

INFORMATION

City Office – (785) 876-2550
Located at 524 Kiowa

Office Hours

Mon: 9am – 6pm

Tuesday-Friday: 8am – 2pm

Maintenance Kyle (785) 608-3547
 Ron (785) 640-8750
 Bob (785) 640-1194

Next Meeting – May 14th, 2007

Regular Council Meeting April 9th, 2007

I. CALL TO ORDER:

Mayor Gibson called the meeting to order at 7:05 p.m. Members present: Mayor Scott Gibson. Councilmember's Elke Lassiter and Marlin Youngquist. Newly elected members present: Councilmember Mark Roberts. Members absent: Councilmember's Jason Klenklen and Kirk Vernon.

Citizens in attendance were Don Lassiter, Sandi Goetz, Danielle Baker, Wayne McNary, Ken Bieker, Sharon Branson and John Thompson.

SWEARING IN OF NEW OFFICERS:

Clerk Zimmerman administered the Oath of Office to Mark Roberts, Elke Lassiter and Marlin Youngquist for council. Oaths were signed and returned to Clerk Zimmerman to be sealed. Mayor Gibson congratulated the three new candidates.

ASSIGNMENT OF POSITIONS:

Mayor Gibson recommended that Council approve the following appointments:

- *Marlin Youngquist – Street Commissioner
- *Elke Lassiter – Park Commissioner
- Mark Roberts – Governmental Affairs Commissioner
- *Jason Klenklen – Utilities Commissioner
- *Kirk Vernon – Law Enforcement Commissioner

*no change

Mayor Gibson also recommended that Council approve the appointment of Kirk Vernon as Council President.

Motion by Lassiter to approve the Mayor's recommendations, second by Youngquist. The motion passed 3-0.

OPENING COMMENTS:

In opening comments, Clerk Zimmerman informed all in attendance that garage sale flyers are available and that everyone is encouraged to distribute the flyers all over Jefferson County and surrounding counties. The distribution of the flyers is a vital part of advertising for the City-wide garage sales on May 5th. Anyone who wishes to participate in the Garage Sale is asked to return the registration form to Gary or Sharon Branson, drop it in the water/sewer/trash drop box, or bring it into the city office with the \$7.50 registration fee by April 29th.

II. APPROVAL OF AGENDA:

Motion by Youngquist to approve the agenda, second by Lassiter. The motion passed 3-0.

III. APPROVAL OF CONSENT ITEMS

a) MINUTES OF THE MARCH 12TH & MARCH 28TH MEETINGS

Motion by Lassiter to approve the Minutes of the March 12th and March 28th meetings, second by Roberts. The motion passed 3-0.

b) MARCH TREASURER'S REPORT

Treasurer Bieker furnished the Mayor and Council with a monthly financial report for March. The budget reconciliation report showed the 2007 budget at \$241,640.00. So far, the 2007 receipts are \$81,882.93 and expenditures are \$30,387.55. The remaining budget is \$234,957.45.

Motion by Lassiter to approve the March Treasurer's Report, second by Youngquist. The motion passed 3-0 with Roberts abstaining because he did not have time to review the report thoroughly.

c) MARCH WARRANT REGISTER

The March Warrant Register reflected expenditures in the amount of \$9,641.12 for General, \$4,716.11 for Water, \$3,219.13 for Sewer and \$91.43 for Park. Total expenditures for March were \$17,667.79.

Motion by Lassiter to approve the Warrant Register, second by Youngquist. The motion passed 3-0.

IV. REPORTS:

Planning & Zoning:

Committee Chairperson, Sandi Goetz reported that the committee met on March 27th to review codes and regulations.

The committee met on April 2nd to review the following building plans:

John Thompson at 401 Delaware would like to convert the existing garage into a bedroom. Mr. Thompson would also like to place a 12'x12' temporary storage shed on skids on the northwest side of his lot. Mr. Thompson also requested approval to put a driveway on the south side of his home, within the set-back requirements. Planning and Zoning recommended approval for the alteration to the garage, as well as, placement of the storage shed, however, the committee did not recommend the council's approval for the driveway until actual plans are submitted. Motion by Youngquist to approve planning and zoning's recommendations, second by Lassiter. The motion passed 3-0.

Clint Phillips at 609 Delaware would like to replace an old metal shed with a new 20'x20' storage shed on a concrete pad on the northwest corner of his lot. The shed will be 4 feet away from the property line. The Council

recommended that Mr. Phillips place the permanent shed at least 10' from the property line. Motion by Roberts to approve the shed, second by Lassiter. The motion passed 3-0.

Bill & Elfrieda Elliot at 100 Sunset would like to erect a 72' privacy fence. Motion by Youngquist to approve the fence, second by Lassiter. The motion passed 3-0.

