

Regular City Council Meeting
February 9, 2016
7:30 PM

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

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

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

Guests Present: Rick Howard and Jared Coble.

B. Public Comment: Jake Strobel announced on behalf of the Richmond Museum that everyone is invited to the 2016 Meeting/Program to be held on February 21, at 2:00 PM. The program will be presented by Archeologist Henry Roeckers on the history and artifacts from the Richard Strobel Farm.

The City Clerk announced that she had been requested by our local Highway Patrol officer to make sure the council is aware that he is not happy with the conditions of the streets in town and that his patrol car bottoms out while he is driving on the streets.

C. Executive Session: None

D. Consent Agenda:

Approval of Minutes of Meetings: Doug McIntosh made a motion to approve the minutes from January 12, 2016 meeting as written with the exception of item 3 having the vote written as 4-0, but only 3 council members were present. Verlin Springer seconded the motion. Vote 4-0, motion passed.

Verlin Springer made a motion to approve the minutes from the January 25, 2016 study session. Helen Feuerborn seconded the motion. Vote 4-0, motion passed.

Karen Peters made a motion to approve the minutes from the January 28, 2016 Special Meeting. Doug McIntosh seconded the motion. Vote 4-0, motion passed.

After discussion, Karen Peters made a motion to approve the expenses paid since the January 12, 2016 meeting. Verlin Springer seconded the motion. Vote 4-0, motion passed.

E. ITEMS OF BUSINESS:

1. **Jared Coble – water leak.** The Clerk announced that Mr. Coble was supposed to be at the meeting but is not present at this time. The Clerk reported that the first month using the new meter reading system the reading from this resident was approximately 11,000 gallons of water. Due to other problems with some readers and meters and our inexperience, the resident received a bill in November for only 5,000 gallons, which was their average usage. The following month the meter reading was for an additional 32,000 gallons over the 11,000

gallon previous reading. Jake Strobel immediately informed the resident that they had a water leak. Staff checked the usage almost daily and usage dropped immediately to their normal usage after they were informed of the leak. (Mr. Coble arrived at the meeting at 7:45 PM) Mr. Coble's position is that there was no leak. Council asked Mr. Coble what he is requesting the council to do in this situation. After thorough discussion between council, staff and Mr. Coble, Doug McIntosh made a motion that for the December bill for Jared Coble of \$379.34 that we will cut the amount in half and that we allow him to pay \$94.84 in each of the months of March and April, and he would be required to keep current his February, March and April bills. Karen Peters seconded the motion. Vote 4-0, motion passed.

2. Consider authorizing additional training on new radio read water meters and payment for such training. The Clerk has spoken with Midwest Meter about getting additional training. J & N Utilities accepted the bid from Midwest Meter for the meters, readers and training which was then made a part of J & N's bid on our project. The Midwest Meter bid only included one and one half days of training. The representative of Midwest Meter was unable to get the software installed on the office computer that would allow the computer to communicate with the handheld reader. The software was installed on the Clerk's personal computer until a serial cable could be delivered to the City which would allow the City's computer to communicate with the handheld device. By the time the software/computer problems were solved, staff only received about a half day of training and they believe additional training is necessary. Midwest Meters will charge \$1,000 to have the trainer come for additional training. We may be able to include the \$1,000 for additional training as a part of our construction project. After further discussion, Karen Peters made a motion to authorize paying \$1,000 for one additional day of staff training on the new meter reading system. Doug McIntosh seconded the motion. Vote 4-0, motion passed.

3. Mower tires and foam filling – Jake Strobel. Jake Strobel was instructed to obtain bids for two near rear tires for the mower and having them foam filled to prevent flat tires. Bids were as follows:

- a. Cross Midwest Tires – \$457.23 for two tires and foam filling, we would need to deliver the mower wheels/tires and pick them up.
- b. Heartland Tire in Kansas City - \$364.00 for two tires and foam filling, we would need to deliver the mower wheels/tires and pick them up in Kansas City.
- c. Wolken Tire in Garnett - \$450 for two tires which would be sent off for foam filling and we would need to deliver mower wheels/tires and pick them up in Garnett.
- d. Kansas Land Tire – Bids were obtained from two Kansas Land Tire locations in Topeka. The first location (Matt) was \$358 but we would need to deliver and pick up the wheels/tires. The second location (Jeff) was \$515.02 but he would pick the wheels/tires up and deliver them when they were done. Matt was to get additional information, but we have not heard back from him.
- e. Becker Tire - \$421.68 for two tires and foam filling. They will pick up and deliver.
- f. Highway 59 Service Station in Richmond – Priced tires only since she does not have access to foam filling. Two tires were \$181.24. An option would be purchase the tires from Highway 59 and take them to Wolken Tire for foam filling which would total approximately \$381 together.

