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CITY COUNCIL MINUTES

Tuesday, August 5, 2008

The Beloit City Council met in regular session on August 5, 2008 in the Council Chambers. Mayor Rebecca Koster called the meeting to order at 7:00 p.m. City Council members in attendance were Pat Struble, Bill Foreman, Craig Cousland, Rick Brown, Tom Naasz, Tom Maxwell, and Denis Shumate. Also present were City Administrator Doug Gerber, City Attorney Harry Gantenbein and Director of Finance/City Clerk, Kerry Benson. Councilor James Crowley was absent.

Department heads in attendance were Stacy Thompson, Murray McGee, Jerry Blass, Lloyd Littrell, Caite Kendrick, Frank Gent, and Mike Haeffele.

Councilor Struble gave the invocation and the Pledge of Allegiance was recited.

Mayor Koster informed the Governing Body that she received a letter from Emergency Management Director Scott Davies regarding a Multi Jurisdictional Hazard Mitigation Plan meeting on Thursday at the Technical College.

Councilor Maxwell praised the city crews for their work on the water break on Campbell and 2nd Street. Councilor Cousland thanked the City crews for their work on Mill Street as the heat and humidity have taken their toll on everyone. Councilor Brown encouraged everyone to attend the Mitchell County Fair.

City Administrator Gerber introduced Youth Councilors Claire Thiessen and Rachel Waddell. Gerber reported that Mill Street is progressing nicely and all of the 4th Street intersection is poured. Gerber mentioned that two Kansas Government Journals and the annual KMEA report were distributed for council review. Councilor Shumate inquired as to the status of Cottonwood Street and Gerber indicated that nothing would be done until Mill Street is complete.

Mayor Koster asked for comments from the public. David Chase addressed the council regarding city policies and procedures. Jerry Boettcher wanted to compliment the city crews for their impressive work on the water break outside his house.

The Consent Agenda consisted of the minutes of the July 15, 2008 City Council Meeting, Appropriations 8A,

Resolution 13-2008 Setting a Public Hearing for Unfit Structure Located at 606 N Sturgis, Resolution 14-2008 Setting a Public Hearing for Unfit Structure Located at 128 Roosevelt, Resolution 15-2008 Mayor Appointment. A motion was made by Councilor Foreman and seconded by Councilor Maxwell to approve the Consent Agenda in its entirety. Roll call vote: Yeas: Foreman, Struble, Maxwell, Brown, Shumate, Naasz and Cousland. Nays: None.

Councilor Maxwell made a motion to approve the key bid for \$4,875 from Wayne Huggins. Naasz seconded the motion. Councilor Shumate inquired as to if this was the start of the rekeying project where one key will fit everything. Administrator Gerber said that it was the start of the project. He also indicated that if another vendor was used for additional phases of the project, all systems would be compatible. Motion carried 7-0.

A motion was made by Councilor Cousland to approve the hiring of Shaefer Fraley as a Police Officer at Grade 22, Step 1. Councilor Shumate seconded the motion. Motion carried 7-0.

Staff recently took bids for three transformers. The transformers will be used for stock. A recommendation was made to approve the bid from Solomon Corporation in the amount of \$28,995. A motion was made by Councilor Maxwell and seconded by Councilor Struble to approve the recommendation. Motion carried 7-0.

Bids were recently requested for replacement parts for the fuel blocks of engines #3 and #4. A recommendation has been made to accept the bid from Wheeler Enterprises in the amount of \$13,196 plus tax. A motion was made by Councilor Shumate and seconded by Councilor Cousland to accept the bid. Motion carried 7-0.

A motion was made by Councilor Maxwell and seconded by Councilor Struble to recess into an executive session for Attorney-Client Privileged Information for a period of twenty-five minutes. The session is to include the Governing Body, the City Administrator, and the City Attorney. Motion carried 7-0. The session began at 7:25 p.m. and ended at 7:50 p.m. No motions or decisions were made.



A motion was made by Councilor Maxwell and seconded by Councilor Brown to adjourn the meeting. Motion carried 7-0. The meeting ended at 7:53 p.m.

The work session began at 7:55 p.m. Present were Mayor Koster, Councilors Struble, Brown, Cousland, Naasz, Shumate, Foreman, Crowley and Maxwell. Also present were City Administrator Gerber, City Attorney Gantenbein and Finance Director/City Clerk Benson.

Department Heads present were Thompson, Littrell, Blass, and McGee.

Correspondence and Staff reports consisted of the Second Quarter Code Enforcement Report, the June Library Minutes, the June Planning Commission Minutes, a KDHE Atrazine Monitoring Letter and a letter from the League of Kansas Municipalities stating that the City of Beloit will be hosting one of regional League suppers on November 6.

City Attorney Gantenbein had nothing to report.

Administrator Gerber handed out a copy of a memo from Attorney Gantenbein regarding changes to the Uniform Public Offense Code and the Standard Traffic Ordinance. This will be an item for action on the next agenda. Gerber reported that they extended the deadline for the water plant position to August 8. The deadline for Deputy City Clerk applications is August 5 today and 11 applications had been received. The council was reminded to turn in their web questionnaire. A grant application was completed and sent for work south of the river bridge for 2011. A copy of the website home page was reviewed. Gerber reported that there have been two pool break-ins in the last couple of weeks resulting in approximately \$3,500 worth of damage. Councilor Cousland shared information with Mr. Gerber from the recent MLA program on Civility in Public Service. The session included information on codes of procedure in Kansas cities and emphasized the need for basic communication. This will be reviewed at a future work session. Councilor Shumate questioned whether the city had a code book. Administrator Gerber indicated the city has a code book that codifies all the ordinances and resolutions.

The Council reviewed a proposal submitted by Mike Cooper to acquire the land south of the System Operations building. The purpose of the acquisition is to build houses as there is a housing shortage in Beloit. The council had positive comments and felt that it would be beneficial not only to the community addressing

the housing shortage but also the tax base. Attorney Gantenbein advised the council to have a cost benefit analysis in order to get an idea of the taxes that would be generated. The council is in favor of the project and would like the City Attorney to draft a contract and for staff to complete a cost benefit analysis.

A draft of the job descriptions for the councilors, mayor and city administrator were reviewed. The councilors discussed the need to clarify everyone's respective roles during the recent goal setting sessions. This was suggested as a tool to help them accomplish this goal. Councilor Struble questioned the need of having job descriptions. Mayor Koster felt they should be position definitions and not descriptions. Councilor Cousland indicated the subject was discussed at the last MLA session he attended on civility. A review of the League's information as well as state statutes and city codes regarding job definitions will be prepared and presented at a future work session.

The utility rates were reviewed by the council. Councilor Crowley felt that the rates needed to be increased even more after review the 2009 budget last work session. Councilor Foreman drew attention to the fact that if the rates are raised, the money should be put directly into a reserve fund. He felt this should be put in writing that the intent is to be used for utilities for future councilors. It was suggested to have a financial policy regarding reserve funds stipulating they should not go below a certain level. Staff will prepare the rate change ordinance so that it can be considered for adoption in September.

The work session ended at 9:35 p.m.

REBECCA J. KOSTER, Mayor

ATTEST:

KERRY BENSON, City Clerk