

Regular City Council Meeting  
September 10, 2013  
7:32 PM

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

**Council Members Present:** Verlin Springer, Claire Blackburn, Doug McIntosh and Helen Feuerborn.

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

**Guests Present:** Betty Bowlby, Connie Weber, Sister Loretta Roeckers, Ken Manwarren, Garrett Nordstrom and Barbara Lane.

**B. Public Comment:** None

**C. CONSENT AGENDA:**

**Approval of Minutes of Meetings:** Verlin Springer made a motion to approve the minutes as written from the August 13, 2013, Budget Hearing. Helen Feuerborn seconded the motion. Vote 4-0, motion passed.

Verlin Springer made a motion to approve the minutes as written from the August 13, 2013, Regular Meeting. Claire Blackburn seconded the motion. Vote 4-0, motion passed.

Doug McIntosh made a motion to approve the minutes as written from the August 27, 2013, Special Hearing. Verlin Springer seconded the motion. Vote 4-0, motion passed.

**Approval of Monthly Expenses:** After discussion, Verlin Springer made a motion to approve the expenses paid since the August 13, 2013 meeting. Doug McIntosh seconded the motion. Vote 4-0, motion passed.

**D. ITEMS OF BUSINESS:**

1. Public Meeting for Grant Application. Mayor Snow reported that a public hearing is required prior to submitting a grant application. Notice has been provided to the public. Garrett Nordstrom reported that as a part of the city's citizens' participation process, the city is required to hold a public meeting for comments on the water system improvement project. Mr. Nordstrom is available to answer any questions concerning the project. No public comments or questions were made.

2. Consideration of Resolution No. 2013-4 – Certifying Legal Authority to Apply for Grant Program. Mayor Snow stated that this resolution authorizes him to sign the application for the Community Development Block Grant Program and to dedicate \$1,352,505 in cash funds toward the project. Doug McIntosh made a motion to adopt Resolution 2013-4 as follows:

THE CITY/COUNTY OF RICHMOND, KANSAS

RESOLUTION NO. 2013-4

RESOLUTION CERTIFYING LEGAL AUTHORITY  
TO APPLY FOR THE 2014 KANSAS  
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FROM THE KANSAS DEPARTMENT OF COMMERCE  
AND AUTHORIZING THE MAYOR/COMMISSIONER  
TO SIGN AND SUBMIT SUCH AN APPLICATION

WHEREAS, The City/County of Richmond, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City/County of Richmond, Kansas, intends to submit an application for assistance from the 2014 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City/County of Richmond, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the 2014 KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR/COMMISSIONER of Richmond, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the 2014 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates \$1,352.505 in cash funds toward this project and \$. 0- in force account labor for same.

APPROVED BY THE GOVERNING BODY OF THE CITY/COUNTY OF RICHMOND, KANSAS, this 10th day of September, 2013.

Verlin Springer seconded the motion. Vote 4-0, motion carried.

3. Consideration of Resolution No. 2013-5 – Resolution Assuring Department of Commerce that funds will be available for the operation and maintenance of the improvements. Mayor Snow stated that the \$3,500 is an estimate only and assures the Department of Commerce that we are dedicated to maintaining the system if it is installed. Verlin Springer made a motion to adopt Resolution 2013-5 as follows:

CITY/COUNTY OF RICHMOND, KANSAS  
RESOLUTION NO. 2013-5

A RESOLUTION ASSURING THE KANSAS DEPARTMENT OF COMMERCE THAT FUNDS WILL BE CONTINUALLY PROVIDED FOR THE OPERATION AND MAINTENANCE OF IMPROVEMENTS TO THE WATER SYSTEM TO BE FINANCED WITH COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, The City/County of Richmond is applying for Small Cities Community Development Block Grant funds under the Community Improvement Category, as administered by the Kansas Department of Commerce; and,

WHEREAS, The City/County of Richmond wishes to utilize this funding for the purpose of constructing improvements to the city's/county's water system, as described in the Community Development Block Grant application submitted to the Kansas Department of Commerce; and,

WHEREAS, The City/County of Richmond has determined that the annual operation and maintenance costs of the water system improvements are anticipated to be approximately \$3,500; and

WHEREAS, The annual water budget has been determined to be adequate to fund the operation and maintenance of the water system,

NOW, THEREFORE, BE IT RESOLVED THAT: The Governing Body of the City/County of Richmond, Kansas, hereby assures the Kansas Department of Commerce that sufficient funds will be provided for the continued operation and maintenance of the above described improvement; that these operation and maintenance costs will be reviewed annually; and that the budget will be adjusted, when necessary, to reflect and cover any increase in costs.

