

INFORMATION

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

Office Hours

Mon: 9am – 6pm
Tuesday-Friday: 8am – 2pm

City Engineer – Kyle (785) 608-3547
Ron (785) 640-8750

Next Meeting – January 8th, 2006

Regular Council Meeting December 11th, 2006

I. CALL TO ORDER:

Mayor Gibson called the meeting to order at 7:00 p.m. Members present: Mayor Scott Gibson. Commissioners Jason Klenklen, Marlin Youngquist, Kirk Vernon and Elke Lassiter. Members absent: Terry Marsh

Citizens in attendance were Sandi Goetz, Don Lassiter, Wayne McNary, Ed Lindsay, Bob Holliday and City Attorney, John Kurth.

OPENING COMMENTS:

There were no opening comments.

II. COUNCIL COMMENTS/QUESTIONS/CONCERNS

Mayor Gibson informed the Council of a letter of resignation submitted by Councilmember, Terry Marsh. The letter cited reasons for Mr. Marsh's resignation being health issues of himself and his wife. Mayor Gibson thanked Mr. Marsh for his several years of service on the Council and wished him the best for his health and happiness.

Councilwoman Lassiter read aloud a paragraph written by her, to the citizens:

“To run a small community takes the effort of all of us – the council members and the citizens. Council members try hard to do what is best for the City, but we can't do it alone. We need help from all of the citizens. We need suggestions, volunteers, and even complaints to identify problems and develop solutions. Council members can't

always do it right for everyone. Attend our monthly City Council Meetings, contact the Mayor or one of the City Council Members or contact the City Office. Visit our City of Ozawkie website at www.ozawkie.org for local news and information on how to contact your elected officials.”

Councilwoman Lassiter requested that this paragraph be put in the minutes and on the website, so that it will be available to all citizens.

III. APPROVAL OF AGENDA:

Motion by Klenklen to remove item #6 – Speeding Issue – Greg Huffman, since Mr. Huffman was not in attendance, second by Lassiter. The motion passed 4-0. Motion by Klenklen to approve the agenda as amended, second by Youngquist. The motion passed 4-0.

IV. APPROVAL OF CONSENT ITEMS

a) MINUTES OF THE NOVEMBER 13TH, 2006 MEETING

Motion by Youngquist to approve the Minutes of the November 13th meeting, second by Klenklen. The motion passed 4-0.

b) NOVEMBER TREASURER’S REPORT

Treasurer Bieker furnished the Mayor and Council with a monthly financial report for November. The report reflected credits/debits of \$5,568.74/\$23,196.53 for General, \$5,519.80/\$3,146.22 for Water, \$2,506/\$1,035.88 for Sewer, \$0/\$18,543.22 for Special Highway, \$1500.00/\$27.14 for Parks, and \$3,181.82/\$4,262.40 for Trash. The total receipts/expenditures for November were \$18,227.18/\$50,211.39.

Motion by Vernon to approve the November Treasurer’s Report, second by Lassiter. The motion passed 4-0.

c) NOVEMBER WARRANT REGISTER

The November Warrant Register reflected an expenditure amount of \$7,868.86 for General, \$3,724.82 for Water, \$1,535.40 for Sewer, \$128.43 for Park. Total expenditures for November were \$13,257.51.

Motion by Youngquist to approve the Warrant Register, second by Klenklen. The motion passed 4-0.

V. REPORTS:

Planning & Zoning:

Committee Chairperson, Sandi Goetz informed the Council that the Planning & Zoning Committee met on December 4th at 7pm at the Township Hall to review the plans for the addition to the existing fire station. Members in attendance were Mark Hothan, Grace Jolly and Sandi Goetz.

The Planning & Zoning Committee requested Council’s permission to not hold a January meeting, since the meeting would fall on New Year’s Day. The Council agreed to by-pass the January Planning & Zoning meeting. The next regularly scheduled meeting will be held on March 5th.

Sandi Goetz requested that the Council discuss the building permit fees to be paid by the Fire department for the building extension. The Fire department would be responsible for paying \$300 for inspection fees, but no fees for connecting to water or sewer, since there would be no new connections. Motion by Klenklen to waive the inspection fees, second by Lassiter. The motion passed 4-0.

