

**CITY OF NEW STRAWN**  
**COUNCIL MEETING MINUTES**  
**Thursday, January 10, 2019**

Present: Mayor Mark Petterson  
Council Members:  
Richard Croll  
Jeanne Haas  
Gary Haehn  
Rhonda Taylor  
Jim Weeks

Others present: City Attorney Tom Robrahn  
City Clerk Joni Hernandez  
City Superintendent Ron Parkey  
Zoning Administrator Carl Ware  
County Commissioner Bob Saueressig

Patrons present: None

**Call to Order:** Mayor Mark Petterson called the meeting to order at 7:00 p.m.

**Flag Salute:** The meeting opened with the Pledge of Allegiance.

**Agenda Additions and/or Amendments:**

Under Old Business

- a. Reviewing Policy & Procedures (Bidding Process)
- b. Work Day (City Hall storage area clean up)

Haehn moved, seconded by Weeks, to approve the agenda with additions. **Motion carried 5-0.**

**Public Comments:** N/A

**Consent Agenda:**

- Move to approve the December 13, 2018 regular council meeting minutes which included the reconvened council meeting minutes of December 19, 2018
- Move to approve the warrants dated December 14, 2018 through January 10, 2019 in the amount of \$11,051.23
- Move to approve the December 2018 payroll in the amount of \$13,772.65
- Move to approve 2019 Plumbing License for (Mark Harris) B&H Appliance, Plumbing, Heating & Cooling
- Move to allow employee Steven Dwight to attend KRWA Conference in Wichita, March 26-28, 2019 and to pay registration fee of \$170.00, lodging, mileage and meal expenses
- Move to allow City Superintendent to purchase 1,000 gallons of diesel fuel in 2019, total cost not to exceed \$2,500.00, funds to be taken from General Fund

- Move to allow City Superintendent to purchase fish food in 2019, total cost not to exceed \$3,000.00, funds to be taken from Park Fund
- Move to allow City Superintendent to purchase 1,000 gallons of cold patch in 2019, total cost not to exceed \$1,000.00, funds to be taken from Special Highway Fund
- Move to allow City Superintendent to purchase 1,000 gallons of weed killer in 2019, total cost not to exceed \$1,000.00, funds to be taken from General Fund
- Move to allow City Superintendent to purchase 1,000 gallons of road salt in 2019, total cost not to exceed \$4,000.00, funds to be taken from Special Highway Fund
- Move to allow City Superintendent to purchase 1,000 gallons of propane in 2019, total cost not to exceed \$500.00, funds to be taken from General Fund
- Move to allow City Superintendent to purchase 1,000 gallons of gravel/rock in 2019, total cost not to exceed \$500.00, funds to be taken from Special Highway Fund

Taylor moved, seconded by Croll, to approve the consent agenda as presented. **Motion carried 5-0.**

### **Financial Reports:**

Weeks moved, seconded by Croll, to approve additional warrants for a total of \$734.41 **Motion carried 5-0.**

Haas moved, seconded by Haehn, to approve the annual treasurer's report to be published in *The Coffey County Republican*. **Motion carried 5-0.**

### **Staff Reports:**

#### **City Superintendent Report**

- Replaced old 6,000 BTU heater in pump house with a new heater since old one was insufficient. Propane heater can be used as backup; however, it takes a lot of propane and is expensive to operate.
- Fisher Rock called today and will not be able to install the rock sign next week. It was previously recommended they wait until Spring to install so work will be finished correctly due to ground temperature.
- Trout will be delivered mid-afternoon on Monday which is a couple of weeks earlier than last year. Price per pound and delivery cost did not increase from last year.

#### **City Clerk Report**

- Bank Security Pledge
- Community Building Fee Schedule Comparison to other locations
- Financial Reports
- Fire Inspector Update – Community Center Plan of Correction completed
- KPERs
- Kansas Set-off Program
- MT Networks Correspondence
- Notary Public Renewal
- Official Notices mailed for Zoning Hearings
- Past due water bills
- QuickBooks system unemployment duplicate line items corrected as instructed by auditors
- Recycling
- Smoke-free Signs
- Water Rate Increase
- Water Usage Report
- W-2's – Auditor contact regarding KPERs calculations
- Website

- Year-End Reports

**Zoning Administrator’s Report**

- Three Public Hearings by the Planning and Zoning Board will be held on January 16, 2019 at 6 p.m. at City Hall. Special Use Permit for Verizon tower to be located at Northeast corner of U.S. 75 Highway and 15<sup>th</sup> Road and Conditional Use Permit requests for 10 Hillside Drive and 19 Rock Ridge Drive were mailed to meet requirement of notifying property owners who reside within 1,000 feet. Legal notices were published giving the required 20-day notification in the local newspaper. After Planning Commission meets and makes its recommendation, there is a 14-day protest period. A recommendation by the Planning and Zoning Board will be presented to the New Strawn City Council at its February 14, 2019 meeting.

