

**Regular City Council Meeting**  
**January 13, 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, Verlin Springer, Helen Feuerborn, and Doug McIntosh.

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

**Guests Present:** Sister Loretta Roeckers, Rick Howard and Brian Kingsley.

**B. Public Comment:** None

**C. Executive Session:** Doug McIntosh made a motion to go into executive session for 10 minutes to review time sheets since the last meeting. Karen Peters seconded the motion. Vote 4-0, motion passed. Time 7:32 PM. At 7:42 PM, Doug McIntosh made a motion to come out of executive session. Karen Peters seconded the motion. Vote 4-0, motion passed. No action was taken in executive session.

**D. Consent Agenda:**

**Approval of Minutes of Meetings:** Karen Peters made a motion to approve the minutes as written from the December 9, 2014, meeting. Verlin Springer seconded the motion. Vote 4-0, motion passed.

**Approval of Monthly Expenses:** Verlin Springer made a motion to approve the expenses paid since the December 9, 2014, meeting. Helen Feuerborn seconded the motion. Vote 4-0, motion passed.

**E. ITEMS OF BUSINESS:**

1. Vicious dog – Derek Dozier. Mr. Dozier failed to appear at the meeting, but had made a verbal complaint to city staff concerning an alleged vicious dog. Doyle Sobba reported that the verbal report concerned two big grey dogs running at large. No action was taken at this time.
2. Review water project plans, update by BG Consultants. Brian Kingsley updated the council on the project and provided two sets of the plans for public review. The plans have been submitted for approval to the required agencies. The current project estimate is approximately \$100,000 less than originally thought. It is anticipated that the request for bids will be published on or about January 22, 2015, and requires a 30 day advertising period. If there are a lot of questions from bidders a pre-bid meeting may be called. Any questions asked that may affect the price should be documented in an addendum and provided to all potential bidders. Bid opening will be on February 20 at City Hall. A special meeting will need to be called for the last week of February to tentatively award the contract to the successful bidding. Hopefully construction can begin around April 1 and with a 130 working days construction period they

should be finished in October. Progress maps during construction will be available at City Hall. After substantial completion and final completion is satisfied there will be a one-year warranty period. Bonds will be in place if the contractor fails to complete the project. Any remaining funds towards the end of the project could be used for other approved expenditures.

Marla Gadelman reported that it will be necessary to appoint bond council soon. She has been in contact with Jonathan Small, an attorney from Topeka, that was recommended by Rita Clary and Dan Fischer, USDA, has worked with Mr. Small on other projects. A special meeting may be necessary to sign resolutions, ordinances and bond council contracts. No action was taken at this time pending response from USDA and Jonathan Small.

**3. Update on Richmond Healthcare request for sales tax exemption.** Marla Gadelman reported that she did hear back from the Department of Revenue and she and Mayor Snow looked over their request more closely. Richmond Healthcare is requesting an exemption of the resident's use of water in the facility only. Marla has drafted a letter to the Department of Revenue as requested and will mail the letter and requested documentation if that is what the council requests. If the exemption is granted Marla will try to figure out a way to calculate sales tax on only a portion of the water used by Richmond Healthcare. The council directed Marla to send the letter and documentation to the Department of Revenue.

Marla Gadelman has learned that how our sales tax returns have been completed for many years is incorrect and she is in the process of amending our sales tax returns for the last three years, which is the maximum you are allowed to amend. There is no sales tax charged on residential water use, but the City itself has been paying sales tax on the residential usage for years. The amount that the State will hopefully refund is about \$1,200 per year.

#### **4. Any other city business.**

A. Shelter House Locations: The Council was informed that QSI has decided to donate, free of charge, the shelter houses that were authorized at the December meeting. The Ruritans will erect the shelters although QSI has offered to assist with their own crews. The location of the shelters has not been determined at this time. One will be located in City Park and the other will be at Richmond Lake. Doyle Sobba suggested that the shelter in the park be placed between the playground area and the food stands. Several different locations at the Lake were discussed. Doug McIntosh suggested that the \$2,000 earmarked at the last meeting be used to purchase picnic tables or BBQ's. Doyle Sobba reported that the Ruritans are going to purchase the tables and stuff since they had originally planned to purchase the shelter. It was also suggested that the City purchase the materials from QSI for an additional shelter house to be installed at Richmond Lake. The council members are going to individually view the proposed areas. QSI has requested that plaques be placed in the shelter houses recognizing the donation.

B. Cell Phones. The City currently pays for a cell phone plan through T-Mobile for Doyle Sobba and Jake Strobel. Doyle's phone was purchased by the City. Jake recently upgraded his phone to an iPhone which he personally paid for. Staff reports that their reception service is very limited and would like permission to contact U.S. Cellular to check if they have similar plans to what we currently have with T-Mobile for about the same amount. Doyle's phone needs to be replaced also. U.S. Cellular seems to provide the best coverage for the

area. It was the consensus of the council to allow staff to contact U.S. Cellular about available plans.

C. Doyle Sobba was contacted by Sue Wilson concerning the drive into the old ball field. She was told by Bill Walker, an attorney in Garnett, the drive into the old ball field is actually owned by the City. The City has no confirmation. Mrs. Wilson is concerned because she has always believed the drive they use was their private driveway. The council instructed Doyle to ask Mrs. Wilson to come to a council meeting or contact the mayor or a council member regarding her concerns. No action taken at this time.

D. Metal Detector. Our current metal detector is not sufficient to locate sewer manholes. Staff cannot find a metal detector that is sold in any local stores. Staff is requesting permission to look for a better metal detector which may cost several hundred dollars. Staff was instructed to begin looking and advise the council at another meeting.

#### **F. Staff Reports.**

Marla Gadelman reported that she has been working on the year-end and quarterly reports such as 941 reports, W-2's, 1099's, and other necessary reports.

The deadline for filing for a city council position in the spring election is January 27, 2015 at noon. The open positions are Verlin and Karen's positions, and the vacate position that is still not filled due to no applicants.

Next month Marla will be requesting permission to attend the City Clerk's Spring Conference which will be held March 11-13.

Jake Strobel reported that he and Doyle had been doing some preventive things like trying to insulate some of the meters to prevent the meters from freezing.

Doug McIntosh questioned whether residents had ever been charged for a water meter or sewer tap, and what about the properties in town that have two or more water meters. After discussion the Clerk was instructed to place on the February agenda an item to discuss what to do for properties with multiple meters and whether a meter fee should be paid for those meters. A review of our current Resolution may also be necessary.

Doyle Sobba reported that Lyle Brown and Bob Cardell have requested that a flag pole be purchased by the City and put back up at the old fire station. This matter will be put on the February agenda.

**F. Council Comments and/or Reports.** Verlin Springer inquired whether city staff could try to keep up with the holes in all the streets a little more. Doyle stated that they have tried to keep the holes filled with rock, but the rock only remains in the hole for a short time. The manhole on Cherry Street is a big concern.

**Adjournment:** Doug McIntosh made a motion to adjourn the meeting. Karen Peters seconded the motion. Vote 4-0, motion passed. Time: 9:26 PM

APPROVED:

By:   
Shelden Snow, Mayor



ATTEST:

  
Marla Gadelman, City Clerk