

INFORMATION

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

Office Hours

Mon: 9am – 6pm

Tuesday-Friday: 8am – 2pm

Maintenance Kyle (785) 608-3547
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Next Meeting – June 11th, 2007

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Regular Council Meeting May 14th, 2007

I. CALL TO ORDER:

Mayor Gibson called the meeting to order at 7:00 p.m. Members present: Mayor Scott Gibson. Councilmember's Elke Lassiter, Jason Klenklen, Mark Roberts and Marlin Youngquist. Members absent: Councilmember Kirk Vernon.

Citizens in attendance were Don Lassiter, Sandi Goetz, Jim Cox, Bob Holliday, Bob Schuenight, Jim Marietta, Sharon Branson and Terry Marsh.

OPENING COMMENTS:

In opening comments, Sharon Branson reported that 77 households paid the fee to participate in the 23rd annual City-wide Garage Sales. There were three possible sales that did not register. After the 2006 Garage Sale, the Branson's opened a bank account to fund future sales, that way there would be no initial out-of-pocket expenses for whoever organizes the sales. The beginning balance in that account as of March 30th, 2007 was \$196.16. The income from all who registered was \$580 and the expenditures for advertising were \$427.83, which leaves a balance of around \$328.33 in the garage sale fund. The Branson's would like everyone to know that they are interested in training someone new to take over the sales next year.

The City received a complaint from Kathleen Pope, from Medicine Lodge, Kansas. The complaint was regarding pets in Ozawkie being neglected, particularly a small pen with two dogs on Kansa. The Council agreed to bring the complaint to the pet owner's attention and have Animal Control Officer, Kyle Truhe, monitor the situation.

COUNCIL COMMENTS/QUESTIONS/CONCERS

Councilwoman Lassiter suggested that, to save the City some money, the Council look into having the citizen's pay a small fee to utilize the dumpster during the City-wide cleanup. After much discussion, the Council agreed that the cleanup day is a service that the City does to promote a clean City, and that charging citizen's to utilize the dumpster could discourage them from cleaning up their yards and homes.

Mayor Gibson informed the Council that he attended the Governing Body Institute on May 4th and 5th, where he learned of several new publications published by the League of Kansas Municipalities. LKM has recently published an updated version of the Governing Body Handbook, as well as, an updated version of the Kansas Municipal Sourcebook. The Council agreed to purchase one copy of the Kansas Municipal Sourcebook, to be kept in the City Office, and three copies of the Governing Body Handbook, since LKM furnished two to the City at no charge.

Mayor Gibson informed the Council that, in keeping with the enforcement of the ordinances, he examined each home in Ozawkie for a working yard light and had Clerk Zimmerman send out violation letters to 52 homes in the City, requesting that they fix their yard lights.

II. APPROVAL OF AGENDA:

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

III. APPROVAL OF CONSENT ITEMS

a) MINUTES OF THE APRIL 9TH MEETING

Citizen, Terry Marsh, commented on agenda item #5 in the minutes, Ranson Housing Compliance. Mr. Marsh noted that he was on the City Council several years ago, when they agreed to disapprove the program, and the reason was because of a wording issue with the contract. The contract had mentioned that the City was to "guarantee" certain things, which the Council at that time did not feel comfortable with.

Clerk Zimmerman informed the Council of a correction to the unofficial minutes. In the Planning and Zoning report, the committee met on March 27th to review codes and regulations, and then met on April 2nd to review building plans.

Regarding the Tree Board Report in the April 9th minutes, Councilman Roberts informed the Council that he was under the impression that Mayor Gibson was going to contact a certified Arborist to discuss the issue with pruning the trees in the City Park, but if the Council wishes for him to contact the State Forrester; he has no problems doing so. Jim Marietta, from the NRCS, informed the Council that a better approach might be to contact the Meadowlark District Extension Agent, David Hallauer, who is located in Oskaloosa. Mayor Gibson agreed to an Arborist, and if the pruning is not done before the June meeting, the Council would move forward with involving the regional Forrester.

Motion by Youngquist to approve the Minutes of the April 9th, 2007 meeting, second by Roberts. The motion passed 4-0, with Councilman Klenklen abstaining because he was not in attendance last meeting.

b) APRIL TREASURER'S REPORT

No Treasurer's Report was available for April. April and May's report will both be furnished at the June Council Meeting.

c) APRIL WARRANT REGISTER

Only an unofficial warrant register was furnished. Councilwoman Lassiter requested that the Council lower the employee spending limit from \$500 to \$100, due to concerns that she has with an employee spending \$500 at a time, several times in a month, which adds up quickly. After much discussion, the Council agreed to keep the spending limit at \$500, but have non-emergency items be approved by Council before purchased.

Clerk Zimmerman informed the Council that postage has increased from 39¢ to 41¢ for regular stamps and 24¢ to 26¢ for postcard stamps.

