

INFORMATION

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

Office Hours

Mon: 9am – 6pm

Tuesday-Friday: 8am – 2pm

City Engineer – Bob (785) 640-1194
Ron (785) 640-8750
Kyle (785) 608-3547

Next Meeting – July 10th, 2006

Regular Council Meeting June 12th, 2006

I. CALL TO ORDER:

Mayor Gibson called the meeting to order at 7:05 p.m. Members present: Commissioners Terry Marsh, Jason Klenklen, Ed Carmona and Elke Lassiter. Members absent: Commissioner Kirk Vernon.

Citizens in attendance were Ken Bieker, Ken Newell, Kathy Clark, Don Lassiter, Sandi Goetz, Virginia Richards, James Shaw, Nancy Shaw, Doris Dillinger, Bob Schuenight and Bob Holliday.

OPENING COMMENTS:

In opening comments, Mayor Gibson requested that the agenda format be amended to include a new item #2 with the topic “Council Comments/Questions/Concerns”, to begin tonight. All agenda items will be moved down one place in line.

Citizen, Jim Shaw, of 612 Delaware voiced his concerns regarding an issue with the gutter along the street near his house. Councilmember Marsh explained that he has looked into the issue and he will plan on having the area re-structured when he does the road work along Delaware. It was agreed that if the issue isn’t resolved soon, the cost to fix it would increase immensely.

Citizen, Bob Holliday, of 312 Delaware informed the Council that there are several storm sewer drains along the west side of Delaware that need attention.

II. COUNCIL COMMENTS/QUESTIONS/CONCERNS

Mayor Gibson informed the Council that Dennis and Wilma Scott have donated a truck to the City to be used by the Animal Control Officer, which has been fixed and is currently running. Mayor Gibson explained that City Employee, Kyle Truhe has been trained on the procedure for dropping off animals at the Humane Shelter, and he will begin picking up stray animals within a week. Councilman Carmona requested that Kyle keep track of his hours and make a record showing all that he does as the Animal Control Officer. Mayor Gibson informed all in attendance that the City is not trying to cause hardship to anyone, but is simply trying to keep the streets free of stray animals.

Councilman Carmona informed all in attendance that there will be fireworks at Lake Perry on Sunday, July 2nd, hosted by the Perry Lake Association. The fireworks are said to attract around 20,000 – 25,000 people to Perry Lake.

Councilwoman Lassiter informed the Council that, after speaking with several other city officials, she believes it is necessary for the City to have an annual audit done. Mayor Gibson assured the Council that an annual audit will be budgeted for 2007.

III. APPROVAL OF AGENDA:

Councilman Carmona requested that item #8 “Possible Annexation” be added to the agenda. Motion by Marsh to approve the agenda with item #8 added, second by Carmona. The motion passed 4-0.

IV. APPROVAL OF CONSENT ITEMS

a) MINUTES OF THE MAY 8TH MEETING

Councilman Marsh informed the Council that, in regards to the approval of the April warrant register and the questions regarding his purchasing maintenance supplies without the Council’s consent, he completely agrees and from now on, will get Council’s approval before purchasing, and if the item is something that can only be obtained immediately, he will purchase it and hope for Council’s approval. Motion by Carmona to approve the Minutes of the May 8th, 2006 meeting, second by Marsh. The motion passed 4-0.

b) MAY TREASURER’S REPORT

Treasurer Bieker furnished the Mayor and Council with a monthly financial report for May. The report reflected credits of \$1,716.11 for General, \$4,191.96 for Water, \$2,212.43 for Sewer, \$3,326.41 for Parks, \$3,616.32 for Special Highway and \$2,748.43 for Trash. With a few slight adjustments, the total receipts for May were \$17,808.66.

Motion by Carmona to approve the May Treasurer’s Report, second by Klenklen. The motion passed 4-0.

c) MAY WARRANT REGISTER

The May Warrant Register reflected an expenditure amount of \$7,459.76 for General, \$4,322.05 for Water, \$5,649.92 for Sewer, \$1,200.00 for Trash and \$104.27 for Park. Total expenditures for May were \$18,736.00.

Councilwoman Lassiter requested that Clerk Zimmerman look into purchasing recycled toner from “Discount Toner & Ink” out of Topeka, as opposed to constantly purchasing brand new toner.

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

V. REPORTS:

Planning & Zoning:

Committee Chairperson, Sandi Goetz reported that the committee met on Monday, June 5th, 2006 at her request, with Deb Gaskill, Grace Jolly and herself in attendance. The Planning & Zoning Committee re-reviewed addition

plans submitted by Ken Newell of 413 Kansa. The Committee recommended approval for a 10' x 26.5' addition with an ADA compliant ramp.