Streets:

Councilmember Youngquist reported that the maintenance department was prepared for the first snow storm and no issues arose.

Utilities:

Utility Commissioner Klenklen reported that Certified Operator Truhe has been updating and consolidating the City maps, and soon, there will be a notebook with each individual lot with every utility line and easement visibly located.

Certified Operator Truhe contacted Kansas Rural Water Association and found a boat that the City can use to measure the sludge in the lagoons. The last time this was done was in 2001.

Councilman Klenklen informed the Council that the manhole inspections and extension process is taking longer than anticipated, therefore the project will be added to the Comprehensive Plan to be done within 3-5 years.

Councilman Klenklen informed the Council that the utilities department will begin reviewing the sewer inspection videos within the next few months, because the City is still having a large infiltration of water in the system. A letter will be sent out in early 2007 to all of the citizens in Ozawkie, informing them of the project, and that they will be contacted if there is an infiltration problem with their personal service lines.

Parks:

Park Commissioner Lassiter started off by thanking the maintenance department for installing the door on the drinking fountain.

Councilwoman Lassiter reported that the Cub Scouts donated their time by volunteering in the park, and the Valley Falls Vindicator has a picture with a small article about it.

Questions arose as to whether the park needs a sign that informs everyone who plays on the equipment that they are playing at their own risk. City Attorney, John Kurth informed the Council that it isn't necessary, but may be helpful.

Councilwoman Lassiter informed the Council that she has received 2 completed park surveys from citizens, and she would like to elaborate that the cost of the possible park improvements will not be coming out of a City fund, but the 501 (c)(3) park committee fund, which is a completely separate entity of the City. The 501 (c)(3) money will be obtained through grants, donations, fundraisers, etc. All citizens are asked to fill out the survey, which was inserted into the December newsletter, and return it to the City Office, Water/Sewer/Trash drop box, postal mail or the office box right outside of the office.

Law Enforcement:

Law Enforcement Commissioner Vernon reported that there have been several reports regarding the issue with Greg Huffman's dog being hit. Anyone who has a complaint, concern or report to file, please contact Deputy Clay McHardie at the Jefferson County Sheriff's Department.

For any other reports, such as speeding, suspicious vehicles or people, etc., no contact name is needed, just call the Jefferson County Sheriff's Department.

Governmental Affairs:

Mayor Gibson informed all in attendance that if anyone is interested in filling the vacant position of Governmental Affairs Commissioner, please call Mayor Gibson himself at 876-2419. This term will expire in April of 2007.

Clerk Zimmerman questioned as to who would be taking over the City Seal project. After much discussion, the Council agreed to contact the participating schools and let them know that the project is on hold for the time being, until the Governmental Affairs position can be filled.

Mayor Gibson informed the Council that since Mr. Marsh was attending the Meriden/Ozawkie area Chamber of Commerce as a representative of the City, the Council would need to fill the representing position. The Council agreed to have Clerk Zimmerman attend the daytime meetings until a new Governmental Affairs Commissioner has been appointed and can take over attending the meetings.

Tree Board:

Councilwoman Lassiter informed the Council that she will be working with the Mayor and Public Works Employee Thomas on completing the Tree City USA application.

Anyone who is interested in sitting on the Ozawkie Tree Board is asked to contact Elke Lassiter at 876-2513.

City Maintenance:

Mayor Gibson reported that both City Maintenance Employee Thomas and Certified Operator Truhe have both been keeping daily logs of their work being done. Councilman Youngquist informed the Council that he has a format for keeping daily logs that might be beneficial to the City; he will drop it by the City Clerk's office immediately.

Animal Control Officer:

Animal Control Officer, Kyle Truhe, furnished the Council with a report for November. The report reflected 1 stray cat and 1 tagged cat picked up and taken to the Jefferson County Humane Shelter, as well as, 1 skunk picked up and released into a wildlife area.

City Clerk:

Clerk Zimmerman informed the Council that there will be a Holiday Open House at the City Office from 11am – 2pm on December 22nd. All citizens are invited to come celebrate the holidays with the City employees, Mayor, Councilmembers and Fire Department.

