

CITY OF OZAWKIE
MINUTES OF REGULAR MEETING
AUGUST 14, 1995
Ozawkie Township Building
(Minutes Approved 9/11/95)

Following comments and inquiries from citizens, Mayor Brunenn called the meeting to order at 7:16 P.M. Members present: Roger Bostwick, Chuck Brooks, Pat Happer, Rob Holliday, & Bob Schuenight.

The Mayor thanked Rob Holliday for presiding at the July meeting and complimented those responsible for the reception in honor of Charles Bell. Mayor Brunenn advised that the last day which the City will accept applications for the Treasurer position will be Monday, August 21, 1995 and interviews conducted Wednesday, August 21 beginning at 7 P.M. pending scheduling by Assistant Clerk, Carolyn Holliday. Following the Mayor's invitation for any or all Council members to participate in the interview process, discussion followed regarding compliance with the Kansas Open Meeting Laws should council elect to participate. The Mayor acknowledged the receipt of a Thank You note from the family of Jane Elizabeth Campbell, Jana Happer's mother, for the memorial contribution.

Rob Holliday was excused from the meeting at 7:25 P.M. to participate in a Storm Watch.

Motion by Brooks, seconded by Schuenight to approve the Consent Agenda consisting of the Meeting Agenda, 7/10/95 Minutes, 7/31/95 Treasurer's Report, and the July Warrant Register totaling \$7335.95. Motion Carried.

REPORTS:

Janice Brasher reported that the August meeting was canceled due to the lack of a quorum. P & Z is beginning work on a Comprehensive Plan for the City and is seeking assistance from several sources.

Commissioner Brooks acknowledged the remaining Special Street Fund balance of \$11,367.00 as referenced in the 7/31/95 Treasurer's Report. Brooks requested that Smith submit to him, a cost summary of estimated remaining street repair and maintenance materials needed for the current 1995 budget year which will allow Brooks to begin accessing and planning next year's contract repairs.

Commissioner Schuenight reported that the cost to repair Well #1 is anticipated to exceed the estimated cost of \$4300.00 due to the abnormal problems encountered following the commencement of the repairs: Removal of Concrete to replace the obsolete Pitless Unit and installation of a check valve on the new pump assembly. The well is now on line. It was the consensus of Council that the additional costs were necessary to get the well back in operation and that due to the age of well #2, it may be prudent to begin planning the upgrade of this well to possibly alleviate the problems, additional costs, and loss of production as encountered with Well #1. Mayor Brunenn suggested that additional future budgetary consideration be given to the Equipment Reserve Fund for such major repairs.

Commissioner Bostwick addressed some of the inquiries regarding the park, noting the unintentional neglect and unfinished projects.

Bostwick informed Council that no Park Fest would be planned for this year. Funds previously allocated for the Fest will be used to complete unfinished projects and to improve the presentability of the Park. Bostwick announced a volunteer community work day at the park, Saturday, September 16, 1995 beginning at 8 A.M. A tentative rain date for the clean-up is Saturday, September 23, 1995. He asked that volunteers bring weed-eaters and yard tools. Bostwick advised that a quality back-board and pole for the basketball court will be ordered soon. Residents interested in serving as a park committee may contact Roger.

Smith reported that the 1996 Budget is completed. Well #1 is on line and functioning properly. Clean-up, backfill, and replacement of concrete is yet to be completed. Lightning caused a breaker failure at sewer lift station #1. Thanks to Bob Schuenight, the problem was diagnosed and repaired. Each lift station has two pumps thus normal service continued during the repair.

OLD BUSINESS

Agenda Item #3 - Abandoned Vehicle Ordinance

Mayor Brunenn asked comments regarding a first draft of an ordinance to possibly be considered to replace Ordinance #17. Following an exchange of ideas and concerns regarding amendment or replacement of the current ordinance, no action was taken due to lack of a motion. Mayor Brunenn requested that Schuenight evaluate the current ordinance in view of the information which prompted the review and submit a written recommendation to Mayor and Council.

Holliday returned to the meeting at 8:10 P.M. There were no motions during his absence.