ADOPTED BY THE GOVERNING BODY OF THE CITY/COUNTY OF RICHMOND, KANSAS THIS 10th DAY of September, 2013.

Claire Blackburn seconded the motion. Vote 4-0, motion carried.

2. Consider approval of Resolution 2013-6 – Adopting and Providing for Standards for Procurement, Bidding and Contract Awards. Marla Gadelman informed the Council that this resolution was provided by USDA Rural Development as one of its requirements. The resolution provides that we will follow all federal guidelines for procurement throughout the project. The guidelines are attached to the Resolution. Verlin Springer made a motion to adopt Resolution No. 2013-6 as follows:

RESOLUTION NO. 2013-6  
RESOLUTION OF THE CITY OF RICHMOND, KANSAS, ADOPTING  
AND PROVIDING FOR STANDARDS FOR  
PROCUREMENT, BIDDING AND CONTRACT AWARDS

WHEREAS, City of Richmond, Franklin County, Kansas, has applied for a loan to be made or insured by the United States of America acting through the USDA Rural Development (herein called the Government) for the construction of facilities to be owned and operated by the City of Richmond and the Government's regulations require that the City of Richmond adopt standards (a) relating to the conduct of its officers, employees, and agents in contracting and in expending loan funds, and (b) establishing procurement and contracting procedures;

NOW, THEREFORE, BE IT RESOLVED that the City of Richmond, Franklin County, Kansas, does hereby adopt the standards of conduct and procurement set forth in those regulations of the USDA Rural Development appearing in RUS Instruction 1780 Section 1780.70 thru 1780.72, provided however that in those instances where funds derived from loans made or insured by, or grants made by, the Government are not involved, prior consent or approval of the Government as provided in such regulations shall not be required.

THIS RESOLUTION adopted by the Governing Body of the City of Richmond, Franklin County, Kansas, this 10th day of September, 2013.

Doug McIntosh seconded the motion. Vote 4-0, motion carried.

3. Consideration of Contract with BG Consultants, Inc. for Engineering Services. The contract with BG Consultants, Inc. was provided to the Council. A copy was also provided to Blaine Finch, City Attorney, for his review. The contract has been prepared and approved by the federal government, USDA Rural Development and Department of Commerce and any changes would need to be submitted and approved by the federal government, USDA Rural Development and Department of Commerce. The City Attorney has suggested some minor changes and he will be talking with Brian Kingsley of BG Consultants, Inc. to finalize accepted language. After discussion, it was determined that this contract only formalizes the action taken by the Council at the Special Meeting held on August 27, 2013, to retain the services of BG Consultants, Inc. for engineering services.

4. Consideration of Contract for Administration Services with Governmental Assistance Services. After discussion, it was determined that this contract only formalizes the action taken by the Council at the Special Meeting held on August 27, 2013, to retain the services of Governmental Services Assistance as grant administrator. Mayor Snow executed the contract and other required documents for the grant application.

5. Consider purchase of security camera. This matter was tabled from the August, 2013 meeting. The Clerk reported that she has not noticed anything going on behind City Hall since the last meeting. Connie Weber, Librarian, has not noticed any problems since the bar closed. No action was taken at this time.