Clerk Zimmerman questioned as to whether the Council wanted to give out Holiday Hams this year, and if so, a list of who should receive them. After much discussion, motion by Klenklen to purchase Holiday Hams for all of the employees, Councilmembers, the Mayor and Planning & Zoning members to thank everyone for volunteering their time to help make the City a better place to live, second by Lassiter. The motion passed 4-0.

Clerk Zimmerman reported that she has spoken with the League of Kansas Municipalities regarding the codified ordinances, and they will have the final copy ready for review in about a week. Clerk Zimmerman requested that each councilmember turn in any ordinance books they have, old and new, because as soon as the new ordinances are approved, she will be putting them in new binders for each councilmember. A copy of the old ordinances will be available for review in the City Office.

NEW BUSINESS

VI. Fire Department Building Plans

After discussion and review, as well as, Planning & Zoning's recommendation for approval of the submitted plans for the addition to the Fire Station, motion by Klenklen to approve the plans, second by Vernon. The motion passed 4-0.

Planning & Zoning Chairperson, Sandi Goetz, thanked all of the Township Board Members, Bob Holliday, and everyone else who helped the Planning & Zoning Committee make a final recommendation to the Council.

Township Clerk, Ed Lindsay, reported to the Council that there are two City benches in the park that will need to be moved before construction of the building extension can begin.

VII. Executive Session Laws

Clerk Zimmerman informed the Mayor and Council that since City Attorney John Kurth was in attendance, it was an opportune time to discuss the executive session laws. The reason for going into an executive session must be allowed under a specified K.S.A., and read aloud before entering the executive session. When the Council goes into an executive session, no action can be made, discussion only. There is nothing illegal about talking about what was discussed in the executive session, outside of the executive session, it is only considered to be a breach of the Council's own security measures. The Council may decide to take whoever they want into the executive session, including City employees, the City Attorney, the City treasurer, etc. After the executive session, if action is to be taken, the Council must go back into the meeting and make a motion for whatever, whether it be an employee raise, change of hours, etc. it must be approved in the Council Meeting. NOTE: When approving a pay raise, the Council

does not have to make a motion for the amount raised to, just the amount of the raise, either in dollars or percentages.

VIII. Lambda Tau Donation

Each year the City of Ozawkie donates \$50.00 to the Lambda Tau Sorority for the holiday gift shop and Santa visit that the Sorority hosts each year. Councilman Klenklen stated that he would like a representative from the Lambda Tau Sorority to be present to discuss the donation. Clerk Zimmerman will call LuAnn Petty from the Sorority to request her presence at the January Council Meeting.

IX. Position Descriptions

Mayor Gibson requested that the Council review and discuss the updated position descriptions. The Council requested that Clerk Zimmerman update the meter reader and treasurer position descriptions and email the updates to the Mayor and Council, for review at the January meeting.

X. Main Street Property

Mayor Gibson requested that the Council decide what action they would like to take at this point regarding the property on Main Street. Some ideas brought up were to keep the property and not do anything with it at this time, plat out the property and use some of the lots for residential use, or sell the property. The Council agreed to table this discussion until the January meeting so that they may research cost and alternative ideas.

XI. Executive Session – Employee Review

Motion by Vernon to go into executive session under K.S.A. 75-4319(b) (1) – personnel matters of non-elected personnel, at 8:40pm for 20 minutes, second by Klenklen. The motion passed 4-0.

Council reconvened at 9:00pm.

Motion by Vernon to allot a 4% raise to the City Clerk, as well as a one time bonus of \$250 for applying for and receiving a scholarship to her third year of the City Clerk's Institute. Second by Youngquist. The motion passed 3-1 with Klenklen opposing. The \$250 bonus is to be given with the last payroll in December, and the 4% pay increase is to begin the first pay period in January.

Motion by Vernon to have the City of Ozawkie pay for Certified Operator Truhe's health insurance premium, not to exceed \$120.00 per month, second by Youngquist. The motion passed 4-0.

Motion by Klenklen to keep the meter reader's and treasurer's pay the same, second by Youngquist. The motion passed 4-0.

V. ADJOURNMENT:

Motion by Vernon to adjourn at 9:08pm, second by Youngquist. The motion passed 4-0.

Melissa A. Zimmerman
City Clerk