

Regular City Council Meeting  
July 8, 2014  
7:30 PM

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

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

**Staff present:** Marla Gadelman and Jake Strobel.

**Guests Present:** Ken Manwarren and Marcia Springer.

**B. Public Comment:** None.

**C. CONSENT AGENDA:**

**Approval of Minutes of Meetings:** Doug McIntosh made a motion to approve the minutes as written from the June 10, 2014, regular meeting. Karen Peters seconded the motion. Vote 4-0, motion passed.

**Approval of Monthly Expenses:** After discussion, Karen Peters made a motion to approve the expenses paid since the June 10, 2014, meeting. Helen Feuerborn seconded the motion. Vote 4-0, motion passed.

**D. ITEMS OF BUSINESS:**

1. **Consider appointment of City Attorney.** Mayor Snow announced that Blaine Finch had withdrawn his name and his firm's name from consideration. The Clerk provided to each council member an email she had received today from John Richeson of Anderson, Byrd, suggesting his incoming new attorney, Jeff Wilson. Doug McIntosh reported that he had talked with a judge and the judge mention Scott Ryburn, James Campbell, who is a municipal judge in Ottawa and lives in Burlington, and Terry Solander, Garnett's City Attorney. The City Clerk was instructed to send letters to the mentioned attorneys and any others, requesting what their hourly fee would be if they are even interested, on an as needed basis, code enforcement, agreements, advising us through the water project. No further action was taken at this time.

2. **Trailer at 219 S. Cherry – Kelly Reeder, Linda Garber.** The Clerk reported that Kelly Reeder and/or Linda Garber were to be at the council meeting tonight to tell us what plan they have for the trailer, but neither is present at this time. The Clerk further reported that Blaine Finch has drafted a letter to Mrs. Garber but we have not received a copy of the letter at this time. Blaine Finch was also going to draft a resolution if the council decided to pursue declaring the trailer an unfit and unsafe structure, but we have not received anything from Mr. Finch. Jake Strobel, Code Enforcement Officer, reported that he attempted to make an inspection after the Franklin County Health Department provided us a copy of a letter sent to Linda Garber declaring the property to be unsanitary and unsafe, but the property had been

secured from entry. Pictures were taken through the windows of the trailer. Jake Strobel also reported that in the backyard there is a Mulberry tree on top of our sewer line. They have reported sewer problems and believed it was the City's problem. The cleanout for the sewer line is at the base of the tree and there is raw sewage on the ground. Previously, Mr. Reeder had informed that Clerk that he had plans to get the trailer up to standards. Jake recommends that we not allow the trailer to be repaired and that it be removed from the property. The council was provided a copy of Franklin County Health Department's letter to Mrs. Garber. The Clerk was instructed to obtain a copy of the letter Mr. Finch sent to Mrs. Garber to see what was told to Mrs. Garber and determine where we are in the timeframe of declaring the property unsafe. No further action was taken at this time.

### **3. Consider amendments to Personnel Policy and Guidelines for City of Richmond.**

Doug McIntosh stated that C-1(a), Definitions under Recruitment and Promotion of the Personnel Policies and Guidelines, states "Full-time Employee is one employed to work a normal week of at least 32 hours on a regular and continuing basis." E-1 Hours of Work, states "General Employees. The normal work week for general employees, which includes all employees other than police officers and fire fighters, shall be 40 hours". Mr. McIntosh further stated the handbook says consisting of five eight hour days but we can't do that because of the water treatment plant and sewage plant. Mr. McIntosh further stated that D-5(c) states "All "FSLA-Non Exempt" employees shall be eligible to receive overtime compensation for all hours worked in excess of the normal city work week (as defined in C-1), except for full-time police officers and fire fighters." C-1 says as least 32 hours. Mr. McIntosh has talked to the League of Kansas Municipalities and was informed that the policy handbook is the League's suggested book but that these are switched around in context and they never intended for it to be 32 hours. It was then determined that Mr. McIntosh had a previously adopted handbook. Mr. Springer reported that he also had the incorrect handbook. Mr. McIntosh was provided the Clerk's handbook for the meeting. Mr. McIntosh made a motion to amended D-5(d) to read "All "FSLA-Non-Exempt" employees shall be eligible to received overtime compensation for all hours worked in excess of 40 hours per week (as defined in E-1(a)), except for full-time police officers and fire fighters." After lengthy discussion relating to other necessary modifications to the handbook, Helen Feuerborn seconded the motion. Vote 3-1, motion passed.