Sandi Goetz would like everyone to know that the Planning and Zoning committee will not accept aerial maps as a site plan, however, they are a nice visual aid when reviewing plans.

Streets:

Street Commissioner Youngquist reported that he will be sending a letter out to several asphalt companies including A&W Asphalt, Bettis Asphalt and Lawrence Ready Mix to solicit bids for a 2" overlay on the following streets:

- Central from the intersection of Delaware through the intersection of Sioux (approximately 370ft.)
- Central west from the intersection of Kansa for approximately 220 feet
- Meadowlark from the intersection of Delaware to the intersection of Sioux (approximately 550ft)
- Main street from the entrance west (approximately 720ft)

Councilman Youngquist informed the Council of a street complaint he received at Coyote and Kansa, and reported that the street has been fixed.

Mayor Gibson noted that at the upcoming budget workshop money can be set aside for cracking, patchwork and dirt work for the streets.

Utilities:

Clerk Zimmerman informed the Council that Councilman Klenklen will be presenting the Council with a formal presentation for the Corps of Engineers Annual Management Plan as well as a sample notice that he plans to send to residents who have root issues in their sewer service lines.

Mayor Gibson furnished the Council with a proposal from Utility Service Company to wash out, inspect and disinfect the water tower for the amount of \$1,125.00. Motion by Youngquist to approve the proposal, second by Lassiter. The motion passed 3-0.

Mayor Gibson reported that the EPA is now requiring a strict monitoring plan and sample analysis plan. Councilman Klenklen will have a more thorough explanation at the May meeting.

Parks:

Park Commissioner Lassiter reported that the Park Committee plans to set up a booth during the City-wide garage sales to promote the City Park and receive donations.

Councilwoman Lassiter requested permission from the Council to use a small portion of the money received from the sale of the park lot to the Township to purchase a new swing set for the City Park. Mayor Gibson informed the Council that no money was set aside in the 2007 budget for a new swing set. The Council agreed to have Councilwoman Lassiter research costs for a new swing set and bring the information to the May Council Meeting.

Law Enforcement:

Nothing to report.

Governmental Affairs:

Governmental Affairs Commissioner Roberts will have a report next month.

Tree Board:

Councilwoman Lassiter reported that the Park Committee will begin creating a plan to plant trees in the City Park. Councilman Roberts informed the Council that he has a park plan completed by Kansas State University several years ago and will submit that to Clerk Zimmerman to make copies for everyone. The Council agreed that the park plan would at least be a good starting point when creating an updated plan.

Councilwoman Lassiter reminded everyone of the Ozawkie Arbor Day Celebration on April 27th at the City Park, beginning at 10am. A small celebration of Ozawkie becoming a Tree City, as well as, a tree planting will occur. Everyone is invited.

Councilman Roberts requested that the City create a plan to take better care of the trees in the park; pruning the trees, fertilizing, and taking better care of the base of the trees will help the growth rate tremendously. Councilman Roberts informed the Council that he will contact the State Forrester to help inform the City of how to take care of the trees.

City Maintenance:

Mayor Gibson reported that a new sprayer was purchased by the maintenance department to spray the weeds in the cracks of the streets. Purchasing the sprayer was part of the Council's plan to do a better job maintaining the streets.

City Clerk:

Clerk Zimmerman reminded everyone of the following upcoming events:

- April 12th – City-wide Vet Clinic from 6:30pm – 8:30pm at the Township Hall: Dr. Joe Kobuszewski will be administering rabies vaccinations. Wormer and heartworm preventative medications will be available
- April 27th – Ozawkie Arbor Day: small ceremony and tree planting in the City park at 10am
- May 5th – City-wide Garage Sales
- May 12th – City-wide Cleanup: dumpsters will be available from 9am – 5pm at the maintenance building

Clerk Zimmerman informed the Council of updates to the City's website. The first update is a new web page on the website under "Tax Information" which lists the City's actual mill levies from 1988 to current. The page also shows mill levy comparables to Meriden, Oskaloosa and Nortonville, as well as a formula to help citizen's figure out how much money it will cost them if there is an increase in the mill levy. The second website update is the minutes from 1989 to current are on the City's website under "Council Minutes". The minutes are in a pdf format and will need a pdf reader to be viewed. There is an option on the web page to download a free reader.

Clerk Zimmerman informed all in attendance that copies of the new ordinances will be available to anyone who wants a copy. Prices are as follows:

\$25 – Paper Copy in a 3-ring binder

\$5 – Copy on a CD-R

FREE – Bring in your own disc, CD or traveldrive and I will copy the ordinances on it for you.

The ordinances will be posted on the website soon.

