & Gaeddert for 2012 Audit.** Agler & Gaeddert provided a letter of understanding for conducting the annual audit for the City. The fees charged by Agler & Gaeddert will be their standard hourly rate plus out-of-pocket costs. The gross fee will not exceed \$4,950 for the City and \$550 for the library, plus out-of-pocket costs. After discussion, Mary Ann Platt made a motion to retain Agler & Gaeddert for the 2012 audit. Mary Harris seconded the motion. Vote 4-0, motion passed.

**5. City Clerk's Spring Conference.** Marla Gadelman informed the council that the City Clerk's Spring Conference will be held in Wichita on March 13, 14 and 15. The cost is \$250 for early registration or \$310 after February 28. Hotel room rate will be \$89.00 per night. The conference provides a lot of useful information such as Budgeting and State Department of Administration Requirements, KPERS updates, and Advanced Budgeting and Projecting Revenues. Mary Harris made a motion to allow Marla to attend the City Clerk's Spring Conference. Mary Ann Platt seconded the motion. Vote 4-0, motion passed.

**E. Staff Reports.** Doyle Sobba informed the Council that he had attended the Severe Weather Plan meeting in Ottawa. Storm Spotter Training will be March 26 at Celebration Hall in Ottawa. Doyle will try to attend the Storm Spotter Training.

Doyle reported that he is concerned that we have no radios to communicate with emergency management if a tornado or other disaster would happen. Our only communication would be by cell phones as long as the cell towers are operating. Doyle suggested that the council give some thought to getting some radios for emergency communication purposes.

Jake and Doyle will be going to Pomona on Friday to get more tractor tires and smaller tires for decoration around town.

Councilmember Verlin Springer had contacted Doyle about getting some additional BBQ grills around Richmond Lake. Doyle reported that the Ruritans may want to help with this project. After doing some checking online a 300 sq. inch grill would be about \$329 each. The grills would be mounted in concrete and would swivel and would be theft proof. We will be checking into other options. This matter will be discussed further at a future meeting.

Doyle has been contacted by Alan Radcliffe about our water conservation plan and getting it updated due to drought conditions. Doyle and Marla will be contacting Kansas Rural Water Association to get assistance with updating the conservation plan. After the plan is reviewed it will be presented to the council for further action.

Marla Gadelman reported that Rita Cleary, Kansas Rural Water Association, may be in town next week to try to complete the Low to Moderate Income Survey.

Marla has contacted the League of Kansas Municipalities about where we are with the Recodification but has been unable to talk with the necessary person.

Marla reported that we have received \$61,379.10 from the Syngenta Settlement. The money has been deposited. The council will need to decide what to do with the funds. The funds may be invested in a CD or may be used to fund the reserve fund. This matter will be placed on the March agenda.

Marla reported that she will be out of the office next week. Jen Brenzikofer will be in the office on February 20 and 21.

**F. Council Comments and/or Reports.** Mayor Snow has been in contact with Mr. Weese about radios owned by the fire department which may be available. Scott will get more information from Mr. Weese. Doug McIntosh commented that he has a radio available that the city could borrow, rent or buy, that gets several frequencies. Radios may cost around \$500 each. Claire Blackburn suggested that we could use some of the Syngenta settlement money to purchase a couple radios. Doug McIntosh cautioned the council that they will be changing the frequencies in the near future. If we purchased new radios now, they probably would not work at the new frequencies. This matter will be addressed in the future.

Emergency badges in the event of a disaster were also discussed. Staff will check into what that costs will be and how to obtain the badges from Franklin County Emergency Management.

Mayor Snow mentioned that he would like to see the welding class at Central Heights take on the BBQ grill project possibly.

**Adjournment:** Mary Ann Platt made a motion to adjourn the meeting. Mary Harris seconded the motion. Vote 4-0, motion passed. 8:20 PM

APPROVED:

By: Shelden L. Snow  
Shelden Snow, Mayor

ATTEST:

Marla Gadelman  
Marla Gadelman, City Clerk