Agenda Item #4 - Update Sewer Investigation

Smith reported that an estimate was obtained from a professional sewer cleaning service to rod and clean the sewer line from Sunrise to Lift Station #1. The minimum charge is approximately \$1000.00. The City of Perry has an industrial sewer machine and will provide the service at an estimated rate of \$65.00 per hour. The maintenance superintendent is checking with their city attorney regarding insurance. Smith tentatively scheduled the project for the last week of October or first week of November pending council approval. Smith estimates two days to complete the service. Smith advised that a manhole presently covered near the North East corner of Sunrise would have to be extended prior to proceeding with the cleaning. Motion by Happer seconded by Schuenight to allocate up to \$1500.00 for the sewer line cleaning. Motion Carried.

Agenda Item #5 - Law Enforcement Procedures

Brooks moved to accept the policy submitted by Holliday, seconded by Bostwick. During discussion of the motion, Holliday mentioned that the policy referenced Marshall Baker by name. Brooks and Bostwick retracted the motion and second. Brooks moved to accept the policy omitting Marshall Baker's name and replacing with "City Marshall", seconded by Bostwick. Motion Carried. The policy requests that the City Marshall submit a copy of his/her yearly work schedule to the Court Clerk to assist in Court date scheduling and coordination. The policy also requests that the Court Clerk call City employees with court duties a few days prior to each court date.

Agenda Item #6 - Maintenance Policy - City Owned Vehicles
Brooks moved to accept the Maintenance Policy submitted by Mayor Brunenn, seconded by Schuenight. Motion Carried. The policy requires a minimum of two estimates be presented for Council approval on repairs exceeding \$100.00 with the exception of scheduled and preventative maintenance.

Agenda Item #7 - Bob Baker - Annual Evaluation
Mayor Brunenn presented to Council a written performance evaluation for Marshall Baker, recommending a 5% increase retroactive to the anniversary date of his employment. Motion by Brooks to accept the Mayor's recommendation, seconded by Happer. Motion Carried.

Agenda Item #8 - Hepatitis B. Vaccinations
Smith submitted to Council a letter from the Jefferson County Health Department recommending he be vaccinated for Hepatitis. Motion by Happer, seconded by Brooks for Smith to receive the recommended vaccinations the costs to be paid by the City. Motion Carried. Three vaccinations are required at a cost of \$35.00 each.

Agenda Item #9 - Request for Service Form
Smith informed Council of the following guidelines which are being used by the Clerk's office to address complaints and requests by residents to be placed on the Regular Council Meeting Agenda.

1. Citizens are requested to complete and sign a Request For Service form previously approved by Council. This procedure establishes a formal complaint.
2. Copies of all completed forms are forwarded to the Mayor and appropriate Commissioner.
3. The Clerk under the direction of the Mayor will investigate and attempt to resolve the issue within the provisions of current ordinances and policies.
4. Issues not within the scope of current ordinances or policies will at the Mayor or Council discretion be placed on the Regular Council Meeting Agenda.
5. A written reply stating the City position or action taken (if any) on the issue will be forwarded to the complainant as soon as reasonably possible.

Agenda Item #10 - City Treasurer Appointment
Mayor Brunenn announced that to date, three applications for the Treasurer position have been received and distributed to Council. Considering Council participation in the interview process, it was the consensus of Council to schedule the interview process as a Special Meeting in order to comply with the Open Meeting Law should more than two councilmen participate. Following the interview process, the Mayor will present her recommendation to Council at the September Regular Meeting. The Mayor recommended the temporary appointment of Carolyn Holliday as City Treasurer until a recommendation is made and approved by Council. Motion by Schuenight to approve the Mayor's recommendation, seconded by Happer. Motion Carried.

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Agenda Item #11 - 1996 Budget

It was consensus of Council for Smith to publish the Proposed 1996 Budget and schedule the required Budget Hearing for 8 P.M., Monday August 28, 1995 to be held at the City office.

There being no further business before Council, Happer moved to adjourn, seconded by Brooks. Motion Carried.

Meeting Adjourned at 8:45 P.M.

Gordon Smith, City Clerk