

Regular City Council Meeting  
December 8, 2015  
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:** Karen Peters, Helen Feuerborn, Verlin Springer, Ezekiel Rodriguez and Doug McIntosh.

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

**Guests Present:** Brett Waggoner, Rick Howard, Barbara Lane and Ken Manwarren.

**B. Public Comment:** Barbara Lane, Richmond Public Library Board of Trustees, announced the annual Richmond Christmas Festival will be on Saturday, December 12. The lighting of the tree will be at 6:00 PM with dinner to follow at the Richmond Community Building. The Christmas Story will be read and Santa will arrive about 7:00 PM. The Library is also having a raffle and there is a flyer at City Hall. Tickets are available at the Library and will be available at the Festival.

**C. Executive Session:** Executive Session will be called during the Items of Business No. 8.

**D. Consent Agenda:**

**Approval of Minutes of Meetings:** Karen Peters made a motion to approve the minutes from the November 10, 2015 Regular Meeting and the November 30, 2015 Special Meeting, as written. Verlin Springer seconded the motion. Vote 5-0, motion passed.

After discussion, Karen Peters made a motion to approve the expenses paid since the November 10, 2015, meeting. Ezekiel Rodriguez seconded the motion. Vote 5-0, motion passed.

**E. ITEMS OF BUSINESS:**

1. **Consider Change Order No. 1 – BG Consultants, Brett Waggoner.** Council was provided a copy of Change Order No. 1 which results in an increase to the contract price by \$70,499.25 to J & N Utilities, Inc. The contract price was increased to \$1,409,328. Brett Waggoner, BG Consultants, explained the need for the listed items on the change order. Additional change orders will be necessary near the end of the project. At this point we are still approximately \$89,500 under the projected budget for this project. After thorough discussion, Ezekiel Rodriguez made a motion to approve Change Order No. 1 in the amount of \$70,499.25. Helen Feuerborn seconded the motion. Vote 5-0, motion passed.

2. **Consider Pay Request No. 7 for J & N Utilities, Inc.** Council was provided a copy of Pay Request No. 7 from J & N Utilities, Inc., requesting payment of \$171,503.27 towards the revised contract price of \$1,409,328. The requested amount includes the amount of Change Order No. 1 approved previously. After further discussion, Verlin Springer made a motion to

approve Pay Request No. 7 for J & N Utilities in the amount of \$171,503.27. Ezekiel Rodriguez seconded the motion. Vote 5-0, motion passed.

3. **Highway 59 Service Station, CMB renewal.** Doug McIntosh made a motion to renew the CMB license for Highway 59 Service Station for the year 2016. Karen Peters seconded the motion. Vote 5-0, motion passed.

4. **Discuss necessity to increase water rates 2% according to Resolution No. 2014-2.** Resolution No. 2014-2 provides that the water rates will increase each January 1 unless the council determines the increase is not necessary. The 2% amounts to an increase of \$0.17 per 1,000 gallons used or \$8.49 per 1,000 gallons plus the \$7.00 meter fee. The minimum monthly charge will be \$15.49. After discussion, it was the consensus of the council that the rate increase should go into effect on January 1, 2016.

5. **Discuss necessity to increase sewer rates 6% according to Resolution No. 2014-9.** Resolution No. 2014-9 provides that the sewer rates will increase each January 1 unless the council determines the increase is not necessary. The 6% increase amounts of \$0.16 per month for 1,000 gallons of water used or \$2.81 per 1,000 gallons of water used plus the \$9.00 per month sewer fee. The minimum monthly sewer charge will be \$11.81. Repairs and maintenance of the sewer plant will be necessary soon. It was the consensus of the council that the rate increase should go into effect on January 1, 2016.

6. **Discussion adoption of policy entitled "Post-Issuance Tax Compliance and Continuing Disclosure Undertaking Policies and Procedures for the City's Governmental Obligation Effective December 8, 2015," and adoption of Resolution No. 2015-7.** Our bond attorney informed the Clerk that this is required by the IRS since we are issuing tax exempt bonds. Our bond attorney will file on our behalf the IRS forms required. After discussion Ezekiel Rodriguez made a motion to adopt Resolution No. 2015-7 entitled:

**A RESOLUTION AUTHORIZING A POST-ISSUANCE TAX COMPLIANCE AND CONTINUING DISCLOSURE UNDERTAKING POLICIES AND PROCEDURES FOR THE CITY OF RICHMOND, KANSAS' GOVERNMENTAL OBLIGATIONS EFFECTIVE DECEMBER 8, 2015,**

Verlin Springer seconded the motion. Vote 5-0, motion passed.

