

City Council Meeting Minutes

June 1, 2015

7:00 PM

Call to order—Mayor—Linda McCowan

Roll Call—City Clerk-- Cathy Grover

Mayor, Linda McCowan--present

President Council, Deb Bader—present

Council Person, Chris Mead—present

Council Person, Vickie Alsup—present

Council Person, Dorian Frances—present

Council Person, Phyllis Agee—present

City Clerk, Cathy Grover--present

Pledge of Allegiance led by Mayor

Agenda Changes—added Amy Miller Flood Damage to New Business, added Basil Dannebohm to New Business, added MAP training for Shane to New Business. Moved Fire Superintendent Report to front of Reports.

Approval of Regular Meeting minutes 05-04-2015.

Motion#1 Deb Bader motioned to accept the 5-4-2015 Council Meeting Minutes as written. Vickie Alsup seconded. Carried 5-0.

UNFINISHED BUSINESS

1. City Letterhead-Dorian Frances

Council reviewed numerous proposals for new letterhead template. City Clerk suggested the template with the Rock at top with City of Pawnee Rock circling it, placing the City Info at the bottom of the page. Council liked that idea. Dorian will re-do that suggestion, with different font and present at next Council meeting.

2. City Landscape-Beautification Committee

Committee felt the shrubs in front of the City Hall were doing better now that we have had some rain. Plan to re-visit this in Fall meeting.

3. Fire Truck

Deb Bader will work with Fire Superintendent and contact Randy of Randy's Body Shop on a time to deliver the fire truck.

Motion#2 Chris Mead motioned to purchase the water tank for the firetruck from Fairbank Equipment of Garden City, for the amount of \$1991.99. Phyllis Agee seconded. Carried 5-0.

Motion#3 Chris Mead motioned that City hire Aaron's Repair for \$250.00 to transport the water tank from Garden City. Vickie Alsup seconded. Carried 5-0.

Motion#4 Chris Mead motioned that Deb Bader, as City Rep on Fire Truck project, be authorized to Approve any necessary supplemental items, up to \$1000.00. Phyllis Agee seconded. Carried 5-0.

NEW BUSINESS

1. Proposal by John Henderson

Council is offering a counter proposal on the first proposal by John. Council proposes \$120/month rather than the \$100/month, but to also include Website Design Changes and the Large Project Prices to be negotiated at flat rate. Clerk is to get in touch with John on this counter proposal and bring back at next meeting.

2. Basil Dannebohm proposal on the Rock (added to new business)
Basil requested the City to write two letters to KS Wildlife and Parks, one--showing City support for having power outlets installed at the Rock and perhaps widening the gate opening and a second letter showing support for the Labor Day event that is currently being organized to take place at the Rock. Linda McCowan, Mayor, will see to the writing of these two letters. A committee of Chris Mead, Phyllis Agee and Amanda Lakin will work with Basil.
3. Marla Johnson-Fireworks
Motion#5 Dorian Frances motioned to allow the blocking off of Sante Fe Street east from Rock Road to the alley on the east for Fireworks on July 4th, from Noon to Midnight. Street to be cleaned up by residents the next morning. Chris Mead seconded. Carried 5-0.
4. Amy Miller email on Flood Damage Assessment (added to new business)
Council asked Shane Bowman if he was aware of any flood damage in the city. City has no flood damage issues. Clerk was directed to contact Amy Miller.
5. MAP Midwest Assistance Program Training Opportunity (added to new business)
Mayor encouraged Shane Bowman, City Maintenance, to attend this free training opportunity offered in Lyons, KS on July 8, 2015 from 8:30AM to 4:00PM.
Motion#6 Dorian Frances motioned that Council approve per Diem up to \$25.00 and mileage for Shane Bowman to attend MAP training in Lyons, KS on July 8, 2015. Phyllis Agee seconded. Carried 5-0.

