

**CITY OF NEW STRAWN
COUNCIL MEETING MINUTES**

Thursday, March 14, 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
Bobbi Gellhaus, TrustPoint Insurance

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 Financial Reports

- b. Auditor's Representation Letter

Under Staff Reports - City Superintendent

- 1. Aeration Pump Replacement

Under Staff Reports - City Clerk

- 1. Council Chairs & Office Furniture

Under New Business

- b. Lyon-Coffey Electric – Street Lighting Agreement

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

Public Comments: County Commissioner Bob Saueressig announced that the County proclaimed the week of May 13-17 as Free Dump Week (Landfill). The City of New Strawn will coordinate as City-Wide Cleanup.

Consent Agenda:

- Move to approve the February 14, 2019 regular council meeting minutes
- Move to approve the warrants dated February 15, 2019 through March 14, 2019 in the amount of \$12,375.09
- Move to approve the February 2019 payroll in the amount of \$12,201.53
- Move to approve Fireworks Permit for Steve Templeton

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

Financial Reports:

Taylor moved, seconded by Croll, to approve additional warrants for a total of \$6,451.65. **Motion carried 5-0.**

Haas moved, seconded by Weeks, to authorize the mayor and city clerk to sign auditor's representation letter dated March 8, 2019 as submitted from Jarred, Gilmore, Phillips, PA. **Motion carried 5-0.**

Staff Reports:

City Superintendent Report

- Aeration pump that keeps oxygen levels normal at the city lake is seven years old. Replacement pump is needed.
- Many projects on list to be started as soon as ground is dry enough after all the snow and recent rain
- Community Center has been treated for rodents and insects by Terminix. They will treat the building on a quarterly basis

Haas moved, seconded by Taylor, to approve purchase of Aeration Pump from Pentair Aquatic Eco-Systems, Inc. in the amount of \$976.92 to be paid from Park Fund. **Motion carried 4-1.** Haehn opposed.

City Clerk Report

- Audit completed
 - Entries from 2011 to 2016 addressed
 - Sewer charges from rate increase approved in 2017 addressed
 - Connection & reconnect fees set up in RVS (utility software)
 - Petty Cash updated in QuickBooks
- Council Chairs & Office Furniture
- Delinquent Accounts
- Lyon-Coffey Electric Meter located at 1st Terrace and Neosho Street
- Valnet Invoices
- Valuation Notices
- Website

Haas moved, seconded by Weeks, to approve purchase of office chairs and furniture from Navrat's Office Products in an amount not to exceed \$2,000 to be paid from Equipment Fund. **Motion carried 5-0.**

Zoning Administrator's Report

- Issued Building Permit for Verizon tower to be located at Northeast corner of U.S. 75 Highway and 15th Road (Reviewed by Council)
- US Cellular will be making permit request after property owner fills out application

City Attorney's Report

- Ordinance for Cereal Malt Beverage Enhanced (Strong Beer) effective April 1, 2019
- Policy for Competitive Bidding & Codification Manuscript **work schedule set for Wednesday, April 3, 2019 at 7 p.m.**

Croll moved, seconded by Haas, to approve Cereal Malt Beverage Ordinance 2019-02 with information stricken to reflect corrections regarding Sundays allowed and following holidays not allowed (Easter, Thanksgiving and Christmas) with summary of ordinance to be published in the official newspaper (directing reader to view full ordinance on website at www.newstrawn.org.) **Motion carried 3-2** (Haehn and Taylor opposed)

Mayor's Report

- N/A (Codification Manuscript work session discussed under City Attorney's Report)

TrustPoint Insurance Agent Bobbi Gellhaus gave an informative presentation of the City's policy renewal options.

Taylor, moved, seconded by Haehn, to approve renewal of annual EMC Insurance policy through TrustPoint Insurance in the amount of \$26,249.00. **Motion carried 5-0.**

Finance and Economic Development Report:

Council Member Haas reported that Mark Hopkins from the Coffey County Appraiser's office explained to her there was an incorrect multiplier from previous years in their system regarding valuations; therefore, current information with increases recently received is correct. She also gave an update on funds.

Community Building:

Council Member Haehn inquired about the new door at the Community Building. The city superintendent explained that the weather stripping was not sealed tightly enough. It was a consensus of the Council to incorporate partial payment requirements for future bidding projects.

Utility Report:

Council Member Weeks noted the Water Usage and Loss Report is inconsistent and inquired about the formula used to calculate the water loss percentage. The city superintendent explained that the numbers have been up and down and agreed. The mayor commented about meeting with a representative from Kansas Rural Water Association that Ron has been in contact with. The city clerk noted that she spoke with a representative from RVS, which is the software program used to generate billing and water reports. RVS formula for calculating is as follows:

- Water Pumped less
- Water Sold less
- Fire and Flushing equals
- Water Loss divided by
- Water Pumped equals
- Percentage of Water Loss

February report shows loss of 6.81%. The twelve-month period shows 10.85%. The city superintendent's concern is that the "No Charge" meters (City Hall, City Shop, Community Building, Eddington, New Strawn Fire Station, and Park Restroom) are represented in the report totals as water pumped; not "free water".

Street Report:

City Superintendent Ron Parkey proposed milling for Industrial Road to save on dust control and AB gravel costs. Last year was approximately \$2,400 and \$3,900 respectively. Some gravel may be necessary. Council Member Taylor explained they will have a better idea after rainy weather subsides to look at street needs. Council Member Haehn noted water drainage needs to be addressed. The city superintendent stated they will look at those concerns as well.

Public Relations Report:

Council Member Haas reported that a work session to discuss Strawnfest 2019 will be held Thursday, March 21 at 6:30 p.m. at City Hall.

Parks and Rec Report:

Council Member Haehn stated that the ground is currently too wet and will address the park needs at a future meeting.

Public Safety Report: None

New Business:

TrustPoint (MOVED AHEAD OF SCHEDULE - SEE UNDER MAYOR'S REPORT)

Mike Tweedy with Lyon-Coffey Electric brought a lighting rental agreement to the city clerk on March 13 after an internal audit was performed that one meter had not been billed to the City of New Strawn.

Taylor moved, seconded by Croll, to approve street lighting agreement with Lyon-Coffey Electric for meter located at 1st Terrace and Neosho Street in New Strawn. **Motion carried 5-0.**

Old Business:

Haas moved, seconded by Weeks, to approve Special Meeting "Work Session" to be held on Wednesday, April 3, 2019 at 7:00 p.m. for the purpose of reviewing bidding policy and codification manuscript. **Motion carried 5-0.**

Correspondence: No action required

Other Business: None

Mayor Petterson adjourned the meeting at 9:10 pm.