

July 7, 2014

#### Council Meeting Minutes

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

Members in Attendance were Mayor Linda McCowan, Council members Deb Bader, Chris Mead, Vickie Alsup, Dorian Frances and City clerk Cathy Grover.

Mayor Linda McCowan led the Pledge of Allegiance.

June 2, 2014 meeting minutes reviewed and approved.

MOTION#1: Deb Bader motioned to approve minutes as written and Vickie Alsup seconded. Carried 3-1.

June 18, 2014 meeting reviewed and approved.

MOTION#2: Deb Bader motioned to approve minutes as written and Vickie Alsup seconded. Carried 3-1.

June 18, 2014 meeting minutes reviewed and approved.

MOTION #3: Deb Bader motioned to approve minutes as written and Vickie Alsup seconded. Carried 4-0.

#### **AGENDAS CHANGES:**

Update and Status of Cookie Fund requested. Chris Mead will follow-up on this for next month meeting.

#### **UNFINISHED BUSINESS:**

Appointment of Council Member: Mayor Linda McCowan appointed Phyllis Agee for replacement of Barry Jack.

MOTION#4: Dorian motioned appointment of Phyllis Agee. Chris seconded. Carried 4-0. Phyllis Agee was sworn into office by the City Clerk. Phyllis officially joined the Council as a member.

Discussion was led by Deb Bader regarding a Magistrate Judge for Pawnee Rock. Information was provided to council regarding cost for using a current magistrate judge vs individual. Individual would need to pass a State exam and maintain 10 Credit hours annually to qualify.

Discussion regarding set fee monthly or hourly fee. No action taken.

Mayor Linda McCowan will follow up with contacting several magistrate judges in the surrounding area for this position.

Asst. Fire Chief Galen Zortman representation for absent Fire chief Barry Jack, did not have fire extinguisher quotes. Deb Bader provided Council with one quote from Amerex Service quote. Quotes consisted of Two 5# extinguishers for the office area and meeting room area. The cost is \$65.00 each. Two 10# extinguishers for the fire station and the Round Top building. The cost is \$80.00 each.

Amerex would provide annual service of each fire extinguisher @ \$5.00 per extinguisher, this includes new year tag and certification. If testing is needed (every ten years) this service is provided at an additional charge. This charge varies on type of extinguisher and weight. If monthly or quarterly inspection is required, the charge is \$5.00 only. The owner of Amerex Services/Fireball is Joe Cannon, he already services COOP every month, so he would not charge mileage.

MOTION#5: Dorian Frances motioned to buy two 5# and two 10# fire extinguishers and 6 signs from Amerex Service as per quote. Vickie Alsup seconded. Carried 5-0.

Mayor Linda McCowan presented to council a proposal by John Henderson, as Administrative Support Service contract.

Discussion of contract. A suggestion was made to perhaps put completion dates on some of the service options, i.e, training manual, procedures manuals. Chris Mead was suggested as a liasson to work with John on possible time frame of items in the contract.

MOTION#6: Chris Mead motioned to accept the 12-month contract at \$600 per month with John Henderson to run July 1, 2014 thru June 30, 2015. Vickie seconded. Carried 4-1.

Hazard Mitigation Plan which Amy Miller has not received yet, which was due June 1, was forwarded to next month's agenda per Mayor Linda McCowan. No discussion.

Security Mailbox drop for building was forwarded to next month's agenda. No discussion.

Dept. of Labor –Facilities Report for 2014 was received with no compliance issues. This report was given to Shane Bowman. A copy will be posted on public bulletin board.

#### NEW BUSINESS:

(Gregory) Shane Bowman was hired as the Maintenance Supervisor. Discussion for wage increase to \$12.00 per hour.

MOTION#7: Deb Bader motioned to increase pay for Shane Bowman to \$12.00 per hour. Chris Mead seconded. Carried 5-0. City clerk will follow-up with Connie Hughes Treasurer, to verify back pay is retro to June 14, 2014.

