

March 3, 2014

Pawnee Rock City Council Minutes

7:00PM

Acting Mayor Linda McCowan called the meeting to order at 7:00pm.

Those in attendance were Acting Mayor Linda McCowan, Council Persons Barry Jack, Vickie Alsup, Nickolle Parret, Deb Bader & City Clerk Kathye Phelps.

Meeting attended by Galen Zortman, Darcy Bowman & Cathy Zortman.

Pledge of Allegiance was led by Council President Linda McCowan.

Council reviewed Minutes from February 3, 2014 & special meeting from February 12, 2014.

Motion 1: Nickolle motions to accept 2/3/14 Minutes with corrections. Deb seconds. Carried 4-0.

Motion 2: Nickolle motions to accept 2/12/14 Minute. Barry seconds. Carried 4-0.

UNFINISHED BUSINESS

1. **Safety deposit box.** This is in relation to #2 below.

2. **External hard drive.** Deb provided documentation on the Carbonite online backup system for storing/backing up the computers. Discussed the pros & cons of having a safety deposit box.

Motion 3: Nickolle motions to use Carbonite at the price of \$149.99 per year to fully back up computer systems. Vickie seconds. Carried 4-0

3. **Address Gary Adams Maintenance Consultant.** Discussion held, no action taken.

4. **Temporary shut off fees for utility services vs disconnect.** Discussion of definitions provided by Deb Bader & Nickolle Parret. Linda requested that the definitions discussed be added to our policy & procedures.

Motion 4: Deb motions to add the definitions to policies & procedures for the City of Pawnee Rock regarding shut off & disconnect notices. Nickolle seconds. Carried 4-0.

5. **Policy regarding animals in City Hall.** Discussion held. Deb provided information from the ADA & State Government regarding service animals & animals in public offices. It is to be put into the policies & procedures, service animals only allowed in City Hall.

Motion 5: Deb motions to accept service animals only in City Hall. Vickie seconds. 3-1 abstain.

6. **City Compliance Officer.** Discussed Ordinance 304, City Clerk & Maintenance Personnel shall assume duties of Ordinance officer. Further discussion at a later time.

7. **New President of Council.** Linda appoints Deb Bader as President of Council.

Motion 6: Nickolle motions to make Deb Bader President of Council. Vickie seconds. Carried 3-0. 1 abstention.

8. **Strategic Plan.** Strategic Plan will be discussed at each meeting.

9. **Town Cleanup.** Discussed City wide cleanup for first weekend of May. Tabled until next meeting.

Executive Session

Motion 7: Nickolle motions to go into Executive Session for 15 minutes. Deb seconds. Carried 4-0.

Motion 8: Nickolle motions to give Kathye \$1.00 raise starting 3/17/14. Vickie seconds. Carried 4-0.

New Business

1. **John Henderson Contract.** Discussion about keeping John's contract for March pay regular \$300.00, April pay \$200.00 & May pay \$100.00 then on an as needed basis. John can re-present new contract based on what is needed.

Motion 9: Nickolle motions to pay John regular rate of \$300.00 for March, \$200.00 for April, \$100 for May & re-evaluate on an as needed basis. Vickie seconds. Carried 3-0, 1 abstention due to conflict of interest.

2. **Employee Handbook vacation/sick leave & Employee Hours.** Discussed definitions of employee hours & vacation/sick leave. Part-time employees get one half the benefits of a full time employee.

Motion 10: Deb motions that the language on Part B under Article E, sub-category B, part-time employees who work at least 32 hours per week will earn shall earn vacation & sick leave credit at the rate of one half of the rate of a full-time employee. Seasonal employees will not earn annual leave. Vickie seconds. Carried 4-0.

3. **Electronic correspondence/quorum.** Discussed when email is sent out, when replying you cannot respond to all. Has to be replied to either Linda or Kathye. Nothing further on this issue.

4. **Animal Ordinance/Variance.** Discussed having animals in town. Residents can ask for a variance to have animals in town which gives the City access to make sure that animals are taken care of & also that the site is clean. Failure to keep a clean environment & care of animals will result in a 30 day cease & desist order, variance will be lifted. Letters to be sent out to residents notifying them to come in & ask for a variance. Nothing further on this item.

5. **EMT Statues.** Discussion about EMT Statutes. Barry spoke with Jolene Biggs about insurance. No set price on liability insurance yet. Waiting on Jolene to get clarification for insurance. Deb presented Kansas Statue 65-6117 Standards for operation, facilities, equipment & qualification & training of personnel. *If the governing body of a municipality establishes an emergency medical service or ambulance service as provided in this act, it shall establish a minimum set of standards for the operation of such service, for its facilities & equipment, & for the qualifications & training of personnel.* Discussed this for a future budget item.

Treasurers Report

Report attached.

The alarm system should be charged to the City, not the Fire Department. Anything pertaining to the alarms should come out of the City general fund.

Motion 11: Deb motions to accept Treasurers Report & pay checks 2805-2819 & checks 2798 & 2799. Vickie seconds. Carried 4-0.

Variance Request. Jimmy High at 424 Bismark is asking for variance to have chickens for laying farm fresh eggs. Discuss with Jimmy his plans to dispose of waste. Tabled until next meeting.

Clerks Report

Report attached.

No related motions.

MAINTENANCE REPORT

Report attached

No related motions.

FIRE DEPARTMENT REPORT

No related motions

Report attached

Meeting adjourned at 9:10pm