

MINUTES OF
REGULAR COUNCIL MEETING
FEBRUARY 21, 1989

CALL TO ORDER:

The Regular Meeting of the City Council of the City of Galena was called to order Tuesday, February 21, 1989 at 7:00 P.M. in the Council Chambers with Thomas Y. Allen, Mayor, presiding.

ROLL CALL:

Roll Call indicated the following Council Members
PRESENT: Poelma, Hayes, Little, King, Byrd, Tipton
ABSENT: Qualls, Stephenson, Fitzer, Jenkins

MINUTES:

Moved by Byrd, seconded by Poelma to approve and place on file the Minutes the February 7, 1989 meeting. Motion declared carried.

SENIOR CITIZENS BOARD:

Moved by King, seconded by Poelma to approve and place on file the Minutes on the Senior Citizens Board Meeting of February 13, 1989. Motion declared carried.

Poelma asked if the funds under the control of the Senior Citizens Board included the funds for the car used to transport Senior Citizens. Mayor Allen stated he thought these were the funds administered by Raymond Carlisle under the Area Agency on Aging.

PLANNING & ZONING:

Moved by Poelma, seconded by King to approve and place on file the Minutes of the Planning and Zoning Commission meeting of February 7, 1989. Motion declared carried.

FRY MOBILE HOME:

Moved by Little, seconded by King to accept the recommendation of the Planning and Zoning Commission and approve the placement of a mobile home by Lorraine Fry on West 21st Street. Motion declared carried.

MID KANSAS ENGINEERING:

Rick Bair from Mid Kansas Engineering met with the council to review the changes in the proposal for presentation to Farmers Home Administration for a loan/grant on the sewer project. This allows for changes in the lagoons to allow the handling of the excess flow from the larger lift station when the by-pass is corrected. The pre-application is complete and will be given to Dennis Stafford of FHA for approval. He stated the total package would be \$1,174,000.

FARMERS HOME ADMIN:

Dennis Strafford of Farmers Home Administration explained the process for applying for an FHA Loan. After review of the pre-application, FHA will determine the amount of Loan the city would be eligible for. The balance of the project would be financed by a grant. The pre-application is requesting a 75% grant and 25% loan. The CDBG funds would not lower the amount of the loan, but would only lower the amount of the FHA grant. According to the 1980 census, the city is about \$2000 below the poverty level established by the state. This will allow FHA to fund more of the project with the grant funds. He thought he could have confirmation in about 60 days.

Rick Bair recommended the city approach KDOC to change the use of the CDBG funds from the lift station project to a infiltration project.

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He suggested they ask to be allowed to use approximately \$50,000 of the grant funds to purchase a TV truck which could be used to clean and TV the lines. It would save the city the cost of hiring a firm to do this work and the truck could possibly be leased out to other cities when this project is complete.

Kansas Department of Health is encouraging FHA to provide the city with help. FHA will work with the engineer, KDOC and KDHE to come up with a solution.

CDBG FUNDS:

Moved by Little, seconded by King to request Kansas Department of Commerce to allow the Block Grant funds to be utilized for work on the sewer system, provided FHA approves the grant/loan on the lift station. Motion declared carried.

PLANNING GRANT PUBLIC HEARING:

Mayor Allen opened the public hearing concerning the city applying for a planning grant with CDBG funds. Bob Hosack from SEK Regional Planning explained the purpose of these grant funds and explained that it is a grant for comprehensive planning for the city. He stated the maximum grant is \$30,000 with the city providing 25% matching funds.

Mayor Allen asked for any public comment or questions. King asked if these funds would be used to hire a consulting firm. This was answered in the affirmative.

Poelma stated he felt the city needed this planning.

There being no further comment, Mayor Allen closed the public hearing.

Moved by King, seconded by Little to apply for a CDBG Planning Grant. Motion declared carried.

Mayor Allen set the 2nd public hearing for March 14th.

CDBG COMMUNITY IMPROVEMENT:

Poelma reported back to the council that the committee appointed to review the recommendations for a CDBG Community Improvement Grant recommends the city apply for a grant for a new ambulance barn.

MARTIN PROPERTY 7TH & WATER:

City Inspector read his findings on the property at 7th & Water belonging to Larry Martin. He stated the house looks structurally sound from the basement, but does need repair such as windows replaced, roofing, siding repaired and painted and some foundation work. Mr. Martin was given 30 days last summer to bring the house to code and this has not been completed as of this date.

Moved by King, seconded by Little to request Mr. Martin meet with the council on March 7, to let him know the city's concerns about this property.

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SCHERMERHORN PARK HOUSE:

Mayor Allen stated that the park committee had met and recommend that the old park house be torn down and a new house built. They had estimates of \$22,000 to \$25,000 for a 1000 square foot residence. The city has saved approximately \$2200 in wages and benefits by not having a caretaker for January and February. Mayor Allen had met with the city inspector at the park house and he felt it would be more economical to enlarge the current structure. The city had received 1 bid on the rehabilitation of the current house with no additional floor space.