7. **Cintas Rental Service Agreement Renewal.** This Service Agreement is for a period of five years for uniforms supplied by Cintas to the City. The prices remain unchanged. After discussion, Karen Peters made a motion to approve the Service Agreement with Cintas. Helen Feuerborn seconded the motion. Vote 5-0, motion passed.

8. **Employee evaluations.** Ezekiel Rodriguez made a motion to go into executive session for employee matters for 25 minutes. Doug McIntosh seconded the motion. Vote 5-0, motion passed. Time: 8:35.

At 9:01 PM Karen Peters made a motion to come out of executive session. Doug McIntosh seconded the motion. Vote 5-0, motion passed.

At 9:02 PM Doug McIntosh made a motion to go back into executive session for 15 minutes for employee matters. Karen Peters seconded the motion. Vote 5-0, motion passed.

At 9:17 PM Karen Peters made a motion to come out of executive session. Ezekiel Rodriguez seconded the motion. Vote 5-0, motion passed.

At 9:18 PM Karen Peters made a motion to go back into executive session for 10 minutes for employee matters. Helen Feuerborn seconded the motion. Vote 5-0, motion passed.

At 9:28 PM Doug McIntosh made a motion to come out of executive session. Karen Peters seconded the motion. Vote 5-0, motion passed. No action was taken in executive session.

9. **Discuss the revised Personnel Policies and Handbook.** The employees raised concerns about the maximum number of PTO hours that could be accumulated according to the current proposed revisions. After discussion it was decided that the three employees would submit a proposal to the council of what they believe is a fair number of hours to accumulate.

10. **Any other necessary city business.**

a. Marla reported that she requested the payoff for the temporary financing loan for the water project. The payoff amount of \$748,879.44 is due January 21, 2016. That amount includes interest in the amount of \$6,768.85. Marla will be checking with USDA to see if the interest could be paid from our USDA grant or if we will need to pay the interest from our funds.

b. Marla received an email from Itron with a Maintenance Agreement and Pricing. After several conversations with Itron Marla believes we will receive an invoice in January, 2016, for \$360 which covers support on our meter reader, base and telephone support through September, 2016, and thereafter we will receive an invoice for one-year support and maintenance of our Itron equipment at the rate of approximately \$1,312.80 per year. Marla is requesting authority to sign the Maintenance Agreement and Pricing for support. After discussion, Doug McIntosh made a motion to authorize Marla Gadelman to sign the Maintenance Agreement and Pricing for support with Itron. Karen Peters seconded the motion. Vote 5-0, motion passed.

c. Jake Strobel wanted to discuss the sewer situation at Stevenson's Body Shop. We have made many attempts to figure out the problem, but so far nothing has been accomplished and each time the problem is in a different place in the sewer line. Jake has talked to a company in Emporia (A-1 Pump & Jet Services, Inc.) that can run a camera through the sewer line to locate where the problem is in the pipe. The charge would be \$100 trip charge and \$200 per hour. The company believes they can locate the problem within an hour or two. After further discussion, Helen Feuerborn made a motion to authorize staff to spend up to \$1,000 to have A-1 Pump & Jet Services, Inc. come to try and locate the problem behind Richmond Body Shop. Doug McIntosh seconded the motion. Vote 5-0, motion passed.

**F. STAFF REPORTS**

Doyle Sobba reported that he believes Purple Wave will advertise all of our old lids, rings, meter pits and fire hydrants for sale and will not charge a commission since we are a

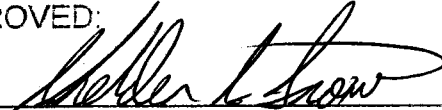
government entity. The council needs to start thinking about what should be done with all the old water parts.

**H. COUNCIL COMMENTS AND/OR REPORTS. None**

**Adjournment:** Karen Peters made a motion to adjourn the meeting. Ezekiel Rodriguez seconded the motion. Vote 5-0, motion passed. Time: 10:25 PM

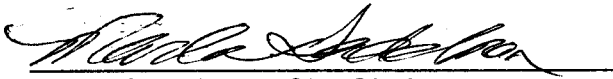
APPROVED:

By:



Shelden Snow, Mayor

ATTEST:



Marla Gadelman, City Clerk