Motion by Carmona to approve the plans, second by Klenklen. The motion passed 4-0.

Sandi reported that the next meeting of the Planning and Zoning committee will be held on July 6th instead of July 3rd, due to the July 4th holiday.

Streets:

Street Commissioner Marsh reported that he has begun the process of obtaining bids for street work along Delaware. Councilman Marsh explained that he is having a hard time obtaining several bids, since the job is too large for most of the small companies, but too small for most of the larger companies. So far, he has contacted A&W, Bettis Asphalt and Hamms, and the only bid he received was from A&W. The Council agreed to allow Councilman Marsh to work with the budgeted \$35,000 to do the necessary street work.

Utilities:

Utility Commissioner Klenklen informed the Council that he would like to see every department begin working on a strategic plan, which he believes will help current and future councilmember be more efficient, instead of trying to figure out and pick up where the replaced councilmember left off. Councilman Klenklen reported that he has begun working on a strategic plan for the water/sewer department and hopes to have a rough draft for the July meeting.

Parks:

Councilwoman Lassiter thanked everyone who helped with the assembly of the playground equipment.

Councilwoman Lassiter reported that a park committee has been formed and they have begun working on their first project, which is a fundraiser where citizens can purchase bricks with their names on them, and all the proceeds will go to the park. More information will be available at a later date.

Councilwoman Lassiter informed the Council that she has been in touch with a representative from the company where the playground equipment has been purchased, and she would like the Council to consider allowing her to purchase a new swing set, which will replace the current, un-safe swing set. The cost would be \$1,200 - \$1,400, and the set will have 2 regular swings and 2 swings for toddlers. Mayor Gibson explained that the playground equipment was already purchased, but not budgeted for, so any future equipment that the park committee would like to purchase will have to be budgeted for.

Councilwoman Lassiter informed the Council that she is currently working on a quilt to be sold or auctioned off and all of the proceeds will go to the park fund, but she does not have a machine big enough to do everything that needs to be done for the quilt, so she requested that council allow her to spend up to \$80.00 to work on the quilt. Motion by Marsh to approve the expenditure up to \$80.00, second by Carmona. The motion passed 4-0.

Councilwoman Lassiter reported that she has been in touch with Kathy Bomberger, a Kansas State Community Forrester, who has agreed to help the City put together a strategic plan for the park. Councilwoman Lassiter informed the Council that she would like Ozawkie to become a Tree City, which will provide great rewards for the community, such as, free pruning for the trees, information regarding the care of the vegetation, etc. The cost will be around \$2.00 per citizen. The Mayor and Council agreed to begin working on becoming a Tree City.

Law Enforcement:

Mayor Gibson informed the Council that approximately 22 mailboxes were vandalized last week, so all citizens are asked to call the Sheriff if they see anything suspicious.

Governmental Affairs:

Mayor Gibson informed the Council that he has received information regarding a Meriden/Ozawkie Area Chamber of Commerce, which, if a member, provides several networking benefits. The cost is \$100.00. Councilman Carmona explained that being a member of this group will help to promote Ozawkie, and keep the Mayor and Council aware of everything that is happening in Jefferson County. Motion by Marsh to join the Meriden/Ozawkie Area Chamber of Commerce for \$100.00, and to have Ed Carmona be the representative for Ozawkie, since he is the Governmental Affairs Commissioner, second by Klenklen. The motion passed 4-0.

Tree Board:

Nothing to report.

City Maintenance:

Public Works Supervisor Thomas provided the City Council with an Engineer's Report for May which reflected supplies and parts that have been purchased, including \$350.00 to repair the Chevy S-10 Pickup that was donated to the City.

Public Works Supervisor Thomas informed the Council that he hopes to complete the drinking fountain this week.

City Clerk:

Mayor Gibson explained Marc Bunting's appraisal of the land on Main Street. The appraisal results showed that the land on Main Street is worth approximately \$5,227.20 per acres and the reason that the land is not worth more, is because there is not a high demand for commercial property in Ozawkie, making the land non-desirable. Clerk Zimmerman explained to the Council that Mr. Bunting informed her that the best use of the 3 ¼ acres of land would be to plot the north side of the land as residential. He also explained that because Ozawkie has such a small population, a business Main Street would not be able to depend solely on the citizens of Ozawkie as customers, but outside customers as well. Clerk Zimmerman explained that Mr. Bunting is willing to give the verbal appraisal to the City free-of-charge, but if the Mayor and Council would like the appraisal detailed and in writing, he would charge the \$300-400 as originally planned. Councilman Carmona expressed his concern that if the appraisal was not written down, future Councilmember's would not know that the appraisal existed. The Mayor and Council agreed to describe the appraisal in the minutes and use the minutes for future reference, instead of paying the fee to have the proposal formally drawn up.

