

Meeting postponed to 1/22/2019. Due to weather rescheduled to 1/24/2019

Agenda:

- Dixie Riedel is here to talk about the KMGGA Prepay Program.
- Locate Machine:
  - Vermeer has been great to work with and the price is reasonable. They are the only ones that returned calls, gave quotes, and have loaned the unit to us to try it out. They are located in Olathe and came out to demo and left it with us to use. We need one soon as ours is not working correctly. This unit is priced at \$4,418.00. A hard case is \$200 additional dollars. Probe is \$558.00.
  - Subsurface Solutions is a company that Steve Horton recommended. I contacted this company and they sent a quote. Brent Briley is the representative for the company. He said he would come out and do a demo. This company is out of Nebraska but they are very active with KRWA and do training sessions during the conference. I would like to set in on a training session. This unit is priced at \$4,353.85. This does not include the probe or hard case the quote is on the way.
  - It would be great if we had allotted amount to be allowed to purchase a locator as we are in need.
- Maintenance Truck – Wil or John
- KRWA Voting Delegate – John and I plan to attend the KRWA conference. It is a great educational opportunity and John will be taking his water test this year. I am a moderator for the Clerk's portion of this conference. I would also like to be a voting delegate for the City of McLouth.
- ATC Accounting is a very good accounting firm. They have done our audits in the past. They are good to work with and have not caused any issue. (We can discuss this in executive session if necessary). The price is right, the company is good. I recommend staying with them.
- Computer Upgrade: I did write upgrades into the 5 year plan with the intention to do it this year. I didn't think it would come this quickly. Debbie's computer is giving us issue as well as the server. It appears that it is time to do a total upgrade of all the equipment. All of the computers are 3 to 6 years old. My computer crashed in 2013 and I was down for a little over 3 weeks. I remember that time well...it was October...They had to recover data, install programs and I tried to continue with the day to day activities. It was awful. My computer was purchased in 2014; the server was purchased in May of 2018. As you all well know, for a computer and server that get as much use as ours does, it is time to upgrade. Especially now that some of the computers are starting to fail. It would be best for us to start getting things upgraded before a crash.
- Transfer of Funds:
  - We have a balance left in the Bond & Interest Fund: \$11,474.23. Per our Auditor/ Budget Assistant: K.S.A. 10-117a. Transfer from debt service fund. Whenever all bond issues have been completely retired the governing body may transfer to the general fund the unexpended balance in the debt service fund. I would like the authorization to transfer the Bond balance to the General Fund.

- As for the General Fund we allowed for \$10,000 in transfers per the 2018 budget. We have used 81.64% of the General Fund. My recommendation is to transfer \$10,000 to the Capital Improvement Fund and \$10,000 to the Equipment Fund. This will help assist with the expenses of a locator, truck and police car. Please note: This must be decided upon tonight so my Annual Report can be published with all the appropriate and accurate information. It must be published by or on the 31<sup>st</sup> of January.

## City:

- ◇ Bulk Water collected for 2018: \$8,858.3. We are down for the start of this year as many have complained that the fire trucks are in the way and they can't get in to fill their tanks. I've passed the word to the fire department.
- ◇ I talked with Russ at the Bank of McLouth: They had the light installed for safety for the people leaving. He attended a safety conference, put on by Union State Bank, and it was the recommendation to have good lighting. Westar installed it and they angled to cover the door and parking lot for safety. Russ is willing to buy a window shade if this is an issue with the light shining in someone's window but he will not be able to redirect the light as this is a safety issue and not just a light. He welcomes any recommendation that council may have.
- ◇ I have been in contact with KDOT concerning the speed limit on the east side of town. Carla Anderson is the person taking care of this. She has not finished the study as they have had many studies that involve fatalities and those take precedence. She said so far it looks like we could go down to 40 but she didn't think we would qualify for 35. I'll keep you posted.
- ◇ Police Interviews are scheduled for February 6, 2019. We will meet at 8:30 AM and start our interviews at 9 AM with the last interview starting at 11:30. The city will provide lunch for the interview committee. The committee consists of the High School Principal, The Undersheriff, a Pastor, a Councilman and the City Administrator.
- ◇ I've been asked, by 2 people, to request the City Council pass an ordinance that requires any candidate for the city council to have a residency requirement of 1 year before they are allowed to run. Most cities have this type of ordinance. This would go along with the regulations already provided by the county/state.
- ◇ W2's and 1099's are processed and distributed or mailed. They have also been uploaded to the IRS, Social Security and the Kansas Department of Revenue.
- ◇ My yearend processing is almost complete. I still have the water report and gas report to file.
- ◇ Cereal Malt Beverage License Changes for 2019: The League of Kansas Municipalities has informed me that there will be changes to the change in the CMB selling. They have presented us with a model ordinance that will need to be passed. This is a work in progress. They will provide us a final copy when it is complete. It will authorize the sale of "Enhanced Cereal Malt Beverage" which is defined as the combination of CMB and beer containing not more than 6% alcohol by volume. A copy is in your packet. This will take place in April of 2019.
- ◇ Bank Reconciliation for December is in your packet, the blue page, with yearend totals
- ◇ I've provided a copy of the Revenue/Expense with Cash report for yearend 2018.
- ◇ The gold page was a request from a councilmember. They wanted to see what a KMGA Gas Statement looked like. This is what I pay from on a monthly basis.

Water Report:

	Address	E Coli	Total Coliform	Free Chlorine
Sample #1	301 S Cedar	Absent	Absent	1.36
Sample #2	501 S Union	Absent	Absent	1.09

Court:

- ♣ 31 cases were processed from the December court date to the January 3, 2019 court date. 19 cases appeared on the docket. The others were paid prior to court. Of the 19 cases 3 warrants were issued and 2 licenses were suspended.
- ♣ We currently have 30 cases on the docket for February 7, 2019 at 5:30 PM.

Zoning:

- ❖ I met with the Planning Commission on January 8, 2019 at 6:30
- ❖ We reviewed the 2018 building permits and discussed a property that is in a zoning violation
- ❖ We will be starting the process of “In-Line” regulations. This regulation will accommodate the older lots in McLouth. These lots are smaller and the setbacks don’t really work well. This would provide for building additions/porches etc to be “In-Line” with the surrounding structures. This was suggested by our Building Inspector, Mark Lee. We will have the attorney review prior to presenting to the council.
- ❖ The April 1<sup>st</sup> meeting has been moved to April 9<sup>th</sup> due to a conflict of meetings
- ❖ There are 2 positions for the planning commission coming open in June. The positions are both for residence with the city limits.

Chamber:

- \* The Jefferson County Area Chamber of Commerce has been trying to have the Annual Meeting. It has been cancelled twice due to the weather. This meeting will install the new officers and have a meet and greet for all the business owners and individuals interested in Shopping Local and keeping our dollars spent here in Jefferson County. I hope everyone can attend. The reschedule date is February 13, 2019. Snacks, drinks and prizes will start at 5:30 with the Annual Meeting to follow. We love to support our local business owners as this benefits everyone in Jefferson County.
- \* I have been asked by the nominating committee to continue as president for another year.