

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 – December 11th, 2006

Regular Council Meeting November 13th, 2006

I. CALL TO ORDER:

Mayor Gibson called the meeting to order at 7:04 p.m. Members present: Mayor Scott Gibson. Commissioners Terry Marsh, Jason Klenklen, Marlin Youngquist, Kirk Vernon and Elke Lassiter. Members absent: None

Citizens in attendance were Sandi Goetz, Bob Schuenight and Jim Cox.

OPENING COMMENTS:

There were no opening comments.

II. COUNCIL COMMENTS/QUESTIONS/CONCERNS

Councilwoman Lassiter informed the Council that the procedure for using the spigot on the newly finished water fountain in the park is extremely dangerous. The current procedure is to lift the large concrete top off of the fountain, which takes manpower and possibly a tractor. Councilwoman Lassiter requested that she would like to see two more layers of brick set on the top of the fountain, and a small door on the side, so that there will be easy-access to the spigot. This will alleviate having to take the large top off of the fountain. The Council agreed that a work order for the maintenance department shall be made and the work order is to state that the work is to be done as soon as the maintenance department has time.

III. APPROVAL OF AGENDA:

Mayor Gibson requested that item #10 – Executive Session for Employee Review be added to the agenda. Motion by Marsh to add the Executive Session as item #10 to the agenda, second by Lassiter. The motion passed 5-0. Motion by Marsh to approve the agenda as amended, second by Lassiter. The motion passed 5-0.

IV. APPROVAL OF CONSENT ITEMS

a) MINUTES OF THE OCTOBER 9TH, 2006 MEETING

Clerk Zimmerman informed the Council of a change to be made in the first paragraph of the Governmental Affairs report. The new paragraph is to read:

“Governmental Affairs Commissioner Marsh reported that he has contacted several area schools requesting a time that he can go speak to the art classes regarding the City Seal Project. He has decided that he will ask every art student to participate, but will ask each school to submit their top 3 choices to the City Council for judging. After much discussion, it was decided that there will be prizes for 1st, 2nd, and 3rd places out of all seals submitted. First place being a \$100 E. Series Bond to be given to the student’s school, to be designated for the art department, as well as a commemorative plaque with the student’s name and an engraved picture of the winning seal. The second place prize will be a \$50 E. Series bond for the student’s school, to be designated for the art department. And the third place prize will be a \$25 E. Series Bond for the student’s school, to be designated for the art department. The possibility of handing out certificates to all who participate was discussed. The Council unanimously agreed to have Councilman Marsh proceed forward with this project.”

Councilman Youngquist informed the Council that in his report for October, it should be noted in the minutes that the small curb portion that has not been completed yet along Delaware is to be completed by the City. Councilman Klenklen noted that in his report it says that Certified Operator Truhe has just *completed* the rough draft for the Sewer Strategic Plan, however, he did not complete it, he *updated* it. Clerk Zimmerman made notes of all the changes. Motion by Marsh to approve the corrected Minutes of the October 9th meeting, second by Klenklen. The motion passed 5-0.

b) OCTOBER TREASURER’S REPORT

Treasurer Bieker furnished the Mayor and Council with a monthly financial report for October. The report reflected credits/debits of \$583.02/\$7,870.24 for General, \$2,447.44/\$4,308.21 for Water, \$899.49/\$4,097.00 for Sewer, \$3,987.16/\$0 for Special Highway, \$0/\$54.71 for Parks, and \$1,219.48/\$0 for Trash. The total receipts/expenditures for October were \$9,127.59/\$16,330.16.

Motion by Klenklen to approve the October Treasurer’s Report, second by Lassiter. The motion passed 5-0.

c) OCTOBER WARRANT REGISTER

The October Warrant Register reflected an expenditure amount of \$23,393.35 for General, \$3,325.57 for Water, \$1,095.69 for Sewer, \$4,262.40 for Trash, \$18,543.22 for Special Highway and \$27.14 for Park. Total expenditures for October were \$50,647.37.

Clerk Zimmerman reported that she applied for a scholarship for the City Clerk’s Institute in Wichita, and received the scholarship, therefore the City will be refunded the \$395.00 that was paid for the Conference.

Motion by Marsh to approve the Warrant Register, second by Klenklen. The motion passed 5-0.