Identical tires were priced by all suppliers.

After discussion, Karen Peters made a motion to purchase two rear tires from Highway 59 Service Station and deliver them to Wolken Tire to be sent off for foam filling. Doug McIntosh seconded the motion. Vote 4-0, motion passed.

3. City Clerk's Spring Conference March 16-18, 2016. The City Clerk requested permission to attend the Clerk's Spring Conference. The cost for early registration is \$300 for the conference and \$108 per night for three nights at the Double Tree by Hilton Hotel. After discussion, no action was taken on this matter.

4. Prairie Paws Animal Shelter – Donation Request. Council was provided a letter from Prairie Paws requesting a donation of \$103. Rick Howard, Franklin County Commissioner, stated that since the new director at the Shelter was hired a couple years ago, she has turned the place around and has done amazing things for the Shelter. Mr. Howard will suggest to the director that she attend a city council meeting to present information to the council. No action was taken on this matter.

5. Review Employee Handbook. This matter was tabled from the January meeting. At the January meeting Doug McIntosh suggested that we leave the vacation and sick leave policies as is currently written in the employee handbook and not reduce any amounts of time the employees can accumulate. Mr. McIntosh restated his opinion due to Helen Feuerborn being present for this meeting and was unavailable for the January meeting. It is the consensus of the council to leave the vacation and sick leave policies as it is current written. All other changes will be incorporated into a new revised handbook and be adopted by resolution in a future meeting.

Jake Strobel raised the concern about not working 40-hour weeks during his farming periods and only receiving pay for the number of hours he does work. After a lengthy discussion, it was the consensus of the council that if an employee fails to work 40 hours per week and has depleted all vacation leave, that he/she will receive pay for only the hours worked and will still be considered a full time employee with full benefits. It is everyone's intention to work together to get the necessary work done.

6. Any other necessary city business. Rob Pearce delivered his building permit today and paid the \$1,000 building permit fee. He also submitted the Application for Tax Abatement. He is working on his part of the Department of Commerce Worksheet and will get the information to the Clerk in the next week or so. The City's and school district's part of the Worksheet has been completed. Once Mr. Pearce and the County complete their portions the worksheet will be submitted to Department of Commerce for the required Cost/Benefit Analysis.

F. STAFF REPORTS

A. The City Clerk will be gone for a day next week and will also be out of the office February 23-26.

B. Doyle Sobba reported he is getting prices for the repairs including rock, sand and anthracite. We are starting on the south filter and will be going from the bottom up. On the north filter we are going from the sand and the four layers of rock.

Brett Wagoner from BG Consultants does not have any solid numbers for the clarifier tank yet but it is going to be approximately \$45,000 to do the outside of the tank and approximately \$49,000 to do the inside of the tank and the bottom. The tank has not been inspected yet to determine what will need to be done. A new clarifier tank would be approximately \$200,000. Our water plant was constructed in 1987 with a life expectancy of 20 years.

C. Jake Strobel reported that he has started working on the dam at the lake to trim the trees back as required in our dam inspection report. He would like to work with the fire department to burn the dam each year to help keep the growth under control. Scott Snow will check with the fire department.

D. Generator at sewer plant. Staff has started checking prices to get the generator repaired if possible or the cost of a new generator. We are required to have a working generator at the sewer plant. As a municipal entity, Doug McIntosh believes we could be eligible to receive a generator from the military. If it becomes necessary to get a new generator Mr. McIntosh will do some research into getting a generator from the military.

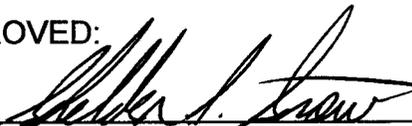
E. Snow Plow. The snow plow is hooked up to the dump truck and is working well although we have only had one snow.

H. COUNCIL COMMENTS AND/OR REPORTS. Verlin Springer questioned if we had heard anything on our Anderson County rural water district contract. The Clerk is not aware if our attorney was able to contact Kendall Eichman. Staff will do some checking on what is happening on the contract.

Adjournment: Doug McIntosh made a motion to adjourn the meeting. Karen Peters seconded the motion. Vote 4-0, motion passed. Time: 10:00 PM

APPROVED:

By:


Shelden Snow, Mayor

ATTEST:


Marla Gadelman, City Clerk