

MEMBERS PRESENT: Ira Allen, Bruce Smith, Rich Hamit, Mayor Jack Young, David Gerisch (7:08 PM).  
Jim Gates absent.

OTHERS PRESENT: Sue Martin, Vic Robbins, Patty Hylton, Bob Call, Ed Harmison, Everette Dannar,  
Cheryl Brown

The meeting was called to order by Mayor Young at 7:00 PM. Roll call established a quorum.

MINUTES/ WARRANTS: Ira Allen made a motion, seconded by Bruce Smith, to approve the minutes of the previous meeting as written. Motion carried 3-0.

Bruce Smith moved to pay the warrants. Ira Allen seconded; motion carried 3-0.

COMPREHENSIVE COMMITTEE: Sue Martin was present to discuss printing and mailing the surveys the committee has prepared. Several options were discussed. They are going to ask the banks, grocery store and library to be drop-off locations for the surveys as well as City Hall. If surveys are sent to Overbrook, rural route customers in Scranton, Carbondale, Quenemo, and Pomona the total would be approximately 2,399. The postage would be \$888.00 plus a printing fee of approximately \$465.00. Martin said she would get some more information from the printer and report back at the next meeting.

RETIREMENT FUND: Cheryl Brown said that Jim Long hasn't responded to inquiries about some kind of retirement fund for KPERS employees to match the benefits for KPF (Police and Firemen). The city contributes 11.67% for KPF, and 4.01% for other full-time employees. The matter was tabled.

JOB EVALUATIONS/DESCRIPTIONS: Mayor Young said that he would like the evaluation forms to be more specific to the actual job. Ira Allen said some kind of salary range should be included. Getting more information from the League and other cities was discussed. Things to be considered in developing pay ranges would include continuing education, licensing, as well as length of employment and job performance. The matter was tabled until a later meeting.

WATER/ SEWER REPORT: Ira Allen asked Vic Robbins why the local contractors weren't notified about the second bid regarding the pre-treatment tank. Robbins said the bid is for the tank only, and does not apply to the installation. The city received 4 bids for the tank. They are as follows:

1. Allied Concrete, Grandview Mo -- \$6810.75
2. D of K Concrete, Iola, Ks. -- 1089.50
3. Trigard Concrete, Belleville, Ks. -- 1321.00
4. Vanguard Products, Topeka, Ks. -- 3860.00

The bids from D of K Concrete and Trigard Products did not conform to the plans and specifications needed. After determining it met all the bid requirements, Rich Hamit moved to accept the bid from Vanguard Products for \$3860.00. Bruce Smith seconded, motion carried 4-0. Robbins said that a bid notice will have to be published for the installation of the pre-treatment tank.

Robbins then told the council that he has talked to Kansas Rural Water Association and the final map for the sewer system is almost done. There was discussion about the best way to mark the map for copying, etc.

Dean Beckman has completed 271 I & I inspections to this point. Robbins has reviewed them and has found approximately 45 that are definitely hooked to the sewer system, and another 30 that are questionable. So far, 200 or so are in compliance with the state and city requirements. Robbins will meet with Beckman before he sends in the first quarterly report to KDHE.

Robbins said that Cell No 4 at the lagoons had been de-watered, but they will have to start over again because of all the moisture from the snow and problems with the plug. Robbins did discover some problems with the piping when the cell was de-watered. There was some discussion about possible repairs.

Robbins told the council that he's still working on the plan for replacing waterline by WrenchBenders. He is waiting on Donnie Bryant to provide a cost-estimate for materials and labor.

The council agreed by concensus that Robbins can do the soil testing for Mid-Continent as he is licensed in Kansas. Mayor Young will need to sign a letter of agreement that Robbins will prepare.

**CONNECTING LINKS:** Rich Hamit made a motion, seconded by Bruce Smith, to NOT accept the Connecting Links agreement with Osage County. Motion carried 4-0. This enables the county to maintain the part of Maple Street that's within the city limits.

**KRWA MEETING:** Rich Hamit moved to send Bob Call to the Kansas Rural Water meetings in Wichita the last part of March. David Gerisch seconded; motion carried 4-0. As has been done in the past, the city will give Call an allowance for motel rooms, meals, and turnpike fees. The amount will be determined later.

**PLANNING COMMISSION:** The minutes of the first Planning Commission meeting were discussed. There was some discussion about the Commission's voting procedure. The clerk said that how the vote is done may have to refer back to Robert's Rules of Order.

**TRANSMISSION MAINT:** Mayor Young brought up taking the city vehicles to Topeka for more complete transmission maintenance. A complete flushing can not be done locally. The mayor said that his wife's nephew is the manager of Expert Tire where the "power" flushing can be done. The matter was tabled until more information about the costs, etc can be determined.

**CITIZEN LETTER:** Mayor Young brought up a letter received from Patricia Hulsopple of 508 Maple. She had a complaint about the response of the fire and police department on January 5<sup>th</sup>. She had called "911" to report a burning tree limb. There was no immediate response, and the limb eventually fell on some power lines. She was concerned that this would cause other fires and called "911" again. After awhile, she did see Chief Harmison in the alley observing the fire. According to her letter, Hulsopple was concerned that the limb could have landed on the roof or parked cars.