V. REPORTS:

Planning & Zoning:

Committee Chairperson, Sandi Goetz informed the Council that the Planning & Zoning Committee met on November 6th at 7pm at the Township Hall. Members in attendance were Deb Gaskill, Arnold Leek, and Sandi Goetz. The main item on the agenda was that the Council wanted the Committee to come up with a definition of the word alter or alteration, that suits the City of Ozawkie, which will be put into the newly codified ordinances. Ms. Goetz informed the Council that she received the City of Lenexa's definition for alteration, and the committee used that definition as a starting point. After much discussion from the Planning & Zoning Committee, the committee recommends to the Council that the following definition of alteration be put into the codified ordinances:

ALTERATION: Any addition or change in the location or design of any exterior wall of a main building or accessory building including, but not limited to, placement of canopies or awnings. The definition of alteration does not include re-painting, re-siding, or re-roofing.

The City Council unanimously agreed to add the definition to the codified ordinances.

Streets:

Councilmember Youngquist reported that the Kansas Department of Transportation is now requiring every sign along Kansas Highways to have a State Sign Permit posted on it. The City of Ozawkie currently has one sign posted on K-92 highway; therefore KDOT has furnished a sign permit to be attached to the "Welcome to Ozawkie" sign. The sign permit was free of charge.

Councilman Youngquist reported that all of the trucks and maintenance equipment are ready for winter.

Councilwoman Lassiter reported that there has always been an issue with speeding near the park; therefore, she requested that the Council look into possibly purchasing removable speed bumps for all of the streets surrounding the Park, especially Kansa. The initial price for the removable speed bumps is anywhere from \$36.00 to \$80.00 a piece. Councilwoman Lassiter requested that it be put in the newsletter for people to slow down around the park. It was brought up that if the City were to purchase speed bumps around the park, then citizens might complain because they want speed bumps near their houses.

Councilman Youngquist informed the Council that he has spoken with George Pogge from the Jefferson County Roads Department, and hopefully they will be repairing the broken up spots along Kiowa within the next few weeks.

Councilman Youngquist requested that the City look into the issue of parking on the streets during the winter, especially when there is snow on the ground. The current policy is that during the winter season, there is to be no parking along Delaware Street to Kansa, and Kansa to K-92. Anyone who is parked on these streets when there is 2" or more of snow on the ground will be towed immediately. This current policy is being strictly enforced. Councilman Klenklen informed the Council that Public Works Employee Thomas came up with this policy because it helped him out tremendously when he removes the snow from the streets, therefore, he recommends keeping the policy the way it is. Council agreed.

Utilities:

Utility Commissioner Klenklen reported that there have been several issues come up regarding the use of flexible gas pipeline, as opposed to black iron pipe on new houses in the City, but after reviewing the current International Plumbing Codes, the flexible gas pipeline is approved to be used.

Regarding the ongoing issue with the large water usage at the United Methodist Church, Councilman Klenklen reported that the City water department spent extra time and money to try to figure out why the bill might have been so high, but any conclusion other than the water was used by the Church could not be reached. There is no reason to believe that there is a leak on the property, and since the meter actually registered the water going through, there was obviously usage, therefore Councilman Klenklen recommended to the Council that the Church pay the bill. The City does deal with issues like this almost every billing period, and in those instances, if no other conclusion besides actual usage can be reached, then the customer is expected to pay the bill, no matter how big it may be. If

an allowance is granted for one customer, then it should be granted for all customers, therefore, the Council agreed to stick to the water policy and make the United Methodist Church responsible for paying the full amount of the bill.

Councilman Klenklen reported that KDHE will be available to come to the City and measure the level of sludge in the lagoons, however, the City is in need of a small boat in order to measure the lagoons properly.

Councilman Klenklen informed the Council that he has been working with Certified Operator Truhe on the Strategic Plan, and they have currently begun implementing maintenance on water valves and meters.

Councilman Klenklen requested that a work order be made for the maintenance department, for black dirt work to be done between 121 and 127 Timberlane.

Parks:

Park Commissioner Lassiter reported that the Boy Scouts have agreed to donate their time on November 25th to come and spread mulch around the trees and playground equipment in the Park. Councilwoman Lassiter wanted to begin staining and painting the shelter house when the Boy Scouts come, but is worried that time constraint might be an issue, therefore, she plans to begin the project next year.

Councilwoman Lassiter reported that the tree to the north of the City Building has been relocated, thanks to the Ozawkie Township.

Councilwoman Lassiter requested that a survey be sent out to all of the citizens in Ozawkie, requesting input on the park, as far as what they'd like to see accomplished, as well as any new ideas.

Law Enforcement:

Law Enforcement Commissioner Vernon reported that there have been several reports of an unwanted person at the United Methodists Church.

Governmental Affairs:

Governmental Affairs Commissioner Marsh reported he is still looking into grants for a possible City library and community center, which would house a City Office.