IV. REPORTS:

Planning & Zoning:

Committee Chairperson, Sandi Goetz informed the Council of an issue that has arisen regarding test digs on a lot in Ozawkie. Don Smith, owner of lot K-38 at 408 Sioux Dr. contacted her requesting permission to “test dig” on his lot to get an idea of what type of ground he will be digging into when building a house. Ms. Goetz granted permission for him to do that, and wanted the Councilmember’s to be aware of that.

Streets:

Street Commissioner Youngquist reported that he has received one bid regarding the street work, and will not bring any bids before the Council until at least 4 have been received.

Councilman Youngquist reported on an issue at 612 Delaware where an above-ground drain is starting to deteriorate, which, if not fixed soon, could end up costing the City quite a bit of money. Councilman Youngquist will look into the issue and have a more thorough report, as well as, possible solutions, at the June Council Meeting.

Utilities:

Utilities Commissioner, Jason Klenklen reported that he will be addressing utility easements and right-of-way issues at the June Council Meeting, because the maintenance department is having issues locating manholes, due to shrubbery and flowers being planted on the easements. Councilman Klenklen is working on a policy that will be enforced on an individual-basis where the City will send a notice giving the homeowners 30 days to correct the issue, and if it’s not corrected in the 30 days, the City will remove the shrubbery, at the owner’s expense.

Councilman Klenklen reinforced the idea that anytime anyone is going to be doing any type of digging, that digsafe needs to be contacted to locate the utilities.

Councilman Klenklen reported that he has teamed up with Jim Marietta, from the NRCS to enact a Conservation Plan, to coincide with the Corps Lease. The Conservation plan is dynamic, and will be constantly changing as progress is made and projects are completed. Councilman Klenklen has a few minor changes to make, and will present the plan at the June meeting, for Council’s review.

Councilman Klenklen informed the Council of a new requirement from the EPA to submit a standard monitoring plan, which will require water samples to be analyzed by a lab other than KDHE. The plan is to be implemented by April 1, 2008. Councilman Klenklen will be working with Certified Operator, Kyle Truhe, to have a plan implemented by August of this year.

Parks:

Park Commissioner Lassiter furnished the Council with a quote for a swing set that will have two tot swings and two belt seats. The cost, including freight, is \$1,417.04. Councilman Lassiter explained that if the swing set is purchased before May 16th, then an off-season discount of 25% is applied, which saves the City around \$425. The Council agreed that the money received from the sale of the park lot to the Fire Department was intended to purchase a replacement swing set, and that the park has been a huge attraction for children. Councilwoman Lassiter plans on using the leftover wood chips from the playground equipment for the swing set area. Motion by Youngquist to approve the purchase of the swing set for the amount of \$1,417.04, second by Klenklen. The motion passed 4-0.

Councilwoman Lassiter informed the Council of a plan she is creating to replace the un-used sand volleyball court. Currently the volleyball court is overgrown and costs the City money to maintain it. After much discussion, the Council agreed to have Councilwoman Lassiter proceed with creating a plan, as well as, have Councilman Roberts contact the University of Kansas in an attempt to find an old park plan that they created for the City several years ago.

Councilman Lassiter informed the Council that she is beginning the quilt fundraising raffle and has already sold several tickets. Tickets are \$1 a piece or 6 for \$5. Councilwoman Lassiter will draw the winning ticket in December at the City holiday party. All proceeds from this fundraiser will go towards park improvements.

Law Enforcement:

A complaint was submitted by citizen, Ben White, regarding property being vandalized by juveniles, as well as, drag racing on Delaware street. Mayor Gibson informed everyone in attendance that if a citizen witnesses an illegal act, that person needs to contact the Jefferson County Sheriff's Department immediately.

Governmental Affairs:

The next meeting of the Meriden/Ozawkie Area Chamber of Commerce will be at the Watering Hole in Meriden on May 17th at noon.

Tree Board:

Nothing to report.

City Maintenance:

Councilman Klenklen informed the Council that the maintenance department is looking into using an emergency release valve on the lagoon's, for times when the water levels are high.

Councilman Klenklen reported that the maintenance department is looking into smoking the sewer lines, since there have been issues with them backing up when the water levels rise.

Councilman Klenklen informed the Council that, in the near future, the City should begin looking into purchasing a jetting machine for the City, as well as, sludge removal for the lagoons.

Animal Control Officer:

Animal Control Officer, Kyle Truhe, reported that the following animals were retrieved in April and so far in May: 1 stray cat, orange and yellow adult, at the intersection of Sioux and Meadowlark, 1 adult skunk on Main Street and 1 opossum at 200 Delaware.

