

REGULAR COUNCIL MEETING
CITY OF UDALL
February 14th, 2022

The Udall City Council met for the Regular Council Meeting on Monday, February 14, 2022, at 6:30 pm in the Udall City Building. Kenneth **Ault**, Mayor, called the meeting to order. Council members present were: Matt **McAllister**, Carlton **Smail**, Randy **Hoffman** and Damon **Wilson**. Quorum established. Also present were: Erik King, Eric Allen, Dina Willis, Dan and Sherri Rutschman, Tim Brooks, Sherri Kennedy, Rose Mary Saunders – Ranson Financial, Harlene Hoyt – WNH Clinic, Kristen McReynolds, Library board – Monica Rupp, Diana Whiteman, and Norma Ciskowski, Leonard Mumford, Gene Richardson, Marilyn Pellegrini and City Attorney Andrew Marino.

Ault recommended Dan Rutschman to be elected to final council member. **Ault** recommended Dan Rutschman to be elected to final council member. **MOTION Wilson** motioned to make Dan Rutschman the final council member. **Hoffman** seconded the motion. City Clerk called vote: **Smail** – aye, **Hoffman** – aye, **McAllister** – aye, **Wilson** – aye. Motion carried.

Dan Rutschman was administered Oath of Office by City Clerk, Dina Willis. Councilman Rutschman took seat at the council table.

Ault called for any modifications to the agenda. No modification was given.

BUSINESS FROM FLOOR:

CLINIC ISSUES – Harlene Hoyt from William Newton Hospital addressed the council. City Clerk presented report on Erate Rural Library broadband and rural healthcare. Report was based on library and schools – further research will be done on rural healthcare. Harlene will contact city clerk with links to research. Harlene explained function of clinic and hours. Hoping for opening on March 1st, 2022.

Monica Rupp – President of Library board presented issue with lights and switches. Budget report shortage was discussed. Need for separating from the fitness center due to requirements for Erate grant. Discussion of paying back and how to do it. Signup for library cards has 50 new since the last week of January. Discussion of some patches that were leaks and other fixes.

Fall Festival Board representative – Marilyn Pellegrini – School would like to put up a digital billboard up somewhere so the Fall Festival committee in interest of supporting the community would like to aid the purchase of this with a Bingo in the Park on June 4th, 2022 and have a beer garden to go along with it. All proceeds will go toward the sign. Fall Festival committee would like to expand the Fall Festival this year to have Bingo on Friday Sept 30th, Fall Festival Oct 1 (parade, demo derby, bouncy houses and dance) and Family Day Oct 2 with church service on Sunday and family events in the park after. **Ault** called for a motion to allow the Fall Festival committee to utilize the band show, restroom, concession stand and sound equipment on June 4th for a Bingo night, **Wilson** motioned the Fall Festival committee utilize the facilities in the park for the Bingo night on June 4th. **McAllister** seconded. City Clerk called vote: **Smail** – aye, **Hoffman** – aye, **McAllister** – aye, **Wilson** – aye, **Rutschman** - aye. Motion carried.

CONSENT AGENDA: Minutes of Regular Council Meeting 01/10/22, Minutes of Special Meeting 02/02/2022 – **Ault** addressed the special council meeting was violation to KOMA swearing in Rutschman so the meeting was amended delete that section, Treasurer’s Cash Report for Jan 2022, Expenditure Report for 01/10/22 to 02/14/22 \$210,987.39, Payroll Report for 01/10/22 to 02/14/22 \$30,752.58 **MOTION** by **Smail** to accept the consent to agenda as amended. **Hoffman** seconded. City Clerk call to vote. **Smail** – aye, **Hoffman** – aye, **McAllister** – aye, **Wilson** – aye, **Rutschman** - aye. Motion carried.

OLD BUSINESS:

Certificates of Appreciation - Jensen Harness, Austin King, David Otis, Trent Whiteman basically moved the entire library across the street. Certificates of Appreciation were presented to the two that were present.

Leonard Mumford – Stewart addition - address council on buying a lot with the contingency of buying 2 more lots. Discussion on intention of his company to build in Udall. Discussion of building process and expectations. Supply issues copper and pcp pipe. Purchasing 1st 2-3 lots on east side. Buy on lot every 3 months. Andrew Marino will write a contract to buy and prepared deed. Discussion on Zoom conference call for special meetings.