Councilman Marsh informed the Council that he sent a letter out to all of the high school art departments in Jefferson County inviting them to participate in the City Seal project. The letter requests that the 1st, 2nd, and 3rd place entries from each school be submitted to the City Council immediately following the Christmas Break.

Councilman Marsh furnished the Mayor and Councilmember's with a Project Suggestion Template given out by the Jefferson County Planning and Zoning Department. The purpose of the suggestion template is to inform the County of what each City would like to see accomplished in the near future. Councilman Marsh requested that each member fill this out with his or her own suggestions, as well as add that improvements to K-92 highway from Ozawkie to K-4 highway be recommended. Councilman Marsh explained that the more requests for certain projects that that the department receives, the better the chances are for that project being reviewed and possibly accomplished. Councilman Marsh requested that all of the suggestions be returned to him so that he may turn them into the Jefferson County Planning and Zoning Department.

Tree Board:

Councilwoman Lassiter reported that she needs more volunteers to sit on the Ozawkie Tree Board. Anyone who is interested 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.

Animal Control Officer:

Animal Control Officer, Kyle Truhe, furnished the Council with a report for October. The report reflected 3 stray cats picked up and taken to the Jefferson County Humane Shelter, 1 opossums picked up and released into a wildlife area, and 2 horses that reportedly escaped, but soon after returned to their owners.

City Clerk:

Clerk Zimmerman reported that she has just successfully completed the third year of the Municipal Clerk's Institute, and has received a graduation plaque. Clerk Zimmerman furnished a report for the week-long conference to the Mayor and councilmember's. Clerk Zimmerman is now able to apply for a Certified Municipal Clerk (CMC) Certification.

A table was set up to display the several awards that the City has received, including an award for being a member of Kansas Municipal Insurance Trust (KMIT) for 10 years, being named a "Safe City" by KMIT for 3 years in a row, and Clerk Zimmerman's graduation plaque from the Municipal Clerk's Institute.

Clerk Zimmerman reported that she will begin posting all of the information for the upcoming City Council Meeting's on the website as it becomes available. Information that will be posted includes the Agenda, Minutes, Treasurer's Report, Warrant Register, and any correspondence given to the Council Members. To access the information, click on the "City Council" tab on the homepage.

Clerk Zimmerman informed the Council that by around the fall of 2007, she would like to have some sort of a donation program set up for the citizen's of Ozawkie to be able to donate various items to certain organizations. A few organizations that she will be looking into are Goodwill and the Jefferson County Humane Society.

NEW BUSINESS

VI. Position Descriptions

Mayor Gibson informed the Council that he would like to see all of the position descriptions for City Employees updated. All Councilmember's are encouraged to review the current position descriptions, and come to the December Council Meeting with any recommended changes or additions.

VII. Codified Ordinance Recommendations Approval

Councilman Marsh requested that an addition be made to the current recommendations for ordinance 13-213A, regarding fireworks in the City. The Ordinance would ban the discharging of fireworks on City streets. Councilman Klenklen stated that the Council, with the exception of Councilman Youngquist and Vernon, already discussed this ordinance, and agreed not to add it. Councilman Marsh also requested that the duty of negotiating Franchise Fees with utility companies be added to the Governmental Affairs Commissioner responsibilities. The majority of the Council agreed to follow the League of Kansas Municipalities recommendation to keep the duty of Franchise Fees negotiations under the responsibilities of the Utility Commissioner. Motion by Klenklen to approve sending the recommendations to the League of Kansas Municipalities for their final review, second by Vernon. The motion passed 4-1 with Marsh opposing. NOTE: The Codified Ordinances have not yet been approved, the Council only agreed to approve sending the recommendations to LKM for their review. The Council will have the final decision in the approval process.

VIII. Cereal Malt Beverage License

Motion by Klenklen to approve the Cereal Malt Beverage License for Casey's General Stores, second by Youngquist. The motion passed 5-0.

IX. Swing set Sealed Bids

Mayor Gibson opened the one sealed bid for the swing set equipment. The bid was submitted by Bob Holliday for the amount of \$25.00. Motion by Marsh to approve the bid, second by Lassiter. The motion passed 5-0.

X. Executive Session – Employee Review

Motion by Youngquist to go into executive session under K.S.A. 75-4319(b) (1) – personnel matters of non-elected personnel, at 9:17pm for 30 minutes, second by Lassiter. The motion passed 5-0.

Council reconvened at 9:44.

V. ADJOURNMENT:

Motion by Youngquist to adjourn at 9:45pm, second by Klenklen. The motion passed 5-0.

Melissa A. Zimmerman
City Clerk