

City of Ozawie Minutes

February 11, 2019

Council in attendance: Mayor Loren Lutes, Councilwoman Nancy Leek, Councilman Kevin Klenklen and Councilwoman Margie Payne. Mayor Loren Lutes advised a quorum is present.

Others in attendance: Sammy Mowder, Timothy Bacon, Jamie Klenklen, Sandi Goetz, City Attorney Lee Hendricks and City Clerk Paula Smith taking minutes.

1) Call to order, Pledge of Allegiance

Meeting called to order at 7:00pm by Mayor Loren Lutes. All stood to recite the Pledge of allegiance.

2) Approval of Council Meeting agenda

Nancy Leek made a motion to approve the Agenda. Margie Payne seconded. Motion passed unanimously.

3) Citizens comments, questions, concerns

4) Council comments, questions, concerns

Mayor Lutes advised he had a letter of complaint in the form of an email about water cut-off, billing and late fees. He followed it up with a phone call and dealt with it.

5) Minutes from previous meeting – January 14, 2019

Margie Payne made a motion to approve the January 14, 2019 Minutes. Nancy Leek seconded. Motion passed unanimously.

6) Old Business

a) Kiowa Dr Annexation

Lee Hendricks advised the Memo of Understanding is signed and approved. Kevin Klenklen would like to see the South and West side of Kiowa Dr. be annexed as they use our services. Lee Hendricks will look into annexing all of the properties. If they want to be annexed it will be less time consuming and less expensive.

b) Invisible Fence

Lee Hendricks advises easements are their property so they can put an invisible fence there. As long as the dog is within the fence we cannot do anything. If the dog leaves the yard it can be considered "dog at large."

c) Frisbee Golf Designer

Mayor Lutes advised there is a safety issue with design of the Frisbee Golf if it is not done by a professional. Kevin Klenklen makes a motion to hire the professional designer from Dynamic Discs to set up the Frisbee Golf Course. Nancy Leek seconded. Motion passed unanimously.

7) New Business

a) Sewer Tap Rate

Mayor Lutes explained the last sewer tap we did we charged \$1200 and we paid \$1800. He would like Council to look at this rate again. Lee Hendricks advised if the Council approves the Mayor to sign the Ordinance he will send the Ordinance tomorrow. Kevin Klenklen made a motion to approve the Mayor to sign the Ordinance to raise the sewer tap to \$2000. Nancy Leek seconded. Motion passed unanimously.

8) Consent

a) Treasurer's Report

Jamie Klenklen advised thanks to the Council we now have auto pay which has gone perfect per Kim at the bank and Paula likes them too. She also went through the deposits they are well documented and accounted for. We are working on automatic deposits this week and she thanked Paula for working on them. She thinks we are moving forward to the electronic age. All monthly accounts balanced and all looks well.

b) Financial Reports including cash receipts report, cash disbursements report, monthly financial statement, summary of budgetary status and expenditure approval

There was a question about showing gross individual payroll with the expenditure report. Mayor Lutes advised we will look into it. Margie Payne move to approve financial reports and expenditures. Kevin Klenklen seconded. Motion passed unanimously.

9) Reports

a) Mayor's Report

Mayor Loren Lutes explained he tried to help with the tax cap relief. Paula Smith printed up what we had received back several years. It was no help for the tax cap relief. He also asked the Council to approve where the interest from the CD goes. It could be put into the Capitol Improvement or in the General Fund which we could over spend the budget in the amount of the extra income this year and budget for it in the following years. It was agreed to leave it in the General Fund.

b) Building and Zoning, Sandi Goetz

Sandi Goetz advised the Committee has put together the check lists for inspections to be approved by the Council. Nancy Leek explained the City Clerk should be responsible for calling inspector and all fees should be paid up front. Lee Hendricks asked if we could not make it a term of passage do not give them the permit if the inspector has not been contacted. He advised the Council not approve the permit if the inspector has not been contacted. Mayor Lutes suggested an Occupancy Permit. Lee Hendricks agrees then you can have a fine for each day they have moved in. He will send an Occupancy Permit for us to approve. Lee will also send us information about a Building Inspector. Lee thinks the check lists that have been created are perfect.

Kevin Klenklen asked we have a Committee to work on the Code Book. Lee Hendricks advised if you have the League do the Code Book it would take two years and \$15000. The newest one is Meriden which was completed in 2017. Kevin Klenklen made a motion to form a Committee of Margie Payne, Sandi Goetz, Tim Bacon and 1 more Council Member. Margie Payne seconded. Motion passed unanimously.

c) Governmental affairs-Nancy Leek

Nancy Leek advised she has looked at the Corps Annual Management and it looks to her like we could just use the same one for next year. Mayor Lutes agreed.

d) Law enforcement-Shawn Owen

Chief Tim Bacon advised last month there was 6 warnings, 3 notice to appear, 1 arrest warrant from Topeka PD, 11 building checks, 1 asst agency, 2 suspicious vehicle and 4 parking complaint. He also advised the Ozawkie Police Department applied for a Grant from the Fire House Subs Foundation for

AED's. If granted, they will be placed in the patrol vehicle, City Maintenance vehicle, and City Hall. There will be a meeting for discussion of abuse this month.

e) Parks-Margie Payne

Margie Payne advised she has been enjoying sitting on the park benches.

f) Streets-Kevin Klenklen

Mayor Lutes advises he spoke with Lee Hendricks and Phil Wolfe about the bond for the streets. Phil Wolfe will charge 1% plus expenses. Kevin Klenklen advised the rate would be 3-5%. Mayor Lutes advised that when you decide how much the payment will be, that would determine how long the note will be. Mayor Lutes will talk with the bond attorney about paying \$40000/year as payment for the Bond.

g) Utilities-Mel Armstrong

Sammy Mowder has had two leaks since the first of the year. He also proposed an electric winch for the lift stations. Kevin Klenklen made a motion to approve the purchase of the electric winch from USA Blue Book for \$2155. Nancy Leek seconded. Mayor Lutes asked for a vote. Kevin Klenklen Aye, Nancy Leek Aye and Margie Payne Aye. Motion passed unanimously.

10) Executive Session

Mayor Lutes asked for a motion for an executive session. Kevin Klenklen made a motion for an executive session for non-elected personnel for 20 minutes and requested Lee Hendricks attend to reconvene at 8:45pm. Nancy Leek seconded. Motion passed unanimously. Council reconvened at 8:45. No action was taken.

Margie Payne made a motion to adjourn. Nancy Leek seconded. Motion passed unanimously.