

**CITY OF NEW STRAWN
SPECIAL MEETING
Thursday, March 12, 2020
6:30 p.m.**

Present:

Mayor Mark Petterson

Council Members: Richard Croll, Gary Haehn, Rhonda Taylor, Jim Weeks and Jeanne Haas

Staff Present:

Joni Hernandez, City Clerk

Martha Newkirk, Zoning Administrator

Mayor, Council and staff toured the Community Center. Abendroth Builders remodeled the kitchen and bathrooms. It was a consensus that Phase I project looks very nice. There will be future discussion regarding ceiling tile replacement and outside of building replacement.

Meeting adjourned at 6:59 p.m.

**CITY OF NEW STRAWN
COUNCIL MEETING
Thursday, March 12, 2020**

Present:

Mayor Mark Petterson

Council Members: Richard Croll, Gary Haehn, Rhonda Taylor, Jim Weeks and Jeanne Haas

Staff Present:

Ron Parkey, City Superintendent

Joni Hernandez, City Clerk

Tom Robrahn, City Attorney

Martha Newkirk, Zoning Administrator

Others Present:

Bobbi Gellhaus, TrustPoint Insurance Agent

Bob Saueressig, County Commissioner

Call to Order: Mayor Mark Petterson called the meeting to order at 7:03 p.m.

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

Agenda Additions and/or Amendments:

Under Utility Report

- c. Water Building Repair

Under Parks & Recreation Report

- a. Erosion Control for Jones Park
- b. Fishing License Sales at Casey's

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

Approval of Consent Agenda:

- Move to approve the February 13, 2020 council meeting minutes
- Move to approve the Warrants dated February 14, 2020 through March 12, 2020 for \$13,837.94
- Move to approve the February 2020 Payroll for \$12,578.25

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

Public Comments: N/A

Financial Reports:

Additional Warrants:

Haas moved, seconded by Haehn, to approve additional warrants in the amount of \$264.53. **Motion carried 5-0.**

Staff Reports:

City Superintendent Report (written report submitted)

- Met with Strawnfest Committee and 4 Rivers Electric at Jones Park and City Lake
- Met with Cook's Plumbing regarding sewer on Mohawk Street
- Replaced fuses and radio at water tower
- Replaced light bulb at City Hall
- Contacted Dig Safe-One Call Locate
- Read Water Meters
- Marked Dig Safe-One Call
- Cleaned Shop
- Worked on equipment
- Got load of salt mix from county
- Picked up money from Casey's for fishing licenses
- Swept Shop
- Responded to citizen/resident regarding water leak
- Smoothed gravel on street
- Checked park bathrooms (TP holder broken off wall in men's room; dispense and trash can stolen)
- Cleaned up old burn pile area
- Repaired park bathrooms (were plugged)
- Contacted Utility Services regarding coax; spoke with dept. head regarding inspections; documented conversation
- Cleaned up trash at parks and in ditch areas, etc.
- Ordered water meters
- Picked up cleaning supplies for Community Center and Park
- Cleaned up trash from Community Center
- Fixed outdoor light at Park
- Announced Retirement effective March 31, 2020

City Superintendent Parkey announced his retirement effective March 31, 2020. There was discussion regarding a formal letter which he will submit.

Croll moved, seconded by Taylor, to approve the bid for roof and building repairs from Alpha Roofing for Options 1, 2 and 3 for a total amount of \$7,180.00. (SEE ATTCHED BID) **Motion carried 5-0.**

The city clerk will contact Bobbi Gellhaus with TrustPoint to update her on bid and request extension on repair completion date as well as possible adjustment on amount of claim refund.

The mayor and city superintendent informed the council about the coax on the water tower. Wind caused it to loosen. The inspector and representatives with MT Networks crew will discuss. Their tentative plan is to address by late spring or early summer. Mayor Petterson noted it's important that the City be in compliance.

The city superintendent noted the water tower is scheduled to be painted in 2021. The City makes monthly payments which include the maintenance and painting so it will be paid for in advance of scheduled date.

City Clerk Report (written report submitted)

- Alcohol Tax notification
- Audit went well
- Chamber Membership 2020
- Census
- Certificate of Deposit notification received from CSB
- Community Center Door – Waiting for reimbursement from Jami Conkle
- Computer (will be backing up on old and setting up new)
- Covid19 (Coronavirus) email from League of KS Municipalities
- Fireworks (complaint from resident)
- IBEW (not renewing 2020 agreement to rent community building; will use fire dept.)
- ID Cards
- Kansas Set-Off Program
- KPERS (certified rate for 2021)
- Marilyn Bentley (janitorial/cleaning – back to work March 12)
- MT Networks correspondence
- Safety Phone Call (resident reported man walking through yards to police)
- Thank you letters for donations (to Casey's, Commissioners, Rec Center and Wolf Creek)
- Trash Service
- Website

The city clerk reported she had contacted the auditors regarding the 2020 Certificate Budget Authority Expenditures total slightly off and that CPA Phil Jarred explained it's not a concern due to rounding and the actual amounts are accounted for on the detailed pages. She related his explanation regarding transfers from General and Trash Funds to Equipment Reserve Fund. They are budgeted for but not required. Auditors have been making this transfer at time of audit. The best way to handle is to have the Council determine each December if the transfers should be made. Hernandez noted this should be an annual agenda items for the Council's consideration.

