

City Council Meeting
March 2, 2015
7:00 PM

Call to Order – Mayor Linda McCowan – 7:00 pm

Roll Call: Mayor McCowan, Council President Deb Bader, Council Members Chris Meade, Vickie Alsup, Phyllis Agee present. Council member Dorian Frances present at of 7:12 pm. City Clerk Cathy Grover absent, John Henderson standing in.

Motion 1: Deb Bader motioned to accept February 2nd, 2015 Council Meeting minutes as written. Vickie Alsup seconded. Carried 3-0-1

Motion 2: Deb Bader motioned to accept February 12th, 2015 Council Meeting minutes as written; with the addition of Vickie Alsup as present. Phyllis Agee seconded. Carried 3-0-1

UNFINISHED BUSINESS

1. Municipal Judge Salary and Court Fees Set

Council agrees this topic was adequately addressed at the previous meeting and did require further discussion.

2. Petty cash procedures re-visit.

Council agrees the procedures were adequately addressed at the previous meeting and does not require further discussion.

NEW BUSINESS

1. Internet Usage Policy

Council agrees this was explained during the previous meeting and members had since read over the written policy.

Motion 3: Chris Meade motioned to accept the Internet Usage Policy, as written, for internal office use. Vickie Alsup seconded. Carried 4-0

2. Municipal Code Compliance Request Process approved by Judge; Move to Implementation Phase

Deb Bader provided overview of the process which the City will follow with Municipal Judge and Ordinance enforcement. See Appendix.

3. Private and Confidential statement for emails

Council discussed adoption of specific wording for Private and Confidential statements for the purpose of email and facsimile transmissions in regards to City communications

Motion 4: Chris Meade motioned to accept the Private and Confidential statements as presented for use in conjunction with email and facsimile communications. Deb Bader seconded. 4-0

4. Official City Letterhead

Tabled April City Council meeting.

5. Fire Truck

Mayor and Council discussed questions and concerns regarding the Fire Department acquiring larger, newer fire vehicle from the Forestry Service, at no charge, in exchange for the current vehicle. Questions and concerns related to paint, communication device transfer costs, brackets, height, width, transition strategy, and exhaust issues.

Council determined there is broad interest in this topic and it should be readdressed when more specific details are available for review. This issue has been tabled until an undetermined future Council meeting. This issue will be discussed once the Fire Department provides a written estimate/proposal and transition strategy.

EXECUTIVE SESSION

RESIDENT/PUBLIC REQUEST TO APPEAR BEFORE COUNCIL

DEPARTMENT REPORTS

Treasurers Report

Treasurer's Report noted the Petty Cash did not balance as \$149.99 was not accounted for. Documentation (Requisition Request and Receipt) was provided showing the \$149.99 was used to purchase a heater from Sutherland's. Since the January books were closed before the date of purchase (January 29th), the Treasurer did not receive the final copy of the January Petty Cash ledger.

Mayor McCowan noted an approved payment for Fire Department equipment was approved; although it is for an invoice received in October, 2014. As a result, the funds will come from the current fiscal year Fire Department budget.

Motion 4: Deb Bader motioned to accept Treasurer's Report and approve checks # 116, 117, 120, 122, 125, 127, 128, and pre-approve OPI invoice payment in the amount of \$34.70. Dorian Frances seconded. Carried 5-0.

Clerks Report

No Discussion

Petty Cash Report

Dorian Frances questioned \$163.00 deposit into petty cash as document notation stated "assuming this was a petty cash check deposit". John Henderson noted this has been confirmed.

Changes in Jayhawk Report

No Discussion

Maintenance Report

Council discussed pre-approving future training for Shane Bowman related to licensing. Issue is tabled until

exact training dates are available to review.

Fire Chief Report

Fire Chief reviewed the calls responded to throughout January. Fire Chief also stated the fire department would return salt borrowed from the City in lieu of being charged for it.

Motion 5: Chris Meade motioned to adjourn meeting. Phyllis Agee seconded. Carried 5-0.

Meeting adjourned at 8:03 pm

Minutes approved on 4-6-2015

Linda McCowan, Mayor Mayor Linda McCowan

Cathy Grover, City Clerk Cathy Grover