

Regular City Council Meeting
March 11, 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, Karen Peters, Verlin Springer, Helen Feuerborn, and Doug McIntosh.

Staff present: None.

Guests Present: Sister Loretta Roeckers, Betty Bowlby, Connie Weber, Dan Fischer, and Goldie Harkins.

B. Public Comment: Connie Weber, Richmond Public Library, apologized for not having a newsletter this month in the council packets.

C. CONSENT AGENDA:

Approval of Minutes of Meetings: Doug McIntosh made a motion to approve the minutes as written from the February 11, 2014, regular meeting. Karen Peters seconded the motion. Vote 4-0, with Claire Blackburn abstaining due to absence from the meeting, motion passed.

Approval of Monthly Expenses: Helen Feuerborn made a motion to approve the expenses paid since the February 11, 2014, meeting. Doug McIntosh seconded the motion. Vote 5-0, motion passed.

D. ITEMS OF BUSINESS:

1. **Dan Fischer, USDA, Letter of Conditions.** Dan Fischer, USDA Rural Development, presented our letter of conditions and explained all conditions to the Council. After a reading of the letter of conditions, Doug McIntosh made a motion that we accept the letter of conditions as read. Verlin Springer seconded the motion. Vote 5-0, motion passed. The City has until January 16, 2015, (280 days) to meet all conditions. Doug McIntosh made a motion to authorize the Mayor to sign the Intent to Meet the Conditions of the Loan and the Request for Obligation of Funds. Verlin Springer seconded the motion. Vote 5-0, motion passed. Doug McIntosh made a motion to allow the Mayor to sign a Loan Resolution. Verlin Springer seconded the motion. Vote 5-0, motion passed. The City Clerk will put the actual loan resolution on the April meeting for adoption with the correct resolution number.

2. **Carl and Marie Gardner – Utility Bill – Sewer Adjustment.** A letter was provided by the Mayor to the Council Members from Mr. and Mrs. Gardner. Mr. and Mrs. Gardner were unable to attend the meeting and provided the letter to the Mayor. Mr. and Mrs. Gardner are requesting an adjustment in the sewer bill for the water used that did not go into the sewer system. After discussion, Verlin Springer made a motion to adjust their March sewer bill to their former pre-October 2013 average. Karen Peters seconded the motion. Vote 5-0, motion passed.

3. **Culvert Replacement – 220 W. Central.** Goldie Harkins inquired whether the residents are responsible for replacing culverts or is the City? Council responded that the City is only responsible for one access culvert. Replacement by the City is only provided for damaged culverts. No action was taken.

4. **CMB Renewal – The Highway Grill.** Doug McIntosh questioned why Section 3, "I own the proposed business" or "I do not own the proposed business" is not completed. The sales tax registration number is also not completed. Doug McIntosh made a motion to approve the renewal application to sale cereal malt beverages by Patricia N. Watson, d/b/a The Highway Grill, under the stipulation that the application is completed with the Sales Tax Registration Number and proof of ownership. Karen Peters seconded the motion. Vote 5-0, motion passed.

5. **Other necessary city business.**

a. **Propane Contract.** The Clerk was notified by Bob Thompson of Lybarger Oil, that we only have about 80 gallons left on our current propane contract. The current contract price is \$1.46. Lybarger Oil will offer propane for \$1.89 for up to 1,000 gallons as an addition to our contract which expires May 31, 2015. The additional propane will only be supplied if needed at the water and sewer plants. Verlin Springer made a motion to accept the temporary propane extension at the price given up to 1,000 gallons at \$1.89 per gallon. Doug McIntosh seconded the motion. Vote 5-0, motion passed.

b. **Cable Company.** Verlin Springer questioned whether the previous cable company that serviced the City would be required to remove the equipment or whether that would be up to the current landowner, Josh Nelson, to deal with the previous cable company. No action was taken.

c. Doug McIntosh made a motion to go into executive session for six minutes to discuss city personnel. Claire Blackburn seconded to the motion. Vote 5-0, motion passed. Time: 8:39 PM. At 8:45 PM Claire Blackburn made a motion to come out of executive session. Helen Feuerborn seconded the motion. Vote 5-0, motion passed. No action was taken during the executive session.

d. Claire Blackburn raised concerns regarding the City Attorney being available when needed during the upcoming water project. No action was taken.

e. Doug McIntosh questioned whether we needed to have municipal court every few months. No action was taken.

E. Staff Reports. The Mayor reported on Marla's behalf:

1. Part I of the Loan Application for temporary financing through Kansas Public Water Supply Loan Fund has been submitted. Part II and III will be provided following the Public Hearing and adoption of the Resolution on April 8. Notice of the Public Hearing has been published in the Ottawa Herald on March 6, which provided a 30 day notice.

2. We have opened a new checking account for our water project. CDBG will electronically deposit funds as bills are submitted and approved. This account cannot bear interest and the Clerk has convinced Patriots Bank to not charge a service charge on this account. Checks have been ordered for this account.
3. She attended the CDBG technical assistance presentation in Chanute on February 26. Garrett Nordstrom with Governmental Assistance Services (grant administrator) was also there. It sounds like there are a lot of things to do and information to be provided, but Garrett assured her that he and Donna would be on top of things and provide everything we will need. She has received several policies and a Resolution that will need to be adopted at the April meeting.
4. We have received the Sheriff's Deed transferring the property adjacent to the Fair Grounds to the City.
5. We posted a Notice to Vacate on the trailer near the ball park. The mother of the people living in the trailer has now entered into a water service agreement and will be receiving the bill. The Notice to Vacate was removed by Jake.
6. Our Consumer Confidence Report has been received by Kansas Rural Water Association and a link has been posted on our website. As required, additional notification will be provided on the next utility bill to our customers.
7. Jennifer Brenzikof will be in the office on Wednesday and Thursday, March 12 and 13, to fill in for her. She came in on February 27 for some training and has agreed to cover for her when I take time off, subject to scheduling conflicts.

F. Council Comments and/or Reports. None.

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

APPROVED:

By:



Shelden Snow, Mayor

ATTEST:


Marla Gadelman, City Clerk