Regarding the new computer, the city clerk explained that a transfer file backup will be required. She said the software rep commented that a lot of people/companies have been having issues switching from Window 7 to Windows 10. With that in mind, Hernandez will get the new computer set up after the audit is complete.

She also noted that she will have IM Design web director help when uploading any zoning information and new code of ordinances on the new computer.

City Attorney Report

Smoking Law:

The council discussed the smoking law with the city attorney. He noted the State law is in place. The personnel policy can be reviewed and updated to address internally. The city clerk will order a cigarette receptacle to be placed outside; away from the city sign and flowers planted.

Code Enforcement Officer Report N/A

Zoning Administrator Report

- Building Permit issued to Hometown Pie for a carport to cover outdoor freezer
- New building/zoning permit application form to be discussed at next meeting (will review fence height requirement)

Mayor's Report

Bobbi Gellhaus, TrustPoint Insurance Agent, was present to review the annual renewal policy. Items were noted regarding a 6.05% increase from last year due to equipment and council coverage. She also discussed the active claim from last fall after the hail storm. It was a consensus of the council to keep the current deductibles in place.

Croll moved, seconded by Haas, to renew insurance policies with Employer's Mutual Company (EMC) through TrustPoint Insurance effective April 1, 2020 through March 31, 2021 for \$27,255.00 to be paid from the General Fund. **Motion carried 5-0.**

Bobbi noted changes/adjustments per the Council's direction:

- Violent Event Coverage (\$40 additional premium)
- New Playground Equipment
- Revise liability estimate to the 2018-2019 audit
- Revise Workers Comp estimates to the 2018-2019 audit

Council Member Taylor will work on a list of contents at the Community Center. TrustPoint/EMC will send separate invoice for any additional premium.

Finance and Economic Development:

Council Member Haas commented about financial reports. Budgeted transfers were made during the February 27 audit. All reports have been updated. Future transfers will be addressed each December.

Community Building Report:

Council Member Croll reported the remodeling project is basically completed. He noted Cook's Plumbing will install a 2x2 bucket drain and an outside spigot.

Utility Report:

Water Usage & Loss Report: N/A

City Water Buildings: N/A

Water Building Repairs:

Weeks moved, seconded by Haehn, to approve bid from Dave McDougal to repair steel main beam and build new aluminum cover for clear well at a cost not to exceed \$600 to be paid from the Water Fund.

Motion carried 5-0.

The council will discuss other building needs at a future meeting.

Street Report:

Street Signs:

Council Member Taylor reported that street signs have been ordered and traffic control signs have been received. She and City Superintendent Ron Parkey and Steven Dwight will meet March 25 to prioritize which streets will be repaired.

Council Member Haehn inquired about drainage problems within the city. Taylor noted it should be included in the Vision 2020 assessment by the engineer firm hired by the County. Haehn noted the drainage needs to be addressed. Taylor stated they will include it.

Public Relations:

Council Member Jeanne Haas reported on the following:

Strawfest 2020:

Fliers are being worked on, and T-shirts will have up to 32 businesses/names on the back. Wolf Creek has agreed to handle the advertising. There will be another planning meeting with Wolf Creek Thursday, April 2, at 4 p.m. at City Hall.

Event Insurance Quotes:

Quotes included in the packets were discussed. Bobbi Gellhaus, TrustPoint Insurance Agent, stated there is another company she is working with for a quote. Council will make a decision at its April meeting.

New Strawn Logo:

Council members Haas and Taylor have been working on new logo design ideas.

Haas moved, seconded by Haehn, to authorize Jim Stukey to create a new logo for the City of New Strawn at a cost of \$100 to be paid from the General Fund. **Motion carried 5-0.**

Parks and Recreation Report:

Erosion Control

Council Member Haehn stated he would like to talk with Steven regarding items needed for new playground equipment area.

Haas moved, seconded by Haehn, to approve purchase of materials for erosion control up to \$500 to be paid from Park Fund. **Motion carried 5-0.**

Fishing Licenses at Casey's

Council Member Haehn reported that he had discussed possible theft of fishing license monies with an employee who works at Casey's General Store. The city clerk reported low amount to the mayor in January at which time he recommended monies be picked up more frequently. The city clerk and mayor also reported discrepancies to auditors in February. Auditors noted it is not an internal control situation, but good that it is being addressed. The city superintendent/maintenance department picked up twice in February and will continue to more frequently. Money is now more in line with previous years.

Public Safety Report:

Mayor Petterson reminded everyone to "Wash your hands frequently."

Regarding vandalism at the park men's restroom, he contacted the Coffey County Sheriff's office to patrol New Strawn and the park area when they are available.

New Business:

The mayor asked the council for discussion regarding retirement of City Superintendent Ron Parkey and noted he will not be here for the City-Wide Cleanup April 13-15.

Haas moved, seconded by Croll, to schedule a special meeting Wednesday, March 18 at 4 p.m. to discuss Personnel and Employment. **Motion carried 5-0.**

Old Business: N/A

Correspondence: N/A

Mayor Petterson adjourned the meeting at 9:27 p.m.