6. Consider purchase of new carpet for City Hall. This matter was tabled from the August, 2013 meeting. Bids were received from Bauman's Carpet and Mitchell's Floor Covering. The bids are for identical carpet the council chose at the August meeting. Bauman's bid included vinyl for the entry and Mitchell's bid included a rubberized tile. Bauman's bid includes a 20% discount if paid in full during the month of September. Bauman's bid is \$1,380.51 and Mitchell's bid is \$1,734.67. Industrial grade vinyl was discussed. After further discussion, Doug McIntosh made a motion to accept the bid from Bauman's Carpet for new carpet for City Hall including an amount not to exceed \$300 additional for an industrial grade vinyl for a 3' x 6' entry. Helen Feuerborn seconded the motion. Vote 4-0, motion passed.

7. Employee Evaluations. Doug McIntosh made a motion to go into executive session for 30 minutes to discuss employee evaluations. Verlin Springer seconded the motion. Vote 4-0, motion passed. Time 8:38 PM.

At 9:08 PM Doug McIntosh made a motion to come out of executive session. Verlin Springer seconded the motion. Vote 4-0, motion passed.

Verlin Springer made a motion to go into executive session again for 20 minutes to discuss employee evaluations. Helen Feuerborn seconded the motion. Vote 4-0, motion passed. Time 9:09 PM

At 9:29 PM Claire Blackburn made a motion to come out of executive session. Verlin Springer seconded the motion. Vote 4-0, motion passed.

Verlin Springer made a motion to go into executive session again for 30 minutes to discuss employee evaluations. Doug McIntosh seconded the motion. Vote 4-0, motion passed. Time 9:29 PM

At 9:59 PM Doug McIntosh made a motion to come out of executive session. Verlin Springer seconded the motion. Vote 4-0, motion passed.

Claire Blackburn made a motion to go into executive session again for 20 minutes to discuss employee evaluations. Helen Feuerborn seconded the motion. Vote 4-0, motion passed. Time 10:00 PM

At 10:20 PM Verlin Springer made a motion to come out of executive session. Doug McIntosh seconded the motion. Vote 4-0, motion passed.

Verlin Springer made a motion to go into executive session again for 5 minutes to discuss employee evaluations. Doug McIntosh seconded the motion. Vote 4-0, motion passed. Time 10:22 PM

At 10:27 PM Doug McIntosh made a motion to come out of executive session. Helen Feuerborn seconded the motion. Vote 4-0, motion passed.

8. Any other city business. The Clerk reported that Nancy Kimball, Highway 59 Services Station, has submitted an application for Cereal Malt Beverage License to sell in original and unopened containers and not for consumption on premises and has requested a waiver of the 200 feet restriction from a church. A Petition for Waiver has been submitted. A public hearing will be required before the application and waiver can be granted. The consensus of the council was to schedule the required public hearing for the October 8, 2013 regular meeting.

Doug McIntosh asked whether the Heartland Hot Rods building was still an active business. Mr. McIntosh is concerned about the trees and weeds growing up behind the building. Jake Strobel reported that no notice has been sent to the owners in 2013, but a notice will be issued to the owners.

Doug McIntosh made a motion that we increase the City Clerk's wages by 10% and that at this time of year we hold the other wages at the present rate. Verlin Springer seconded the motion. Vote 3-1, motion passed.

Doug McIntosh made a motion that the wage increase for the City Clerk will become effective immediately. Helen Feuerborn seconded the motion. Vote 3-1, motion passed.

**E. Staff Reports.** Doyle Sobba reported that the Richmond Lake was in good shape for the fishing tournament this weekend.

Marla Gadelman reported that at the October meeting she would be requesting permission to attend the Clerk's Institute in Wichita.

Marla Gadelman reported that as of today the City has saved \$746.55 in hauling charges since we purchased the dump truck.

Marla Gadelman reported that she would like to purchase a new vacuum since we will be getting new carpet so that she will no longer need to use her personal vacuum. The purchase will be within the Clerk's spending limit so no action was taken.

**F. Council Comments and/or Reports. None**

**Adjournment:** Claire Blackburn made a motion to adjourn the meeting. Helen Feuerborn seconded the motion. Vote 4-0, motion passed. Time 10:45 PM.

APPROVED:

By:



Shelden Snow, Mayor

ATTEST:



Marla Gadelman, City Clerk