City Clerk Zimmerman requested that the Mayor and Council set a date to review the Codified Ordinance Review Committee's recommendations. The Council agreed on Saturday, June 24th at 8:00am at the Township Hall and will be open to the public.

NEW BUSINESS

V. Jefferson County Humane Society

Jefferson County Humane Society representative, Kathy Clark, furnished the Mayor and Council with information regarding the current status of the humane shelter. So far, the shelter has taken in 117 cats and 142 dogs, with a total of 250 animals from January through May, 2006. Ms. Clark informed the Council that the budget for the humane shelter is, for the most part, on target, but they are going from City to City to make sure that they will continue to receive support from the Cities. Councilman Carmona requested that the JCHS look at charging cities for animal intake as opposed to population when planning for 2007. The Mayor and Council agreed to continue supporting the JCHS.

VI. Website Contract – Deb Gaskill

Current Website Designer, Deb Gaskill, furnished the Council with two proposals for renewing the website contract. The current contract expires August 25. The two proposals are as follows:

- a) Ms. Gaskill will continue updating and maintaining the website at a cost of \$30.00 per month, for up to four hours each month. Any work to be done after the four hours, will be billed to the City at an hourly rate of \$25.00 for the first hour and \$18.00 per hour after that.
- b) Ms. Gaskill will train Clerk Zimmerman to take over the updating and maintaining of the website. The City will need to purchase the software, Frontpage 2003 is currently being used, and Ms. Gaskill will train Clerk Zimmerman up to 8 hours free-of-charge, and anytime after the 8 hours will be billed to the City at a rate of \$25.00 for the first hour and \$18.00 per hour after that.

The Mayor and Council agreed to have Clerk Zimmerman take over the maintaining of the website. Councilman Klenk requested that Ms. Gaskill copy all of the lay-outs onto a disk, to be given to Clerk Zimmerman, so that the lay-outs will not have to be re-done.

VII. KMIT Insurance Information

Clerk Zimmerman explained that she had recently met with a representative from IMA, the City's Worker's Compensation Insurance Agency and in order to continue ranking in the "Gold Star" Category, the City has to approve and implement a few items. The first item is a New Employee Safety Orientation Checklist, which is for new employees to fill out, assuring that they have been trained on certain safety areas. The second item is a Return to Work Program for when an employee gets injured and files a claim. The third is an Accountability Program, which will make all employees responsible for understanding the safety policies and procedures. The last item to be approved is an Accident Reporting Procedure Form, which should be filled out once a claim has been made. All of the described documents can be altered if need be, but they have been furnished by the IMA representative as prime examples. Motion by Carmona to approve the documents, second by Marsh. The motion passed 4-0. The approved documents shall be kept with the Personnel Policies and Guidelines handbook.

Motion by Marsh to recess for 5 minutes, second by Carmona. The motion passed 4-0.

VIII. Possible Annexation

Councilman Carmona read aloud a letter that he sent to the Mayor and Councilmember's, explaining that he is currently representing Midwest Management Group, Inc., located in Topeka, who is wanting to purchase the approximate 47 acres of land, known as "Brammel Property", to be developed as a possible retirement community. Before the Company will purchase the property, though, they are requesting that the City of Ozawkie annex the property, with the understanding that Midwest Management Group, Inc. agrees to abide by all City of Ozawkie, and/or Jefferson County rules and regulations. There are several possibilities and the current plan is very vague because it is so early, but the Company has discussed plotting out the land into 119 lots. Questions arose as to whether the development company would be willing to make the necessary upgrades to the water and sewer because of the large amount of new homes attaching to the systems. Councilman Carmona explained that all of the questions will be discussed and since the upgrades will be needed, the company will have to consider them. Councilman Carmona informed the Council that due to his position on the Council and being a representative of the development company, he cannot vote because it would be considered a conflict of interest, but he does request that the remaining councilmember's at least tentatively approve the annexation, with the understanding that much more discussion is to take place before the City would even more forward with the annexation. The Mayor requested a role call vote, Terry Marsh – Aye, Jason Klenklen – Aye, Elke Lassiter – Aye. The vote passed 3-0, with Carmona abstaining due to a conflict of interest.

V. ADJOURNMENT:

Motion by Marsh to adjourn at 9:45pm, second by Klenklen. The motion passed 4-0.

Melissa A. Zimmerman
City Clerk