Mr. McIntosh further reported that D-2, Pay Increases, states "The Governing Body shall establish all employee position for the city. The Governing Body shall at the time a position is established set a base salary for that position." Mr. McIntosh believes that last month we created a position of Superintendent and named Doyle Sobba as the Superintendent so we need set his salary. The Clerk reported that there is no written pay plan for the employees. Mayor Snow reported that in the past when the city hired someone the wage was negotiated at that time. No motion was made.

### **4. Schedule Budget Hearing.**

The Clerk reported that if we hold our budget hearing on the same night as our next regular council meeting, she needs to publish at least 10 days prior to the meeting, or by July 31. The person assisting with the budget does not believe we have a legitimate recreation commission that can levy taxes so she is suggesting that we delete the Parks and Recreation Fund and move it under our General Fund as a separate department. The Clerk intends to discuss this matter with the Franklin County Clerk. A Special Meeting was scheduled for July 28, 2014, at 7:30 PM to discuss the 2015 budget and the recreation commission. Members of the recreation commission will be invited to attend.

**5. Other necessary City Business. None**

**E. Staff Reports.** Marla Gadelman, City Clerk, reported:

1. The office computer crashed. A new computer has been purchased and all programs and data has been transferred and running correctly. The total costs for computer, docking station and warranty was approximately \$1,033.
2. We received a Victim Impact Statement from Franklin County Attorney in connection with flower pots and street sign and stop sign. Discussed with Doyle and we had no financial loss so not necessary to complete the Impact Statement.
3. The final Audit is ready and will be picked up on Wednesday.
4. We are waiting to pay BG Consultants until a copy of the signed Engineering Agreement is received. We have not received a copy since it was sent to USDA. Brian Kingsley's office will check on this and they are to provide a copy. Once I get the Agreement I can submit bills to Public Water Supply Fund for payment.
5. The Clerk will be attending a training session on Wednesday, July 16, in lola put on by Kansas Rural Water called Sustainable Management for Water and Wastewater Utilities. This session is for those receiving USDA funds for projects. Rita has suggested that Doyle also attend. This is a free training but no credit will be given to water operators.
6. The Clerk will be on vacation the week of July 21-25.
7. All quarterly reports due for 2nd quarter have been filed.

Jake Strobel reported there has been a lot of rain so they are trying to keep up with the grass mowing. There have been lots of events at the lake recently so we have kept it spruced up and looking nice.

A new set of mower blades were purchased that Mr. Springer had mentioned at the last meeting. They seem to be working well and we have had no problems. They were a lot more expensive that what we had been using.

The Richmond Fair is come up next week so we have been working at the fairgrounds.

Jake Strobel is getting married on July 19. Jake would like to borrow the City's picnic tables from the lake and park. After discussion it was determine that Jake could borrow the tables as long as one table was left at the park and one table left at the lake. The tables are to be returned as soon after the wedding as possible.

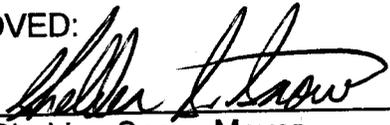
Jake will be attending water school from July 29 through August 1.

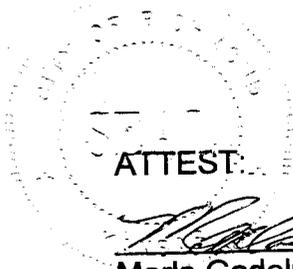
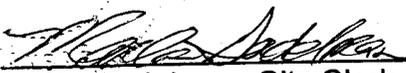
Mr. McIntosh questioned whether the Minnie Street and Kallock Street culvert had been replaced. Jake reported that it had not been replaced yet. The plastic culvert will be replaced with a metal culvert.

**F. Council Comments and/or Reports.** Karen Peters reported that the Community Building will be available for use of the bathroom or the entire building will be available in case of rain for our community picnic in September.

Mayor Snow reported that livestock attendance at the fair is scheduled to be up this year and additional pens will be necessary.

**Adjournment:** Karen Peters made a motion to adjourn the meeting. Helen Feuerborn seconded the motion. Vote 4-0, motion passed. Time: 9:05 PM.

APPROVED:  
By:   
Shelden Snow, Mayor

  
ATTEST:  
  
Marla Gadelman, City Clerk