

Regular City Council Meeting
June 12, 2012
7:30 PM

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

Council Members Present: Scott Snow, Rick Weber, Mary Harris and Claire Blackburn. Councilmember Verlin Springer arrived late to the meeting.

Staff present: Marla Gadelman and Doyle Sobba.

Guests Present: Betty Bowlby, Shari Perry, Connie Weber, Sister Loretta Roeckers, Mark Stevenson, Donna Thompson, Barbara Lane, Sharon Akes and Ed Taylor.

Public Comment: Barbara Lane, Richmond Community Building, advised the council that the Community Building will be putting trail cameras behind the building for security reasons since there has been vandalism recently.

Barbara Lane questioned if it was known when the graffiti would be fixed on the bandstand and whether the bandstand was going to be repaired before the Fair. Doyle Sobba stated that we have the gray paint to repair the graffiti damage. If the railing is repaired it will be done by placing panels of some kind back up.

Shari Perry, Franklin County Clerk, wondered if there were any questions since budget preparation is coming up. Municipal Services of the State of Kansas is no longer assisting with preparing the budgets, but Shari has contacted Carolyn Brock who previously worked for Municipal Services and she has agreed to help the third class cities with budget preparation. Carolyn Brock will be available on July 16, 2012. Shari will notify us of the time scheduled for our city. Shari offered to help prior to July 16 if we need any assistance. Property valuations will not be certified by the State until after June 15 and then will be provided to the City.

Approval of Minutes of Meetings: Rick Weber noted that although he is not a member of the Richmond Public Library Board as stated in the Minutes, he was unable to vote on Library Board appointments since his wife is on the Board. Scott Snow made a motion to approve the minutes from the May 8, 2012, Regular Meeting. Rick Weber seconded the motion. Vote 4-0, motion passed.

Approval of Monthly Expenses: After discussion, Rick Weber made a motion to approve the bills paid since the May 8, 2012 meeting. Mary Harris seconded the motion. Vote 4-0, motion passed.

ITEMS OF BUSINESS:

The Mayor announced that Item No. 3 on the agenda (Richmond Recreation— Mark Stevenson) has been removed and Item No. 7, (Any other necessary city business) is being moved to Item No. 1.

- 1. Resignation of Mayor Jim Heaney:** Mayor Jim Heaney announced his resignation effective immediately and read his resignation letter to the council and left the meeting.
- 2. New Mayor Sworn in:** President Sheldon (Scott) Snow, stepped in as Mayor and took the Mayor's Oath.
- 3. Recommendation and Appointment of Library Board Member –** Scott Snow nominated Ken Manwarren to fill a vacant position on the Library Board. Claire Blackburn made a motion to accept the nomination of Ken Manwarren to the Library Board. Mary Harris seconded the motion. Vote 2-0, with one abstaining (Rick Weber), motion passed.
- 4. Scheduling of Library budget meeting to discuss budget matters:** A special meeting was scheduled for June 19, 2012, at 7:00 PM to discuss budget matters. If Verlin Springer is not available on June 19, the alternative date is June 20, 2012, at 7:00 PM. Mayor Snow will contact Verlin to check on his availability.
- 5. Firemen's Relief Fund – Mark Stevenson:** Mark Stevenson explained that this is for the annual Fireman's Relief Insurance. The State requires that all firemen be covered by insurance. The State pays 85% of the premiums and the fire department asks that the township pay 7.5% and the city pay 7.5%. Due to efforts of the Fire Chief and the local firemen's equipment and training provided to the firefighters, the ISO insurance rate has been reduced from 10 to 6. The exact premium amount is not known at this time, but will need to be paid by June 15 or whenever it becomes available. The amounts should be similar to what was paid in 2011. Mark is meeting with the insurance representative on June 15. Checks will need to be payable to Farm Bureau and Assurity Life. In 2011 Farm Bureau was paid \$228.87 and Assurity was paid \$35.94 by the City. A motion was made by Claire Blackburn to pay 7.5% of the premiums for the Fireman's Relief Insurance. Mary Harris seconded the motion. Vote 3-0, motion passed.
- 6. Prairie Paws requested contribution:** Prairie Paws Animal Shelter has requested a contribution of \$1,404.00 for the 2013 budget year, based on nine animals taken to the shelter during 2011. One stray was taken to the shelter and eight animals were taken by City employees. As far as Marla knows, no money was collected in 2011 from resident's whose animals were taken to the shelter. Jake Strobel will be getting a written proposal from a vet in Garnett for these services. This matter was tabled until we receive the proposal from Countryside Vet.
- 7. Re-appointment of Library Board Member:** Scott Snow nominated Sharon Akes for her second term on the Library Board. Mary Harris made a motion to accept Sharon Akes to the Library Board for her second term. Claire Blackburn seconded the motion. Vote 2-0, with one abstaining. Motion passed.
- 8. Re-codification – Blaine Finch.** Blaine Finch announced that he has reviewed all of the Council's minutes from meetings concerning codification. There are some questions and clarifications that are necessary before sending the information to the League for completion of the project. The Clerk has received a copy of the Contract with the League of Kansas Municipalities. The total Contract amount is \$3,150; the City paid \$1,575 previously and still owes \$1,575. It is the consensus of the Council to proceed with the contract with LKM.