After reading the letter, the council agreed by consensus that the local fire and police departments handled the matter properly, and that electric lines need to be handled by Westar service people. It was also stated that the response time would have been affected by the number of fires and downed lines all over town. The mayor said he would write a letter to Hulsopple explaining that there were numerous emergency calls due to the extreme weather conditions.

**FEMA:** Mayor Young has received a letter saying that the Federal Emergency Management group had been scheduled to meet on January 24<sup>th</sup>, but hasn't heard any results from them as yet. He did ask Bob Call to keep track of bills received for work directly related to the storm damage. There was discussion about what expenses can apply to any reimbursement. Several people have asked the mayor about roadside limb pick up. The council agreed that providing a place for the limbs should be adequate.

**EXECUTIVE SESSION:** Bruce Smith moved to go into executive session to discuss matters not related to elected personnel. Rich Hamit seconded; meeting was recessed from 8:05 until 8:15 PM. No action was taken.

**POMONA LAKE PROJECT:** Bruce Smith reported that there should be more information concerning the project within the next 2 weeks. He handed out an info sheet comparing supply options from the City of Lawrence and the Pomona Lake project. He will keep the council informed.

**AQUA JET SEWER MACHINE:** Smith said that he's gathering information about new water jet sewer cleaners before making a decision about the used one that Osage City has for sale. It has some mechanical problems. He has also been checking out generators.

**2006 BUDGET PREP:** Patty Hylton had prepared a report showing annual budgeted expenditures compared to actual fund expenditures from 1998 through 2003. She thought this might be helpful in preparing the 2006 budget. She also gave them a chart of Actual Tax Rates, Property Valuations, and Tax Levied for the same years. Ira Allen asked if the next report could show the amount of tax revenue actually received compared to what was levied. The clerk said that each fund has a line showing tax receipts so that shouldn't be too difficult, depending on how many years we go back. Allen then said that they need to determine the amount of revenue to run the city, then see where that falls to decide how much tax to levy. The clerk explained that the amount of expenditures budgeted only gives authority to spend it, but does not necessarily mean the revenue will come to that amount.

David Gerisch gave a report on the Municipal Finance class he and Hylton had attended. He said the class really emphasized developing a Capital Improvement plan for at least 5 years. They said the plan needs to be put in writing and followed as closely as possible, understanding that some projects may

have to be moved around as far as time is concerned. Gerisch had received information about maintenance records to consider in replacing equipment. The main purpose of having the plan is to evaluate and prioritize each project, including the various means of financing the projects. Hylton said one thing they learned is to keep a running line of debt, such as bonds, rather than changing the tax levy every year. She also said that they recommended that city's develop a debt policy to give consistency from one council to the next.

She said the first step might be to inventory what we have, determine the life expectancy, and the amount needed to replace the items. Hylton said there are some good books that would give guidance. She was asked to price them and report back. There was discussion about economic development and how the city could make policies to encourage this. The Planning Commission could be useful in this matter. Hylton said that we need to watch how the state funds education as that may take away some of the revenue we get from the state in the future.

**JOB EVALUATIONS:** The mayor asked for a volunteer to look into salary ranges and step programs and other matters to be considered when evaluating employees to determine salaries. Allen said he would check into the Law Enforcement side, and Smith will check on the other departments. Hamit asked that more specific examples be studied. The clerk said that several examples were considered 2 years ago when the current one was selected. The mayor asked that they try to have this information at the second meeting in February.

**RECREATION COMMITTEE:** The mayor said that Dan Brown was asking about a recreation committee being formed. Hamit said he has contacted several people, and will try to have a meeting before the next council meeting.

**PERSONNEL ISSUES:** Bruce Smith made a motion, seconded by Ira Allen, to go into executive session for 10 minutes to discuss matters not related to elected personnel. Motion carried; meeting recessed. The mayor opened the meeting and stated that no decisions were made. They expect to make some decisions at the next meeting regarding individual salaries.

**COUNCILMEMBER COMMENTS:** Bruce Smith said he's looking forward to more information about the Pomona Lake project and future plans for the city. David Gerisch said that the class he attended really opened his eyes to how much there is to learn about budgeting. Ira Allen said that he feels that they really need to start focusing on the budgets for the next 5 years. Rich Hamit said he'd heard a rumor that the police department is buying the medical clinic building. It was verified to be strictly a rumor. He asked how many had filed for the April elections. The clerk said that 4 filed for council and 1 for mayor. Filing for council are Bob Sisson, Larry Coursen, David Gerisch, and Michael Blood. Jack Young has filed for mayor. The election will be the first Tuesday in April.

Bob Call told the council that he will on vacation the first week of February and that Justin DeShazer will cover.

There being no further business before the council, Bruce Smith moved to adjourn. David Gerisch seconded; meeting adjourned at 9:50 PM.

Respectfully submitted,

Cheryl L. Brown  
City Clerk

APPROVED: \_\_\_\_\_

2-9-05