

Regular Meeting  
City Hall, Marysville, Kansas-December 9, 2019

Members of the Governing Body of the City of Marysville were called to order in regular session at 7:00 p.m. on the date and place noted above with Mayor Grund in the chair. City Administrator St. John and City Clerk Holle were also present.

After the Pledge of Allegiance, roll call was answered by the following council members: Boss, Pippia, Graham, Hughes, Frye, Schroller, Throm and Barnes. A quorum was present.

The minutes from the November 25th regular meeting were presented for approval. Mayor Grund presented amendments. CM Throm moved, CM Frye seconded to approve the minutes as amended. Motion carried by 8-0 voice vote.

**PUBLIC COMMENTS:**

**BUSINESS AND DISCUSSION ITEMS:**

- 1. RESOLUTION 2019-10 GAAP WAIVER.** *Resolution 2019-10 to waive GAAP reporting requirements for 2019 and to present financial statements and reports on the basis of cash receipts and disbursements compliant with the cash basis and budget laws of the State of Kansas.* CM Throm moved to approve Resolution No. 2019-10, CM Barnes seconded. Motion carried unanimously.
- 2. RESOLUTION NO. 2019-11 STOP SIGN.** *Resolution 2019-11 authorizing installation of a stop sign on Hedrix Avenue at the intersection of Calhoun Street.* CM Schroller moved to approve Resolution No. 2019-11, CM Throm seconded. Motion passed unanimously.
- 3. ORD #1889-APPROPRIATING MONEY FOR FY2020 PAYROLL.** *An ordinance appropriating money from the various funds to pay payroll of the City of Marysville for FY2020.* CM Throm moved to approve Ordinance 1889 appropriating money for FY2020 payroll, CM Boss seconded. Motion carried with an 8-0 vote.
- 4. CES CERTIFICATIONS.** Rob Peschel from CES clarified the certifications for their employees who will do the construction engineering on the KDOT projects. Rob said the form showing the certifications for CES employees are reported to the State of Kansas every two years and the form will be updated by the end of 2019. CM Throm moved, CM Boss seconded to approve CES to do the construction engineering on the 7<sup>th</sup> Street and Broadway KDOT project. Motion carried unanimously.
- 5. NLC SERVICE LINE WARRANTY.** The National League of Cities proposal to partner with the City to offer warranty coverage of water and sewer lines was discussed. Consensus of council is to get references before making a decision.

**NOTICES AND HEARINGS**

**CONSENT AGENDA.** The Consent agenda was presented for consideration. CM Throm moved, CM Barnes seconded to remove the Revenue/Expense Report for November and approve the other items. Motion carried unanimously. The Consent Agenda consisted of the following:

1. City Clerk's Report for November showed \$41,482.96 collected in receipts with a like amount being deposited with the City Treasurer.
2. 7 CMB licenses for January 1, 2020.
3. Municipal Judge's Report for November showed \$2,229.00 being deposited with the City Treasurer and \$256.00 being forwarded to the State Treasurer for Judicial Branch Education, court costs and law enforcement training.
4. Agland Electric Service Agreement to begin January 1, 2020.

**PRO TRACK & TENNIS, INC.** CA St. John said he and Mary Kessinger-Wassom (the MHS tennis coach) met with a representative from Pro Track & Tennis, Inc. about the tennis courts. The representative said the company will come back in the spring to make repairs per the warranty in the enclosed letter. The council removed the \$23,992.10 to Pro Track & Tennis, Inc. from the pay ordinance. The council instructed CA St. John to check with City Attorney Olsen if the city could withhold a portion of the money as the contract was written, until the repairs are made.

#### **APPROPRIATIONS ORDINANCE NO. 3712**

1. Claims against the funds of the City were submitted for Council consideration as follows: General Fund, \$96,028.37; Water Revenue Fund, \$32,164.44; Sewage Revenue Fund, \$20,436.04; Sewage Replacement Fund, \$25,321.50; Economic Development Fund, \$7,500.00; Library Revolving Fund, \$6,041.91; Swim Pool Sales Tax Fund, \$1,918.14; Koester Block Maintenance Fund, \$430.21; Employee Benefit Fund, \$26,747.30; Transient Guest Tax Fund, \$5,146.68; Sales Tax Improvements Fund, \$32.32; making a total of \$221,767.91.
2. An appropriations ordinance was introduced and considered to honor claims against the funds of the City as audited by the Finance Committee. Council consensus was to remove the voucher from Pro Track & Tennis, Inc totaling \$23,992.01 because a representative from Pro Track & Tennis, Inc. had met with CA St. John and Mary Kessinger-Wassom about the tennis courts and had written a warranty to come back in the spring to repair the courts. After the changes the amended amount to the General Fund is \$72,036.36. CM Throm moved, CM Boss seconded to approve the appropriations ordinance as amended totaling \$197,775.90. Motion to approve the appropriations ordinance carried by 8-0 roll call vote. City Clerk Holle assigned Ordinance No. 3712.