After discussion with City Attorney Blaine Finch, the Council made the following clarifications and modifications:

Chapter III – Beverages. Modified to provide as follows:

- 3-102 – Restriction on Location, (a) shall provide 200 feet in blanks.
- 3-104 – Consumption on Public Property. Blaine will draft language for special permits on public property. We will need to create a special permit application and establish guidelines for permits at a later date.
- 3-202 – City Clerk shall submit information for background check and will report to the City Council the results prior to issuing license.
- 3-207 – License Fee. (a) General Retailer - \$100.00; (b) Limited Retailer - \$75.00
- 3-211 – Change of Location. \$50.00 fee
- 3-302 – Occupational Tax. Omit
- 3-402 – License Fee. \$100.00 fee for Class A and Class B clubs
- 3-502 – License Fee. \$100.00 fee
- 3-602 – License Fee. \$100.00 fee
- 3-604 – Notice to City Clerk. Revise to prior notice to be provided to City Clerk at least 3 days prior to event.
- 3-702 – Permit Fee. (a) \$100.00 per day
- 3-703 – City Temporary Permit. (a) 14 days

Chapter IV – Buildings and Construction

- 4-201 – (c) Whenever the term building official is used in the building code, it shall be held to mean the designee of the City Council.
- 4-202 – OK, but need to check Building Code year adopted.
- 4-204 – Insert “designee of the City Council”.
- 4-205 – Insert City Council.
- 4-206 – 4-212 – OK as written.
- 4-213 – Same; Fees. The fee for a building permit shall be 1% of the total estimated cost not to exceed \$1,000; however no fee for value less than \$500.
- 4-214 through 4-217 – OK as written.
- 4-218 – We will check on local inspection fees in insert amount.

Verlin Springer arrived at the meeting.

- 4-219 – OK as written.
- 4-220 through 4-225 – Omit
- 4-226 through 4-228 – OK as written
- 4-301 through 4-312 – OK as written. City Council will designate inspector.
- 4-313 – No additional electrical permit fee required if total value under \$100.
- 4-314 through 4-316 – OK as written.
- 4-317 – We will obtain local inspection fees and insert in Code.
- 4-323 – OK
- 4-324 through 4-329 – Omit.
- 4-330 through 4-333 – OK as written.
- Article 4. Plumbing and Gas-Fitting Code
Same as above.
- 4-422 through 4-427 – Omit.
- 4-428 through 4-432 – OK as written.

4-501 – City Council will authority designee.

4-502 through 4-505 – OK as written.

4-506 – The provisions of section 4-219 of this chapter shall apply in a like manner to this article.

4-507 through 4-511 – OK as written except delete “sunset to sunrise” in 4-511.

Article 6. Dangerous and Unfit Structures. OK as written.

Chapter V – Business Regulations. Omit entire chapter.

Chapter VI – Elections. Acceptable as written.

Chapter VII – Fire

Article 1 – Delete entire article.

7-201 – Omit

7-202 – Omit

7-214 – Omit

7-219 – Omit

7-220 – Omit

7-221 – Omit

Article 3 – Fireworks. Acceptable as written.