City inspector presented a rough drawing on the black board of the Mayor's recommendation for enlarging the house. This would consist of tearing off the porch, 3 rooms that had been added to the house previously and enlarging the structure to include 2 bedrooms, 1 bath, 1 living room and 1 kitchen for a total floor space of approximately 1176 square feet. He recommended the outer walls, foundation work, and roof be contracted and the city crew and new park caretaker complete the interior.

Moved by Little, seconded by Poelma to request the City Inspector to draw up specs according to the Mayor's recommendation and take bids on this. Motion declared carried.

PARK CARETAKER:

Moved by King, seconded by Poelma to advertise for a park caretaker. Motion declared carried.

INSURANCE BIDS:

Mayor Allen reported to the council that our insurance package policy expires March 1. Bids were submitted by the following agencies: Hartly \$35,082, Wilson Turner Gavin, \$40,400, and Farm Bureau \$19,370.65. Danny Oplotnik of Farm Bureau stated his bid did not include the police liability coverage as the company he applied to had already bid this to another agent. He said his rate on this coverage would be the same as the other agent if he was awarded the insurance package.

Moved by Hayes, seconded by Poelma to table the bids until the insurance committee had time to review them and ask the City Attorney to review the bids. A special meeting will be held prior to March 1 for a decision on the company. Motion declared carried.

COLD MIX:

Superintendent Sills reported Teeter asphalt had donated 1 load of cold mix for him to try on the pot holes in the streets. He had used this and was pleased with the results and would like to purchase 1 load.

Moved by Byrd, seconded by Poelma to purchase 1 load not to exceed 8 tons of cold mix from Teeter Asphalt at \$18 per ton. Motion declared carried.

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FAIR LABOR LAW HANDBOOK:

Mayor Allen reported the Fair Labor Standards Handbook used in the clerk's office was copyrighted in 1984 and would like permission to update it either through the purchase of a new handbook at a cost of \$175 or if less expensive to purchase the updates for the current book.

Moved by Byrd, seconded by Poelma to allow the purchase of a new handbook or update the current one. Motion declared carried.

PUBLIC HEARING DATES:

Moved by Poelma, seconded by Little to call a special meeting for 7:30 P.M. March 14, 1989 for the public hearings on the CDBG for Economic Development and for the CDBG for Planning. Motion declared carried.

HAINES VACATION:

Moved by Byrd, seconded by Hayes to allow Cheryl Haines 2 days vacation on March 2nd and 3rd. Motion declared carried.

COMMITTEE REPORTS:

PERSONNEL:

The personnel committee met with the City Superintendent on February 15 to explore elevating Gordon Smith and Phil Burkeybile from the grade of laborer to operator. The committee recommends they be elevated with an increase of 25¢ per hour in wages.

Moved by Byrd, seconded by Poelma to accept this report. Motion declared carried.

PROMOTION TO OPERATOR:

Moved by Byrd, seconded by Poelma to elevate Gordon Smith and Phil Burkeybile from the position of laborer to operator with an increase in wages of 25¢ per hour. Motion declared carried.

PERSONNEL:

The committee then discussed the evaluation of city employees and reported the city clerk has several evaluation forms for review by the committee and the committee will review these forms also. The employees would be evaluated by the department head and the department heads would be evaluated by the Mayor. The committee also discussed the pay scale and found it needs to be realigned. They discussed the discrepancy in the pay scale and recommended this be reviewed. Job descriptions need to be written or updated for all the positions.

Little asked Chief Collins about the reserves working so many hours this month. Collins stated that part of these hours were from January and he had not included it in the January payroll. He stated he was trying to save the extra expense by not having a sergeant. The Senior Patrolman is in charge when Chief Collins is not present.

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KDHE REPORT:

Tipton complimented the employees for the report received from KDHE when their annual review was done. Mayor Allen stated a copy of this report was placed in the files of the employees involved.

OLD BUSINESS:

OLD CITY HALL:

King reported panes of glass are starting to fall out of the old Soul's Harbor Building at 5th and Main. An ambulance employee saw the windows and called the police officer on duty. Souls Harbor is to be over on Wednesday to work on the window. The back of this building is in bad shape. No action was taken at this time.

APPROPRIATIONS ORDINANCE 89-2:

Moved by Poelma, seconded by Byrd to approve Appropriations Ordinance 89-2 in the amount of \$47,424.30. Motion declared carried.

PAYROLL ORDINANCE 89-5:

Moved by Little, seconded by Poelma to approve Payroll Ordinance 89-5 in the amount of \$7826.01 plus \$587.75 FICA. Motion declared carried.

PAYROLL ORDINANCE 89-5A:

Moved by Byrd, seconded by Poelma to approve Payroll Ordinance 89-5A in the amount of \$8856.22 plus \$665.11 FICA. Motion declared carried.

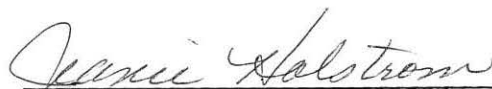
ADJOURNMENT:

Moved by King, seconded by Poelma to adjourn the Regular Meeting of the Galena City Council. Motion declared carried.



Thomas Y. Allen, Mayor

ATTEST:



Jeanie Holstrom, City Clerk

(SEAL)