City Clerk:

Clerk Zimmerman furnished a list to the Council of several holiday events throughout the year that may help to bring the community closer together. Some of the events were done in the past, such as caroling and a light contest during December, but others are new to the community, such as an Easter egg hunt in April, a fireworks display in July, and hay rack rides in October. Clerk Zimmerman requested that the Council review the ideas and search for individuals who may be willing to set on a committee that will plan the events.

Clerk Zimmerman explained that she had recently met with a representative from IMA, the City's Worker's Compensation Insurance Agency and that the City had no problems ranking in the "Safe City" category, therefore, the City will be receiving a "Gold Star" status for 2007. The City has received the "Gold Star" award for 4 years in a row now. Mr. Riggs did recommend that the City look into designating and forming a relationship with an occupational medical doctor, for workman's compensation purposes. After much discussion, the Council agreed to contact the Cotton O'Neil clinic in Oskaloosa.

Clerk Zimmerman reported that she and Terry Marsh attended the Fine Arts Night at Jefferson West High School on May 8th, to award the medals and certificates for the City Seal Project. Mr. Marsh informed the Council that he made a mistake when having the trophy made for the school, and confused the first and second places, therefore, the school's trophy has the second place seal picture on it. Mr. Marsh and Clerk Zimmerman requested that the Council approve purchasing two more trophy's, with the 1st and 3rd place pictures on them. The cost is \$50 per trophy. Motion by Roberts to approve the purchase of the two trophies, second by Klenklen. The motion passed 4-0. Terry Marsh requested that the Council begin working on a final design for the City Seal.

Clerk Zimmerman furnished the Council with a thank you card given to the City from Mark Ralston, the Art Instructor at Jefferson West.

NEW BUSINESS

V. State Setoff Program

The State setoff program is one of the best ways to receive past due payments from citizens who have left Ozawkie without paying. The only requirements for submitting debts are that the debt amount must exceed \$25, the citizen's name, social security number must be included, as well as, a brief description of the debt and the amount of debt owed. The debt is entered into the Kansas Debt Recovery System (KDRS) and payments are matched with Income Taxes, Unclaimed Property, Payroll (for state employees) and other misc. payments due. The collection fee if the

debt is sent in via email with a social security number is 18.4%, but if the debt is not sent in via email and/or we do not have a social security number for that citizen, the fee is 23.4%. Once a debt has been submitted, it stays in the KDR System until the debt has been matched (so some of the debts could take years to match.) Clerk Zimmerman informed the Council that if they agree to participate in the Setoff Program, the City could 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 \$300 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. After much discussion, the Council agreed to implement the utility service card only for new customers, not for existing customers. Motion by Roberts to implement the State Setoff Program and utilize the utility service cards for new customers only, second by Klenklen. The motion passed 4-0.

VI. Heatshare Program

After reviewing the Heatshare Program, the Council unanimously agreed not to take action on this program at this time.

VII. Fees, Fines, and Bonds Schedule

Clerk Zimmerman requested that the Council review the current schedule for fees, fines and bonds and make any changes necessary at the June Council Meeting. Motion by Klenklen to raise the inspection fee from \$300 to \$400, to cover the cost of the current inspections, second by Lassiter. The motion passed 4-0.

VIII. Main Street Property

Mayor Gibson requested that the Council make a decision within the next few months as to whether they would like the City to sell the property on Main Street, or continue to maintain and pay taxes on the land. Councilman Klenklen abstained from all discussion on this matter.

IX. Building Inspector Contract

After reviewing the Building Inspector Contract created by City Attorney, John Kurth, the Council agreed to replace City Inspection #4, sewer line inspection, with a temporary electric inspection. The Council also agreed to separate Richard White of Quality Plumbing and Construction from Glenn White, in case there is a conflict of interest with Richard inspecting a home. Once the changes are made, the Council would like Mr. Kurth to review the agreement.

X. Miscellaneous Appointments

Per ordinance 1-301A, Mayor Gibson recommended that Council approve the following appointments for a Planning and Zoning Appeals Board:

- Robert Schuenight
- Lowell Morrill
- Grace Jolly

Motion by Klenklen to approve the appointments, second by Lassiter. The motion passed 4-0.

Per ordinance 8-101, Mayor Gibson recommended that Council approve the following appointments for a Board of Health:

- Scott Gibson
- Corrine White
- Dean Heideman

Mayor Gibson recommended Deb McNary for the Health Officer position.

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

XI. Tennis Court Discussion

Councilman Klenklen would like each councilmember to visit the current tennis court and make a decision as to whether the City would like to fix the court and continue to maintain it, or completely remove it. If the tennis court remains in its current condition, the City may have issues with the Corps, regarding the Corps Property Lease.

V. ADJOURNMENT:

Mayor Gibson reminded the Council that there will be a budget workshop at 6pm tomorrow night. Motion by Youngquist to adjourn at 10:02pm, second by Klenklen. The motion passed 4-0.

Melissa A. Zimmerman
City Clerk