Chapter VIII – Health and Welfare

Article 1 – Omit

Article 2 – OK as written.

Article 2A – OK as written and provide that Mayor shall designate a public officer.

Article 3 – Junked Motor Vehicles on Private Property – OK as written.

Article 4 – Weeds. OK as written.

Article 5 – Minimum Housing Code. Acceptable as written.

Article 6 – Rodent Control. OK as written. (8-608 Ordinance Officer)

Article 7 – Insurance Proceeds Fund. OK as written. (8-707 Ordinance Officer)

Chapter IX – Municipal Court

Acceptable as written. Blaine will prepare a new charter ordinance on court costs.

Chapter X – Police. Omit entire chapter.

Chapter XI – Public Offenses

Article 1 – Acceptable as written.

Article 2 – Omit

Chapter XII – Public Property

Article 1 – City Parks

12-102 – Omit

12-108 – OK as written.

12-113 – Omit. The State now controls fishing at the lake.

12-114 – Acceptable as written.

12-117 – Omit since State controls limits.

Chapter XIII – Streets and Sidewalks

Article 1. Sidewalks – Acceptable as written.

Article 2. Streets – The council would like to remove the word “ditch” from Article 13-212. The remainder of Article 2 is acceptable as written.

Article 3. Trees and Shrubs. – The council would like to remove all references to police and substitute city personnel.

Article 4. Snow and Ice – Acceptable as written.

Chapter XIV. Traffic.

Article 1. Standard Traffic Ordinance – Acceptable as written.

14-203 – (a) Change from 2 hour limit to 24 hour limit. Blaine will provide a snow ordinance for review at a future meeting.

Balance of Article 2 is acceptable as written.

14-404 – The following streets shall be designated for transportation of hazardous materials:

- (a) Central Street
- (b) South Street
- (c) North Street
- (d) Front Street

Chapter XV – Utilities

15-102 – The word “electric” should be omitted.

15-103 – Acceptable as written.

15-105 – Omit

15-105A – The council would like to adopt 15-105A in place of 15-105.

15-108 – Petty cash fund should be revised to \$100.00.

15-207 – The council will try to determine standard charges from surrounding areas.

15-221 – Rates will set by Resolution.

15-222 – Due date is 14th of each month.

Article 3 – Electricity. Omit

15-403 – The council will try to determine standard charges from surrounding areas.

15-413 – The council will try to determine standard charges from surrounding areas.

15-428 – Rates will be set by Resolution.

15-505 – Containers. The first two sentences should be deleted.

15-515 through 15-521 should be deleted.

15-523 – Rate will be set by Resolution.

Article 6. Water Conservation is acceptable as written.

Chapter XVI – Zoning and Planning.

A separate meeting will be scheduled to discuss Zoning and Planning.

6. Any other necessary city business: A recap of tonight's meeting was provided to Verlin Springer who arrived late. June 19 at 7:00 PM was set for the library's special budget meeting.

Staff reports: Doyle Sobba reported on Jake Strobel's illness. The sign at the lake has been replaced.

Marla Gadelman reported that the IRS audit has been completed. We don't have the final numbers on what will be owed. Jennifer Brenzikofer was incorrectly classified as contract labor and she should have been classified as an employee. Past social security and Medicare will need to be paid for 2010 and 2011. There are also some 1099 problems and 941 payment

problems. A final meeting will be scheduled to finalize amounts due and 1099's that will need to be completed and issued.

Marla Gadelman will be attending free training provided by Rural Water Association on June 20, 2012, in Ottawa.

Marla has created a city website at www.RichmondKS.org. The site contains pages for the recent meeting minutes, city forms, Museum, Lake and Library with a link to the library's website.

Council Comments and Reports: Notices will be posted about the council seat vacancy. Scott Snow asked about the next Council President. No action was taken at this time.

Adjournment: Mary Harris made a motion to adjourn the meeting. Verlin Springer seconded the motion. Vote 4-0, motion passed. Time 10:15 PM.

APPROVED:

By: _____
Scott Snow, Mayor

ATTEST:

Marla Gadelman, City Clerk