

# JULY 1, 2013

## PAWNEE ROCK CITY COUNCIL MINUTES

### 7:00PM

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Mayor Gary Adams called the meeting to order at 7:00pm

Those in attendance were Mayor Gary Adams; Council persons Barry Jack, Joyce Epperson, Vickie Alsup, Nickolle Parret, Linda McCowan and City Clerk John Henderson

Council reviewed the minutes from June 3<sup>rd</sup> meeting.

**MOTION #1:** Joyce motioned to approve the Minutes from the May 6, 2013 with the noted changes. Nickolle second. Carried 4-0 (Linda Abstained)

#### **UNFINISHED BUSINESS**

##### **A. Tabled Treasurer's Report from June**

Council reviewed the tabled Treasurer's report from the June 3<sup>rd</sup> meeting.

**MOTION #2:** Nickolle motioned to accept the Treasurer's Report dated May 31, 2013 and 2 additional pages dated June 3<sup>rd</sup>, 2013. Joyce Second. Carried 5-0

##### **B. Report New Information about City Park Upgrades and City Beautification**

Nickolle utilized a free consultation to discover additional options for the City Park. During the consultation it was noted several violations which must be addressed. They included but are not limited to:

- Power lines cannot run directly over park equipment
- Equipment is outdated and does not meet safety requirements
- Basketball court is too close to a pole which creates a safety hazard

Nickolle also met with a Larned PRIDE representative (part of the Kansas PRIDE Program) to discuss potential grants which may be available to assist in bringing the park up to code.

Nickolle will meet with the consultant again to create a visual mockup of how the park can be utilized.

Nickolle and Barry compiled a list of properties which should be considered a high priority in terms of needing maintenance for safety or fire hazard reasons.

##### **C. Write Off Designated Accounts in the Setoff Program**

4 accounts currently in the Setoff Program were identified as potential candidates to write off. Two basic criteria were used to determine which accounts to write off. They are the Current Amount Owed to the City of Pawnee Rock and the Current Amount Owed to All Entities.

**MOTION #3:** Joyce motioned to write off the 4 recommended accounts currently in the Setoff Program. Vickie second. Carried 5-0

## **NEW BUSINESS**

### **A. Water Rate Analysis Report**

A water rate analysis report was created by Beth Warren at Ransom Financial Consultants LLC. It was developed to identify how much of a water rate increase was necessary to completely pay for Year 2 and Year 3 of the Water Tower contract without the aid of additional income sources. Two scenarios were created. See Appendix A for full Water Rate Analysis Report.

### **B. Date for Special Meeting for 2014 Budget**

A special meeting to discuss the upcoming 2014 City budget was set for Monday, July 8<sup>th</sup>, 2013 at 6:30pm.

### **C. Allowing Concealed Weapons in Government Buildings**

In accordance with HB 2052, which authorizes the carrying of concealed weapons in state and municipal buildings, the Pawnee Rock City building will now allow concealed weapons in all municipal buildings. Pawnee Rock may restrict or prohibit the carrying of concealed handguns by employees while on City premises and while engaged in official duties by modifying the current personal policies/employee manual.

### **D. Investment Policy**

It was recommended by Vickie Dreiling (ABBB) that the City instituted an Investment policy. A template was presented. The template will be modified as needed and presented at the August 5<sup>th</sup>, 2013 council meeting for approval.

### **E. Fraud Investigation Policy**

It was recommended by Vickie Dreiling (ABBB) that the City instituted an Fraud Investigation policy. A template was presented. The template will be modified as needed and presented at the August 5<sup>th</sup>, 2013 council meeting for approval.

### **F. Employee Manual**

Several changes were recommended in regards to the current employee manual. A copy of the proposed changes was provided to the mayor and council members. They will review the alterations and discuss them at the August 5<sup>th</sup>, 2013 council meeting.

### **G. Parade in Early August – Lions Club**

Lions Club wants to hold a parade sometime in early August. On face, the parade is allowed however no specific details are yet known including the time, date, or if the City of Pawnee Rock would be required to provide any resources.

### **H. New United States Flag, Cable/Pulley, and Paint for Flag Pole**

The fire department will handle any purchasing and ongoing maintenance/responsibilities related to this issue going forward.

### **I. Update Paging System for Fire Department**

Currently, there are issues with the paging system used by the Fire Department. Siren pages for tornadoes however not all fires. The available solution is to go to Motorola so they can reprogram the pagers. No decision was reached in regards to an immediate action to take.

### **J. Raising Funds for the Fire Department**

The Fire Department requests additional funds or the permission to use City resources to raise funds for a new building to store equipment including but not limited to vehicles. Linda noted the Fire Department needed to create a specific timeline of fundraising activities so the council has a clearer picture of what is being requested. Vickie noted the Fire Department should investigate available grants now that all of the reporting issues have been fixed and all reports are now up to date.

## **MONTHLY REPORTS**

### **Treasurer's Report**

**MOTION #4:** Joyce motioned to approve checks 2631-2636 and 2639. Vickie second. Carried 5-0

**MOTION #5:** Joyce motioned to accept the Treasurer's Report. Vickie second. Carried 5-0.

### **Fire Department Report**

No written Fire Department Report was provide this month. Verbal report was provided by Barry Jack. He noted the following:

- There were 6 first responder calls in the month of June
- There were 2 fires in June.
- The water tanker is currently being kept at the Fire House.

### **Clerks Report**

Topics discussed include the city website, the new JUS software, and digitizing more records.

### **Maintenance Report**

Topics discussed include the Ford tractor repair, servicing the fogger, the VFD pump, and the decision to postpone the work (internal) on the water tower until fall.

**MOTION #6** Vickie motioned to adjourn the meeting. Linda second. Carried 5-0