Library Fitness building update - Card programmer, Matt is going to train Dina. Member cards and staff toggles. City Engineer came to look at building- we didn’t have actual drawings. One thing that was noticed was pillars were wrong height with floor. Discussion on differences and results. BG consultants said that they were not right and it is a design flaw. Discussion on options. Library survey studies will determine flaws and design is not right. Cost of survey is on us - \$2,2500 estimate. Parking problems – Zoning requirements for handicap parking. Discussion on parking required.

Rose Mary Saunders – CGDB will not answer design questions. They do the review of the project files. Compliance with state laws Harman Huffman agreed to 28 days for liquidated damages agreed to \$7,000. Need to be completed by March 14, 2022. Contract amendment by council. Recommended 60 days' time extension. **McAllister** recommended 90-day extension. App 12- \$41,800.86 (17,800.86 local funds). MOTION by Hoffman, Smail seconded. City Clerk called the vote: **Smail** – Aye, **Hoffman** – Aye, **McAllister** – Aye, **Wilson** – Aye, **Rutschman** – Aye. Motion carried. Contract amendment Time extension for 90 days with the mayor to sign the paperwork for it. MOTION by **Hoffman, McAllister** seconded. City Clerk called the vote: **Smail** – Aye, **Hoffman** – Aye, **McAllister** – Aye, **Wilson** – Aye, **Rutschman** – Aye. Motion carried.

Ault introduced Sherri Kennedy to the council as new Court Clerk and Assistant City Clerk.

Discussion on the pillars and the diagrams continued. City engineer inspect and shoot elevations, need for a survey and for city to incur the cost of survey to prove that this is a design flaw and then can get contractor to pay damages. MOTION by **Wilson** to have the City Engineer Harlen Foracre to sight survey on the Library Wellness Center. **McAllister** – seconded. City Clerk called vote: **Smail** – Aye, **Hoffman** – Aye, **McAllister** – Aye, **Wilson** – Aye, **Rutschman** – Aye. Motion carried.

Assign departments to council members

McAllister -	Electric Water and Sewer
Smail -	Cemetery
Hoffman -	Parks and Recreations
Wilson -	Street Allies and Refuse
Rutschman -	Police

Discussion of the cemetery and different plans to upgrade and update records. Some graves are occupied and not marked, also need to note which ones are veterans and placing flag holders. Discussion on the responsibilities of cemetery owners.

NEW BUSINESS:

Updates with City Attorney Andrew Marino

- Membership for the fitness center – 1 year free, 2nd year resign up. 16- to 18-year-old – 1 guest or utilized only. \$5 for card, \$10 replacement if lost. July 1st 2023 renews fitness center cards. Discussion on dates for fitness center. City Attorney suggested to draft agreement that states free period and after said period there will be a yearly fee. Cards can be shut off if not renewed. Discussion on what is the correct start date and the cost of membership.
- Property tax auction for 110 E 1st St and 114 E 1st St. - Property auction discussion on Bidding Strategy. Advised by city attorney to discussion on executive session on a full discussion so that it is not publish record.
- Lumber yard issues addressed that are hazards to the community. Discussion on our liabilities to the structure.
- Ordinance for an abandon home current rates are \$100 for home, \$500 for business and \$5,000 Escrow bond. Discussion on ability to enact Vacant Home Registration. City attorney said with council authority he could draft an ordinance if it is not on books regarding the Vacant Home Registration.

City Attorney was excused from the meeting.

Discussion about utilities for industrial park - Randy Hoffman addressed council about WST putting up storage building. Other parties interested in the other lots. Discussion on sewer running to the area for development. Motion by Wilson for city engineer to survey area to look into running a sewage into the industrial park at the cost up to but not to exceed \$2,000. **Rutschman** seconded. City clerk called vote: **Smail** – Aye, **Hoffman** – recluse due to private interest, **McAllister** – Aye, **Wilson** – Aye, **Rutschman** – Aye. Motion carried. Discussion on specials.

Employee Handbook updates

Employee pay scales - **Ault** presented the pay scales created by each department director. For the Police department, employee reviews would be done by mayor, councilman, and police chief. For Maintenance department, employee reviews will be done by mayor, councilman and maintenance director. For City office, employee reviews will be done by mayor, councilman and city clerk. All reviews will be brought to the city council for final approval of pay. Pay Scales presentation will be reviewed by council members and approved at later date.

Employee Handbook updates discussion. Some changes discussed. Tabled for March work session to bring changes so update can be done and submitted to city attorney for legalization.

