

Agenda:

- Welcome newly elected McLouth City Council and returning City Council members. Included in your meeting packet is an information booklet to assist you with your duties. Please let me know if you are planning to attend the League of Kansas Municipalities Governing Body Institute as you will be receiving a governing body handbook if you attend, if not, I need to order you one.
- Doug Walbridge has requested to be added to the agenda for fire department issues
- ATC Accounting is requesting an agreement for the 2017 Audit. They are great to work with and do a very thorough job. The price has remained the same for several years now.
- Per KRWA it appears that we do not need the media replaced at this time. We can invest these funds into the auto readers.
- Verizon has created a quote to do 30 meters. Wil and I have been working to gather all the information necessary. This would be wonderful for the hard to read meters and eventually move to all meters for better monitoring of our water system. This system offers minute to minute usage that can be monitored by the city as well as the consumer. We can pinpoint a leak well before it becomes a large bill. The consumer can be proactive and download the phone app to keep an eye on their water consumption. There was a misunderstanding in the meter size so this quote will be \$945.00 more than given.
- Due to the office being so very busy, we have not had time to gather the information for the bid letting. That will come after the water and gas reports are complete as well as W2/1099 processing.
- Lift Station Pump: Wil has been comparing the quotes and he can tell you all about it.
- Transfer of Funds:

General Fund	Department	Expense	Revenue	% Budget Used
01			430,990.86	82.75%
	10-Gen	191,553.26		
	20-Police	145,742.54		
	30-Fire	4615.14		
	40-Street	5684.32		
	50-Court	22,481.55		
		370,076.81		71.06%

The General Budget ran short on the revenue by \$89,830.14

The General Budget expenses had \$150,744.19 remaining.

Fund	Expense	Revenue	% Budget Used
02-Bond	0.00	365.50	0.00%
03-Fire	4,108.45	13,756.83	36.52%
04-Library	25,218.35	22,774.88	99.20%
05-Law	4,937.00	10,552.20	13.89%
30-Special HWY	1,505.38	22,674.13	6.73%

- The Bond Fund will not have any expense as we have no bond payments currently.
- The Fire & Law Funds are saving up for equipment or vehicles.
- The Library Fund is paid out the entire Budgeted amount allowed by the Cash on hand.
- The Special Highway fund should be ready for some street repairs this year. We try to save a couple of year's worth to have enough to do a big projects and save funds.

Fund	Expense	Revenue	% Budget Used
40-Water	309,415.43	251,149.58	66.20%
41-Sewer	192,032.05	179,437.56	60.07%
42-Gas	233,434.17	200,938.45	38.62%

- The Water Fund had a starting cash balance of \$255,561.56 ending cash of \$189,595.22. That is \$70,750 less cash. Considering we paid for the old water tower painting and had some maintenance we are doing well in the Water Fund. I would not recommend transferring funds from the Water Fund. If we need to do a water project we can pull straight from the Water Fund. We need to keep our balance for our KDHE Loan.
- The Sewer Fund had a starting cash balance of \$137,845.97 ending cash of \$125,886.73. That is \$11,959.24 less cash. We have had some pump issues and maintenance treatment, this fund is holding its own. I would not recommend transferring funds from the Sewer Fund. We need to keep our balance for our KDHE Loan.
- The Gas Fund had a starting cash balance of \$122,770.81 ending cash of \$112,411.61. That is \$10,359.20 less cash. Considering we have not had many large expenses with the exception of the On-call time, per PHMSA. I recommend a transfer of \$25,000 to the Capital Improvement Fund and \$5,000 to the Equipment Fund.
- General Fund Transfer: \$5,000 to Cap Imp Fund - \$5,000 to Equipment Fund

City:

- ◆ Bulk Water collected for 2017: \$6,253.25
- ◆ The KCC will be holding a public hearing to provide Westar and KCP&L customers the opportunity to learn more about the proposed merger. You can ask questions and make comments about the proposal. Monday, January 22, 2018, at 6 P.M. at the Washburn Institute of Technology. See me if you need more details.
- ◆ The office has been busy with yearend processing and New Year processing.
- ◆ There has been a lot of conversation with the Attorney over Zoning and the Dollar General Store.
- ◆ We have had many folks coming in to renew burn permits.
- ◆ We have had issues with the phones. Giant has been working on the problem and they hope the fix today will resolve the issue. Service has been down sporadically for a few days.

Water Report:

	Address	E Coli	Total Coliform	Free Chlorine
Sample #1	104 W Lucy	Absent	Absent	Not provided
Sample #2	304 S Olive	Absent	Absent	1.37

Court:

- * Court was held on January 4, 2018. We had 23 cases on the docket. We have had a number of speeding violations and are receiving requests for diversions.
- * The next court date is February 1, 2018 at 5:30 p.m.

Chamber of Commerce:

- ❖ The Jefferson County Area Chamber of Commerce will be hosting a mixer tomorrow at 5. The flier is in your packet. This will be for the installation of new officers (my 5th year as President) and a chance to network. I hope you can attend.
- ❖ We need a council representative to attend the Chamber meetings. George Bowen as our prior representative.
- ❖ The Chamber will host a ribbon cutting at the McLouth Flower Loft – Saturday, January 27, 2018 at 10 a.m.

Zoning Administrator:

- The Board of Zoning Appeals held the Variance Hearing with Dollar General. The request is for 30 parking spaces instead of 38 per our Zoning Regulations. Per Attorney Bullins the application was denied with the option to resubmit. Mr. Bullins had some questions and there was not a representative available to answer them. Currently our procedures do not require attendance of the applicant. We are revisiting the Zoning Regulations.
- I attended some Planning & Zoning training presented by the League of Kansas Municipalities on Friday, January 12, 2018, in Bonner Springs. It was great training. They have prepared a hand book for Planning & Zoning with some step by step instructions on how some of the processes are handled.
- I put this training to work at the Planning Commission meeting that was held last night. Here are the highlights:
 - Election of the Chairman-Jim Lasher, Vice Chairman-Dave Wahl, Secretary-Jordon Cross.
 - By electing said members, the meeting can run even if the Chairman or Vice Chair is not present. The Secretary can officiate as an elected official.
 - They recommend By-laws we are discussing creating some.
 - They reviewed the Comprehension Plan and approved it. This will be done on an annual basis.
 - The Planning Commission reviews and accepts all final plats. They then make the recommendation to the Governing Body for them to accept the Green Space, Easements and Streets.
 - Plat approval requires 6 signatures: Surveyor, Owner of Record, Planning Chair, Planning Secretary, City Clerk and Mayor
 - When recommendations are made to the Governing Body regarding Zoning Districts and regulations, etc – The Governing Body is required to vote. Governing Body = Mayor & Council. This is one of the few times the Mayor gets to vote.