

Regular City Council Meeting
April 10, 2012
7:30 PM

Call to Order: The Regular Meeting of the Richmond City Council was called to order by Mayor James Heaney.

Council Members Present: Mary Harris, Rick Weber, Scott Snow and Claire Blackburn. Councilmember Verlin Springer was absent from the meeting.

Staff present: Marla Gadelman

Guests Present: Frank Guilfoyle, Barbara Wuertz, Barbara Lane, Ken Manwarren, Donna Thompson and Ed Taylor.

Public Comment: Barbara Lane, Chairman of Richmond Library Board of Trustees, announced the Annual Richmond Public Library Open House will be Tuesday, April 17, from 11:00 a.m. to 3:00 p.m.

Approval of Minutes of Meetings: Scott Snow made a motion to approve the minutes from the March 13, 2012, Regular Meeting. Mary Harris seconded the motion. Vote 4-0, motion passed.

Approval of Monthly Expenses: Marla Gadelman, City Clerk, explained that the electric bill from Lyon Coffey Electric Cooperative was so high last month because not all of our electrical use had been transmitted to Lyon Coffey and when the new meter was installed a final reading was taken and we were charged for all uncharged usage. Our current and future statements should be around the current amount. After discussion, Mary Harris made a motion to approve the bills paid since the March 13, 2012 meeting. Scott Snow seconded the motion. Vote 4-0, motion passed.

ITEMS OF BUSINESS:

1. Request to use City Hall as Uniform Drop-off site – Frank Guilfoyle. Mr. Guilfoyle explained that he is employed by Kansas Corporation Commission and currently is required to drive to Chanute to drop off and pick up his uniforms through Cintas. He is requesting that he be allowed to drop off and pick up his uniforms at City Hall the same day our uniforms are delivered. The City would not incur any additional charges. After discussion Claire Blackburn made a motion to allow Mr. Guilfoyle to drop off his uniforms to be picked up with our uniforms by Cintas. Mary Harris seconded the motion. Vote 4-0, motion passed.

2. Create reserve fund. The Mayor explained that he and the City Clerk met with Blaine Finch about creating a reserve fund. The reserve fund could allow the City to get some things done that need to be done. The amount remaining in our accounts at the end of the year could be transferred into the reserve fund and our budgeted amounts would not need to be reduced by the remaining balances. The reserve fund could then be used as the City deems necessary such as repairs and equipment. Scott Snow

made a motion to adopt Ordinance No. 2012-2 to create a reserve fund. Rick Weber seconded the motion. Vote 4-0, motion passed.

3. Capital Improvement Project (CIP) fund. The Mayor explained that he and the City Clerk also discussed the CIP fund with Mr. Finch. Before adopting the CIP ordinance we need to establish a list of projects the City would like to see taken care of over the next few years. The CIP plan can be amended as necessary. The Mayor indicated that he and Doyle spoke about some of the necessary projects in October, 2011. It is necessary to establish a Plan Summary, obtain estimates for the projects and then prioritize the projects. The Mayor listed the items he and Doyle discussed earlier, such as:

- Sewer Plant – Generator, transfer switch, windows
- Water Plant – Windows, filter, clarifier, switch gear
- Vehicles
- City Hall – Carpet, ceiling tiles, electricity, back door
- Storage Building – Door
- City Garage – Back door or close it off, windows, I-beam, guttering
- Equipment – Skid loader, dump truck, backhoe, jetter, tractor, mower
- Water lines and valves; move water lines from middle of streets
- Streets
- Sewer on North Street
- Water towers – clean out and painting
- Lake – Dam
- Drainage issues

It was suggested that each councilmember schedule a tour of our facilities with Doyle and Jake.

A special meeting/study session was scheduled for April 25, 2012, at 7:00 PM to begin establishing a CIP project list.

4. City Council/Mayor Pay. In the past many council members and mayors have waived their pay to help the City financially. The mayor is now electing to accept his pay. All members accepting pay will be required to complete and return a W-4 and K-4 form to the City Clerk for income tax purposes. Mayor and Council wages are paid quarterly. If payment is not accepted the funds remain in the General Fund.

5. Other City Business: Barbara Lane, Richmond Community Building, thanked the city for installing the new water meter at the Community Building.

Staff reports: Marla Gadelman reported that Cunningham Sandblasting is wanting to schedule our water tower cleaning. The council accepted the bid of \$1,325.00 per tower in December, 2011.

The meter that is needing to be replaced at the water plant will cost \$3,783.92.

The pump at the water plant has been repaired and reinstalled. We have not received a bill for the repair at this time.

Clean up day is scheduled for April 12, 13 and 14. Signs have been posted on the dumpster for items that will not be accepted.

Pet Vaccination Day is scheduled for April 26, between 5:00 – 7:00 PM.

Budget Training is scheduled for May 14, 2012, in Topeka. Marla has signed up and plans to attend. Council packets contain additional registration forms if any council member would like to attend. The cost is \$50.00 per person.

To date we have received \$1,450.96 from the Kansas Setoff Program. Fees paid to date are \$341.65.

We received bankruptcy notice on a customer who currently owes a large bill.

All the quarterly reports have been completed and filed.

Marla would like to amend our water shut off policy. She is recommending that the bills be mailed on the last day of the month and are due on the 14th of the following month; late notices are mailed on the 15th. If the bill is not paid by the last day of the month water could be shut off. The current policy does not clearly state when the water can be shut off. The City Attorney is reviewing a new ordinance to clarify the shut off policy.

It was reported that Jake Strobel needed to shut off half the town's water due to a problem with a water valve. The valve was replaced.

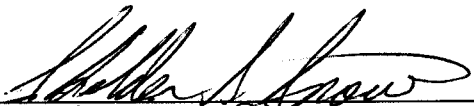
A sewer back up occurred on April 6, but the line was jetted and opened back up.

Council Comments and Reports: Scott Snow reported that Jake did a good job getting the water valve problem taken care of quickly.

Scott Snow asked if Doyle and Jake could turn the valves occasionally when they are reading the meters to possibly prevent the valves from sticking.

Adjournment: Scott Snow made a motion to adjourn the meeting. Mary Harris seconded the motion. Vote 4-0, motion passed. Time 8:26 PM.

APPROVED:

By: 
Scott Snow, President

ATTEST:


Marla Gadelman, City Clerk