#### **STAFF REPORTS:**

#### **CITY ADMINISTRATOR:**

- 1. POLICE CHIEF HOLIDAY PAY.** CA St. John read a portion of page 19 of the Holiday Pay policy as written in the Employee Handbook stating, “Police Department employees required to work a City holiday shall be paid at two and one-half times their normal rate of pay.” The policy does not single out the Police Chief in that part of the handbook. Also read was a portion of page 18 of the Hours of Work policy stating “Police Chief. This position is administrative and therefore exempt from overtime compensation according to the FLSA. The council requested the Employee Handbook policy be updated to read on page 18, Article E, Section E-1, item f. “Police Chief. This position is an administrative position and therefore exempt from overtime compensation according to the FLSA. No additional pay for overtime or holiday pay. Page 19, Article E, Section E-3, item c. “Employees required to work on a City observed holiday shall be compensated according to the following:  
Police Department employees, other than the Police Chief, shall be paid at two and one-half times their normal rate of pay. A police officer not required to work the holiday shall receive the normal holiday pay of eight hours. The changes requested by consensus of the council will clarify the policy regarding the police chief. These updates will be sent to CA Olsen for his review.
- 2. EMPLOYEE PAY RAISES.** CA St. John presented a proposal for raises for full-time employees. The proposal for the police chief would put him higher than the pay range for the chief position. The proposed raises for the remaining employees are more than the 1.9% cost of living. The council questioned if these raises would be within the 2020 budgeted funds as the proposed wages for all remaining employees added to the police department employees raises total about \$100,000. CA St. John said the raises are within the budgeted funds. The council discussed raises ranging from \$.40 per hour to \$.75 per hour. CA St. John will do an analysis of wages for all employees for surrounding cities and counties as well as comparable size cities. No action was taken.
- 3. FINANCIALS/PROJECT COSTS.** CA St. John updated the council on the status of the General Fund, Water Revenue Fund, Sewer Revenue Fund, and Sales Tax Improvement Fund.
- 4. AIRPORT TAXIWAY.** The airport taxiway was overlaid with asphalt last week. Soil will be placed to the edge of the taxiway. Council discussed the crop dusters should be informed their supply trucks cannot drive on the taxiway. This will keep the trucks from forming ruts on the taxiway.
- 5. RECYCLING.** The council discussed recycling and contacting Marshall County about places the county delivers the recycling that has been collected.

**CITY CLERK:**

**STANDING COMMITTEE REPORTS:**

**STREET:**

1. **KEYSTONE ROAD.** Mayor Grund asked if the city crew had done repairs on Keystone Road between 11<sup>th</sup> Road and 12<sup>th</sup> Road. CA St. John said the city crew had put cold patch down several months ago but has not done anything recent. The patch is holding up well.
2. **10th STREET SOUTH-CCLIP.** CM Frye asked if the street markings on the new concrete on S 10<sup>th</sup> Street could be painted now. CA St. John said it was too cold and the markings would be painted next year. CM Frye also reported there was construction debris left by the contractors along 10<sup>th</sup> Street. CA St. John will contact the contractor and will have the street crew remove the debris.
3. **PARKING STALL MARKINGS ON S. 12<sup>TH</sup> STREET.** CM Schroller said she was contacted by some Marshall County Courthouse employees about parking stall markings on S. 12<sup>th</sup> Street beside the Courthouse. The city has not marked the street there previously. CA St. John said the parking around the Courthouse is the county's and will become worse when the new jail is built.

#### **PARKS & RECREATION:**

1. **POOL MANAGER AND MARYSVILLE SPORTS AND RECREATION.** CM Hughes asked if the city had found a pool manager for next year. CA St. John said the Parks and Recreation Committee wanted to meet with past manager Ungerer and had not been able to schedule a meeting yet. CM Graham asked the council to remember we need to also find a Sports and Recreation provider within a year.
2. **DOG PARK.** CM Frye asked if the plans for the proposed dog park were progressing. CA St. John said Maureen Crist from the Convention and Tourism Committee was working on finding a bridge.

#### **WATER & WASTEWATER:**

1. **1139 KEYSTONE ROAD-SPITSNOGLE.** CM Throm asked the council to reconsider the request from Dexter Spitsnogle to install a sewer line at his new home. After discussion, CM Hughes moved to pay up to \$700 to B&W Electric to cut Keystone Road and bring 2 sewer pipes to the south side of the road to the right of way for the 2 properties, CM Throm seconded. Roll call vote was 4-4 with the no votes, CM Boss, CM Pippia, CM Frye and CM Barnes. Mayor Grund broke the tie voting yes. Motion passed 5-4. CA St. John will speak with B&W Electric.

#### **ADMINISTRATION AND FINANCE:**

1. **NEWSLETTERS.** CM Boss suggested the incentives the City offers be put in the newsletter periodically.

**2. MAIN STREET CONTRIBUTION.** Mayor Grund asked CA St. John and CC Holle if they had seen and responded to the email from Tony Duever, Treasurer of Marysville Main Street. CA St. John said he had done a google search and had found a copy of Marysville Main Street's IRS 990 form from 2018 online. The City now has the information our auditor requested we have on file. The report will be put in the next agenda information packet and the 2<sup>nd</sup> half of the City donation will be paid in the next pay ordinance.

**APPOINTMENTS:**

**ROUND TABLE DISCUSSION:**

1. **ENJOY THE HOLIDAY.** Mayor Grund said, "enjoy the Christmas season."
2. **2020 CENSUS.** CM Boss reminded everyone the 2020 Census is coming soon and make sure everyone is informed. The Civics' class in December will pertain to the Census. Also, the Civics' class at the school will continue and will follow the same schedule next year.
3. **ETHICS AND CIVILITY CLASS.** CM Pippia said she and CM Barnes attended an Ethics class in Lindsborg. The class provided lots of information and the city was very nice. CM Boss said employees should also hear this information pertaining to ethics.
4. **CHRISTMAS ACTIVITIES.** CM Graham said Shop Local was fun and there were lots of great Christmas activities happening. CM Hughes and CM Frye also mentioned the Christmas activities happening in Marysville.
5. **TRASH BURNING.** CM Throm asked if it was legal to burn trash in the City. The ordinance reads only yard waste. CA St. John said to give the names of people burning trash to the police department or the city hall. The violation is a police issue.

There being no further business, at 8:43 p.m. CM Frye moved to adjourn, CM Throm seconded. Motion carried unanimously.

Cindy Holle

City Clerk