**City Attorney’s Report**

- Kansas Statute regarding Smoke-free policy
- Copies of smoke-free policies from Mission, Kansas and Lawrence, Kansas
- City of New Strawn to review/discuss at later meeting for possible ordinance approval

**Mayor’s Report**

- Resolution No. 97 GAAP Waiver
- K.S.A. 75-1120a(a) requires municipalities to use generally accepted accounting principles (GAAP) in the preparation of their financial statements and reports. Except for community colleges, the governing body of any municipality may waive this statutory GAAP requirement.

Croll moved, seconded by Taylor, to approve Resolution No. 97 GAAP Waiver. **Motion carried 5-0.**

**Finance and Economic Development Report:**

Haas reported that she met with the city clerk to review 2018 year-to-date financials as they compare to the budget and year-end totals. Haas noted that funds agreed, and each balanced within \$1 (one dollar) due to rounding. (See attached report prepared by Council Member/Finance Chair Haas)

Haas moved, seconded by Haehn, to go into executive session at 7:25 p.m. for 15 minutes to discuss non-elected personnel. **Motion carried 5-0.**

Council returned to open session at 7:40 p.m. No action taken.

Haas moved, seconded by Taylor, to go into executive session at 7:43 p.m. for 10 minutes to discuss non-elected personnel. **Motion carried 5-0.**

Council returned to open session at 7:53 p.m.

Haas moved, seconded by Haehn, to approve employee wages retroactive to January 1, 2019 as follows:

City Superintendent	\$23.00 per hour
Maintenance II Worker	\$17.60 per hour
City Clerk	\$13.50 per hour
Assistant City Clerk	\$11.40 per hour
Assistant	\$9.25 per hour

**Motion carried 5-0.**

**Community Building:**

Fee Schedule

Croll moved, seconded by Taylor, to adopt 2019 rental and deposit rates for use of the Community Center as follows:

	<b>Rent</b>	<b>Deposit</b>
Half-Day or Less	\$50.00	\$50.00
Full Day	\$100.00	\$100.00
For-Profit/Per Day	\$150.00	\$150.00

**Motion carried 5-0.**

It was a consensus that non-profit groups may rent the building for a discounted cost of half the price listed above. Charity events will be allowed to have the rent waived. Coffey County may utilize the Community Center free of charge for elections and meetings, etc. Anyone who has already completed a reservation form AND paid for a 2019 reservation before tonight's meeting will not be required to pay the newly adopted rates.

The council discussed the possibility of requiring proof of insurance if there will be alcohol at the community center to limit the City's liability.

There was discussion regarding need of signage placed at New Strawn City Park regarding "no alcohol". There is a City Code approved

**12-110. PROHIBITION AGAINST ALCOHOLIC BEVERAGES AND CEREAL MALT**

**BEVERAGES.**

It shall be unlawful for any person or persons to use, consume or have on the premises of any park or other city property within the city any alcoholic liquor or cereal malt beverage, except within the confines of city shelter houses. (Code 2012)

**Utility Report:**

Council Member Weeks discussed the Water Usage and Loss Report. He was concerned that the water loss for New Strawn is high in comparison to neighboring cities and noted there may be possible leaks causing some of the higher percentages. There was discussion regarding high usage for months listed on the report that were due flushing of the water system for Corps of Engineers and the water use by the fire department during Strawnfest. The city superintendent noted that the annual percentage was within acceptable range according to meetings he has attended. He stated there is a leak detection program that can be performed by the Kansas Rural Water Association (KRWA). Council Member Weeks will discuss further at next meeting.

**Street Report:**

Council Member Taylor stated that the estimated request for street repairs will be \$150,000.00 with more discussion after winter weather is over and a survey of needs can be addressed more accurately.

**Public Relations Report:** None

**Parks and Rec Report:**

Council Member Haehn reported that park equipment and grass can be taken care of this spring. He stated that he would like to discuss possible Christmas decorations be displayed at the park.

The council discussed looking into State surplus items that may be available for bid. The city superintendent commented that Federal surplus items are more often in better shape.

Council Member Haehn remarked how nice the Christmas decorations make New Strawn look and noted a "Thank you" to the community for participating.

**Public Safety Report:** None

**New Business:** None

**Old Business:** None

**Correspondence:** No action required

**Other Business:**

Reviewing Policies & Procedures

Council Member Haas would like to have the mayor and council review the policies and procedures starting with the bidding policy.

There was also discussion regarding the personnel handbook. Mayor Petterson noted that the city clerk can download a copy of the League of Kansas Municipalities. She will get copies for review.

Work Day

Council Member Taylor requested a "Work Day" be planned to get the back room of City Hall cleaned up and old items disposed of in correct manner. The city clerk will obtain a current list of how long items and records are required to be maintained and kept on file. The city superintendent offered to give a tour of and show how items are maintained in the basement of City Hall.

Meeting adjourned at 8:42 pm.