Fire Fighter's relief association status was discussed. It has expired. Asst. Fire Chief Galen Zortman would handle this.

Standard ABBB Service Agreement letter was received on June 2, 2014. Discussion followed.

MOTION#8: Deb Bader motioned to accept the ABBB Service Agreement. Chris Mead seconded. Carried 5-0.

Discussion on late charges for the Kenneth Hackerott account. It was noted that Kenneth passed on some months back. A Disconnect Service Order will be carried out ASAP. Kenneth Hackerott's account will be closed in Jayhawk program per Mayor Linda McCowan.

Discussion for a meeting on the upcoming budget and deadlines. Special Meeting For budget is scheduled for July 10, 2014 at 7:00PM.

There is a budget webinar scheduled on July 10<sup>th</sup> at 10:30-11:30 AM. Council will pay fee of \$25.00 for City Clerk to participate in it. Chris Mead and Galen Zortman will also attend. Office will be closed for 1 hour at this time.

MOTION#9: Chris Mead motioned for special meeting at 7:00PM July 10, 2014 for budget workshop. Vickie seconded. Carried 5-0.

MOTION#10: Chris Mead motioned to pay \$25.00 fee for City Clerk to participate in Budgeting Tips Webinar. Vickie seconded. Carried 5-0.

Discussion for Transferring \$2500.00 to \$5000.00 from Sewer Fund to Sewer Reserve Fund for major repairs. Council feels it would be best to wait until November and do a onetime transfer of funds. Decision was made to place this on November agenda.

Discussion was put forth on back pay for Barry Jack, Fire Chief Supervisor.

MOTION#11: Chris Mead motioned to pay Barry Jack 7 months back pay at \$25.00 per month for period Dec 20, 2014 to June 20, 2014, and then quarterly starting July, 2014 at \$75.00 per Quarter. Deb Bader seconded. Carried 5-0. City Clerk will follow-up with Connie regarding this pay.

Discussion on existing balances owed on customer accounts. They will be sent to the State Treasury as Unclaimed Property.

MOTION#12: Deb motioned to send the balance owed accounts to State treasury as Unclaimed Property. Vickie seconded. Carried 5-0.

Discussion regarding membership into the International League of Cities. Only benefit seen was that the City of Pawnee Rock's name would be placed in a directory. Council decided to not accept membership.

Motion#13: Deb Bader motioned to renew Certificate of Deposit with Sunflower Bank, which renews on July 11, 2014. Chris Mead seconded. Carried 5-0.

Discussion was lead by Chris Mead on Petty Cash Policy and Procedures. Suggestion was made to amend pg. 2 of City of Pawnee Rock Petty Cash Policy & Procedure. Section 5.3 paragraph three, to read, "but less than \$300.00" rather than the current \$500.00.

MOTION#14: Deb Bader motioned to amend Petty Cash Policy & Procedure Section 5.3, paragraph three, to read, "but less than \$300.00". Phyllis Agee seconded. Carried 5-0.

It was brought to Council's attention that recent Utility Service was paid quarterly. The contract Pawnee Rock has with the Utility Service is for an annual payment. Clerk was notified to contact Connie Hughes regarding this needed correction.

TREASURER REPORT

MOTION#15 Chris Mead motioned to accept Treasurer's report and pay checks 2875 and 2898. Deb Bader seconded. Carried 4-0.

CLERK REPORT

See attachment

MAINTENANCE REPORT

See Attachment

FIRE DEPARTMENT REPORT

See Attachment

MOTION#16: Chris Mead motioned the Council go into executive session to discuss human resource issue. Vickie Alsup seconded. Carried 5-0.

Mayor Linda McCowan will be following up with Barry Jack, Fire Dept. Supervisor regarding purchasing items without council approval.

MOTION#17: Deb Bader motioned meeting be adjourned. Phyllis Agee seconded. Carried 5-0.

Meeting was adjourned at 9:16 PM.

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Linda McCowan Mayor

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Cathy Grover City Clerk

Approved \_\_\_\_\_