Clerk Zimmerman reminded the Council of the Governing Body Institute on May 4th & 5th at the Ramada Inn in Topeka. Mayor Gibson informed the Council that the cost is \$140 per person, and suggested that since money was not set aside in the 2007 budget to send all of the councilmember's to the conference, that only one member of the Council attend to represent Ozawkie. The Council agreed to send Mayor Gibson to the conference this year.

NEW BUSINESS

V. Ranson Housing Compliance

Danielle Baker, a loan officer at People's Bank in Lawrence attended the meeting to request that the City of Ozawkie participate in a mortgage revenue bond program sponsored by Ranson Housing that assists first-time homebuyers with closing costs and down payments. In order for citizens to be allowed to participate in this program, the City Council is required to sign a Cooperation Agreement and Resolution. The cost to the City is nothing. Ranson Housing has contacted that City of Ozawkie on several occasions, requesting Ozawkie's participation, but previous City Council's were concerned that by signing the cooperation agreement and resolution, it would allow for low-income quality houses to be in Ozawkie. Ms. Baker informed the Council that the program is basically a grant funded by the State of Kansas that is only available to first time home buyers. The foreclosure rate of households bought through this program is less than 1%, and the sell rate once a homeowner purchases through this program is 5-8 years. Ms. Baker informed the Council that very few cities in Kansas have not agreed to participate in this program and strongly encourages Ozawkie to participate because it promotes younger families to purchase homes in Ozawkie. The Council still had several issues with the program, but agreed to look into it.

VI. Setoff Program

Clerk Zimmerman furnished information on the State Setoff Program to the Mayor and Council. A detailed explanation of the program can be found in the March 2007 minutes. Clerk Zimmerman informed the Council that if they agree to participate in the Setoff Program, the City would need to require each citizen to fill out a "Utility Card" when receiving City utility services. Since the State requires a social security number when attempting to match funds, the Utility Card would require a social security number, and be kept in the locked safe. If a citizen does not want to provide a social security number, then a deposit would be required to receive service. This is not meant to irritate or offend anyone, but by participating in the program, the City will be able to collect past due amounts from individuals who have left town without paying a bill, placing the burden off of the citizen's of Ozawkie. Clerk Zimmerman requested that the Council review the information, do any research on the program they feel is necessary and come to the May meeting with a decision as to whether they would like the City of Ozawkie to participate or not.

VII. Heatshare Program

Clerk Zimmerman furnished information on the Heathshare Program to the Mayor and Council. A detailed explanation of the program can be found in the March 2007 minutes. Clerk Zimmerman requested that the Council review the information, do any research on the program they feel is necessary and come to the May meeting with a decision as to whether they would like the City of Ozawkie to participate or not.

VIII. City Seal Project

Clerk Zimmerman reported that the medals and certificates are ready to be given to the contestants of the City Seal project, as well as the large certificate for the school and the plaque for the art department. Clerk Zimmerman noted that the donated gift has been purchased, which is a large tote case for Art pieces and should arrive any day. Project Manager, Terry Marsh and Mayor Gibson will attend Jefferson West's Fine Arts Night on May 8th at 7pm to award the prizes

IX. Building Inspector

Two resumes were reviewed at the March Council Meeting. Since then, the City of Ozawkie has received another resume for the City Building Inspector Position from Quality Plumbing and Construction. Richard White of Quality Plumbing and Construction and Glenn White, his father have several certifications and licenses including master plumber and master mechanical, as well as one million dollars worth of general liability insurance. They would charge \$100 per inspection for 4 inspections and any more than 4 inspections at the same residence will cost \$50 per inspection.

The Council's main concern is making sure that the new building inspector will be available within a reasonable amount of time to inspect when a contractor needs an inspection. Questions arose as to the conflict of interest if Richard White were to be contracted out by someone in Ozawkie to do work, and doing inspections, as well. Clerk Zimmerman spoke with Richard White who stated that if a conflict of interest were to arise, that his father, Glenn White, who is retired and has no interest in Quality Plumbing and Construction, could do the inspections alone. After reviewing each candidate's experience, qualifications and costs, motion by Youngquist to contract with Richard and Glenn White from Quality Plumbing and Construction for a 6 month probationary period, second by Lassiter. The motion passed 3-0. The Council requested that City Attorney, John Kurth draw up a contract explaining the probationary period, a hold harmless clause for the City and the stipulation that one of the two inspector's shall be reasonably available to contractor's.

V. ADJOURNMENT:

The Council agreed to meet for a Budget Workshop on May 15th at 6pm to begin working on the 2008 budget. Motion by Youngquist to adjourn at 9:40pm, second by Lassiter. The motion passed 3-0.

Melissa A. Zimmerman
City Clerk