Insurance for Employees – **Ault** presented the need to waiting period waved for Kendra Boyer and Sherri Kennedy. **Ault** brought up that council had waved the wait period for Dina Willis earlier. Discussion on need to have waiting period for insurance coverage. Discussion to not have waiting period for insurance with the stipulation that if employee quits voluntarily in the first 6 months that all costs covered by the insurance during the first 6 months. Discussion on family insurance and the percentage paid employer / employee. Percentage based on tenure would be 5 years or more 60/40- and 10 or more-year 80/20. Discussion about what to do for beginning employees. Conclusion came to family insurance being a flat percentage of 80/20 cost. MOTION by **Hoffman** to wave the 90-day probation for insurance for all FT employees with the stipulation that if the employee quits voluntarily that the covered medical cost would need to be paid back. **McAllister** seconded. City clerk called vote **Smail** – aye, **Hoffman** – aye, **McAllister** –

aye, **Wilson** – aye, **Rutschman** - aye. Motion carried. MOTION by **Hoffman** that city pays 80/20 for above an individual employee insurance cost. **Wilson** seconded. **Smail** – aye, **Hoffman** – aye, **McAllister** – aye, **Wilson** – aye, **Rutschman** - aye. Motion carried.

COUNCILMEMBERS REPORTS:

McAllister - none

Smail - none

Hoffman – KDOT speed limit requested/status. Grant app KDOT right way sidewalk from Williams to Doller General. Time cards by Pay Low City and Paychex are being research by WST.

Wilson - Letter form school - \$23,500 currently credit is only 2 meters and not getting any credit on off season. They would like to take the credit on their accounts as a whole. June 30th 2023 is the end of fiscal year that they would like to get credit completed. Discussion on steps to get the credit completed – **Ault** to sit down with city clerks and get plan for absorbing the credit and the **Ault** will take it to the school for approval. **Ault** called for motion to approve mayor and city clerk to set plan to pay back amount to school by end of fiscal year. MOTION by Hoffman, Rutschman seconded **Smail** – aye, **Hoffman** – aye, **McAllister** – aye, **Wilson** – aye, **Rutschman** - aye. Motion carried.

Rutschman - Mr Brain from COOP was needing gravel in drive to fix their drive. Tim Brooks said that they did take a gravel there.

STAFF REPORTS:

1. Maintenance – tires for skidster \$1440 all 4 tires needed MOTION to purchase by **Wilson** seconded by **Hoffman**. **Ault** call to vote: **All** – Aye. Motion carried. Dump of oil is about to run out for \$880 MOTION to purchase by **Wilson** seconded by **Hoffman**. **Ault** call to vote: **All** – Aye. Motion carried. KRWA conference for Eric Allen and Dennis White is \$390 for both. MOTION by **Wilson**, **Smail** seconded. **Ault** call to vote: **All** – Aye. Motion carried.
2. Police – vehicle quotes presented to council members. Discussion of vehicle need and budget allowances. KNOA training by June 30th for Kendra Boyer for \$250, with \$89 hotel for 3 nights in Topeka. MOTION for training KNOA of Kendra Boyer in Topeka \$250 + \$267 + \$35 a day for meals by Wilson, McAllister seconded. **Ault** called for vote, **All** – Aye. Motion carried.
3. City Office - Computer upgrade for court clerk from windows 7 to 11 from Galaxy for \$1645.00 MOTION by **McAllister**, **Wilson** seconded. **Ault** called for vote – **All** Aye. Motion carried. Credit card system purchase was tabled for next meeting. KSWA Convention for City Clerk in Wichita registration \$175 \$200 MOTION by **Wilson**, **Hoffman** seconded. **Ault** called for vote – **All** – Aye. Motion carried. Approval for postage envelope purchase of \$1033.85 MOTION by **Wilson**, **Hoffman** seconded. **Ault** called for vote. **All** – Aye. Motion carried. Approval for city wide survey was tabled to next meeting. Spring CCMFOA conference for City Clerk in Manhattan. Registration \$335 + Hotel \$109 x 2 nights with a \$35 day meal allowance. MOTION by **Wilson**, **McAllister** seconded. **Ault** called vote – **All** Aye. Motion carried.

MAYOR REPORTS - none

ADJOURN:

MOTION by Wilson to adjourn at 10:40 pm, McAllister seconded. **Ault** called for vote. **All** – Aye. Motion carried.