

Regular City Council Meeting
March 8, 2016
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 and Doug McIntosh.

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

Guests Present: Rick Howard.

B. Public Comment: None

C. Executive Session: None. Doug McIntosh suggested that we schedule an executive session only quarterly to review employee timesheets and discuss personnel matters beginning in April, 2016. The consensus of the council was in agreement.

D. Consent Agenda:

Approval of Minutes of Meetings and Expenses: Karen Peters made a motion to approve the minutes from February 9, 2016 meeting as written and approve the expenses paid since the February 9, 2016 meeting. Helen Feuerborn seconded the motion. Vote 4-0, motion passed.

E. ITEMS OF BUSINESS:

1. **Consider Application by Quality Structures, Inc. for tax abatement pursuant to Economic Incentive Policy of the City.** Council was provided a copy of the Application submitted by Quality Structures, Inc. The Application has been reviewed by the City Clerk and pursuant to the City's Policy, the application is being submitted to council for approval. After discussion, Doug McIntosh made a motion to approve the application of Quality Structures, Inc. for property tax abatement. Karen Peters seconded the motion. Vote 4-0, motion passed.

2. **Discuss and consider acceptance of Dedication for Public Street.** Council was provided a copy of the Dedication for a Public Street submitted by Rob Pearce. Council was informed by the Clerk that Mr. Pearce reported that the road is complete except for final grading and seeding. Mr. Pearce also informed the Clerk that he intends to maintain the road at his expense and will provide any necessary gravel when needed. KCP&L will not install electrical service to the property unless the City owns the road and the service will be installed in the right-of-way. If the City does not own the road, Mr. Pearce would be required by KCP&L to obtain a new survey. Council would like our attorney's approval prior to recording the document. After further discussion, Doug McIntosh made a motion to accept the Dedication for a Public Road contingent upon the approval of our city attorney. Karen Peters seconded the motion. Vote 4-0, motion passed. City Clerk will submit the document to city attorney prior to recording the document with the Register of Deeds.

3. Any other necessary city business.

(a) **Employee Handbook.** City Clerk provided an updated revised handbook to the council and requested that they take it home to review and notify the Clerk before the next meeting if anything needs further revision. The resolution to adopt the handbook will be on the April agenda.

(b) **Water leaks.** Doyle Sobba reported that we have two water leaks that need to be taken care of by J & N Utilities. He has been in contact with Calvin Buckner, J & N's superintendent. Mr. Buckner requested permission to use the City's backhoe to make the repairs. Doyle informed him that it would be up to the council to give permission. J & N will return to finish our project sometime in April. After discussion it was the consensus of the council that J & N Utilities should provide their own equipment to make the repairs and not use the City's equipment. J & N have still not shut down the old water lines completely. We need to start compiling a list of complaints regarding ditches and other repairs that J & N will be required to fix.

(c) **Brayden letter.** Council was provided a copy of a letter received by Vivian Brayden's daughter in response to our bill to Mrs. Brayden for mowing her property last year. After discussion, no action was taken and the Clerk was directed to submit the bill to the County Treasurer to be assessed against the property as a special assessment.

(d) **Water plant.** Doyle Sobba reported that Heath Hogan inspected our water plant and raised concerns about the clarifier, the south filter that is about to rust through, and other concerns. Mr. Hogan strongly suggested that we find a structural engineer to inspect the plant and equipment to determine what repairs are necessary. After discussion, council instructed Doyle to contact KRWA to see if it has or knows of any structural engineer it recommends. Staff may contact BG Consultants also.

(e) **Horseshoe pits in park.** Donna Fernandez has contacted Doyle Sobba and Scott Snow regarding installing some horseshoe pits in City Park in memory of Dean Carpenter. Concerns were raised concerning maintenance of the pits, fencing the area around the pits, and liability if someone was hurt. After further discussion, it was suggested that she work with the Fair Association and possibly get something worked out to call the horseshoe tournament during the fair named in honor of Mr. Carpenter. No action was taken.

(f) **Rick Howard, Franklin County Commissioner,** reported:

The FCDC (Franklin County Economic Development Council) director position is being offered to a gentleman from Haysville, Kansas.

Franklin County is looking into redoing everything on their radio system, county-wide, including towers and radio equipment, to get everyone on the same radio system. Discussions include how it will be paid for and other factors.

Discussions are being held concerning townships and local fire departments and possibly going with county-wide fire department.

F. STAFF REPORTS

Jake Strobel reported that the lawnmower is complete and ready for mowing season.

Jake Strobel reported that a wheel bearing went out on the dump truck and when the tow truck lifted the dump truck off the ground the wheel fell completely off. The truck was towed to Ottawa for repair and should be done this week. The kingpins are also being repaired.

Jake has been working on cleaning up the shop and continues work on the lake dam.

Doyle Sobba reported that QSI has donated a new show barn for the fair. A fundraiser will be held on April 2 at 5:00 p.m. with a hog roast and live auction for the necessary pens and other equipment. Numerous people and companies have already donated many things to help with the project.

Marla Gadelman reported that City Wide Clean Up will be April 6-10. Dumpsters will arrive on April 6 and remain throughout the weekend.

Staff had their additional training session on the meter reading system last week. The training was very beneficial and we learned how to do a lot of different things with the system including how to download information from the meters when a leak has occurred so that we can provide that information to the customer. We continue to have problems with the office computer and the handheld reader communicating and connecting to each other. Our trainer believes this is due to using a serial cable. He strongly suggested that we purchase a computer that has the ports available that the software requires and not use a serial cable. Marla did purchase an additional computer for \$199 which is compatible with the old docking station and should solve our communication/connection problem. She has contacted Phil Moody about setting up the new computer with our existing network.

H. COUNCIL COMMENTS AND/OR REPORTS. None

Adjournment: Doug McIntosh made a motion to adjourn the meeting. Karen Peters seconded the motion. Vote 4-0, motion passed. Time: 8:50 PM

APPROVED:

By:


Sheldon Snow, Mayor

ATTEST:


Marla Gadelman, City Clerk