DEPARTMENT REPORTS/for May

Fire Chief Report

Some projected needs were gloves and a generator which Chief hopes to obtain from Eric Ward. Chief is attempting to set up a quarterly service schedule for the City trucks. He will have more on this at next meeting. Also discussed was a proposal to wire the garage doors for automatic openers when wiring is done for the lighting. Gave Council quotes for a new Laptop and Flammable Storage Cabinet.

Motion#7 Vickie Alsup motioned to allow Fire Dept. to purchase Eagle 1904 Flammable Storage Safety Cabinet, 4 Gallon Capacity, Manual for the price \$296.95, plus shipping and handling. Phyllis Agee seconded. Carried 5-0.

Motion#8 Phyllis Agee motioned to allow Fire Dept. to purchase Acer Aspire ES1-512-25TP Notebook-15.6 inch HD Display, Intel Celeron N2920, Windows 8.1 with BING, 4 GB RAM, 500GB HDD, Black for \$249.99 with free shipping from Best Buy. Vickie Alsup seconded. Carried 5-0.

EXECUTIVE SESSION

Motion #9 Dorian Frances motioned that Council go into Executive Session for 15 minutes for Human Resources and Municipal Court. Chris Mead seconded. Motion carried 5-0.

Mayor noted that because some people who have been contacted through the Municipal Court process have not responded in cleaning up their properties, the City has hired a part-time maintenance man to help with this additional clean-up by the City, starting next week.

Motion#10 Dorian Frances motioned to give City Clerk a \$1.00 per hour raise, effective June 1, 2015. Deb Bader seconded. Carried 5-0.

Motion #11 Phyllis Agee motioned to give Maintenance Supervisor a \$1.00 per hour raise, effective June 1, 2015. Shane Bowman stated that at this time he was more than satisfied with the current salary and requested Council not do this at this time. Motion died on floor.

DEPARTMENT REPORTS/ for May continued

Treasurer Report

City Clerk pointed out to Council on SF Bank statement ***2118 that they would see posted on 5-4-2015 a KANSAS.GOV electronic transaction for \$918.07. Financial advisor from ABB&B pointed it out to City Clerk, asking for an invoice on it. There is no invoice, after further searching, ABB&B re-contacted KDOL on the item. It was finally discovered that this was an error on the part of KDOL. ABB&B faxed a W9 to KDOL so they can refund the amount to the City. This item was posted to General Fund/Contractual for now, next month this account will be re-credited.

City Clerk pointed out on the Petty Cash report hand written notes by ABB&B about missing \$19.47. Petty Cash ledger had been sent to ABB&B on Apr 29 and on April 30 City Clerk had done a transaction with USPS for 3 certified letters in amount of \$19.47. It was not on the report sent a day earlier. Receipts have been supplied to ABB&B regarding this transaction.

Motion # 12 Deb Bader motioned that Council approve payment of US Forest Service Invoice #15-095 in the amount of \$389.95. Chris Mead seconded. Carried 5-0.

Clerks Report

Utility Reconciliation Report

Changes in Jayhawk Report

Maintenance Report

Council noted that the drain and fire-hook-up on the tower were good ideas. Council asked Shane to keep these in mind for future maintenance projects.

Council requested Maintenance to obtain another Animal Control contract for consideration besides the Dr. Frick one presented.

Contractor Report – John Henderson

Monthly Update Report

Council asked Clerk where she felt John Henderson was at in fulfilling his current contract. Only item was (j) digitizing ordinances and resolutions. Clerk noted that the bulk of the ordinances in the book as far as she knew were not yet digitized. Council asked Clerk to check with John on this.

Motion# 13 Deb Bader motioned that the meeting be adjourned. Phyllis Agee seconded. Carried 5-0. Meeting adjourned at 9:05PM.

Linda McCowan, Mayor

Linda McCowan, Mayor

Cathy Grover, Clerk

Cathy Grover

Date Approved

7-6-2015