

MINUTES OF
REGULAR MEETING
APRIL 7, 1992

CALL TO ORDER:

The Regular Meeting of the Galena City Council was called to order Tuesday, April 7, 1992 at 7:00 p.m. in the Council Chambers with Roy Watkins, Mayor, presiding.

ROLL CALL:

Roll call indicated the following council members present: ANDERSON, HAYES, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
ABSENT: KING

MINUTES:

Moved by BYRD, seconded by HAYES to approve and place on file the minutes of the Regular Council Meeting of March 17, 1992 with the following corrections:

Page 6, Haines Resignation:
Burkybile voted Nay

Page 9, Payroll Ordinance 92-6 and 92-6A, Burkybile abstained

AYES: ANDERSON, HAYES, BURKYBILE, BYRD, ALLEN, TIPTON, GOURLEY

ABSTAIN: STANSBERRY

NAYS: NONE

Motion declared carried.

Moved by BYRD, seconded by GOURLEY to approve and place on file the minutes of the Special Council Meeting of March 31, 1992.

AYES: HAYES, BURKYBILE, BYRD, ALLEN, TIPTON, GOURLEY

ABSTAIN: ANDERSON, STANSBERRY

NAYS: NONE

Motion declared carried.

5TH WARD COUNCIL:

Moved by GOURLEY, seconded by ANDERSON to appoint Donald Means to the vacancy on the council from 5th Ward.

AYES: ANDERSON, HAYES, BURKYBILE, BYRD, ALLEN, STANSBERRY, GOURLEY

NAYS: TIPTON

Motion declared carried.

KING ENTERED AT 7:05 P.M.

Donald Means was sworn in and took his seat as council member from 5th Ward.

BUREAU OF MINES TESTS:

David Veith, a representative of Bureau of Mines reported to the council on tests they are doing on the test plots Northwest of City Hall. He requested the city to

April 7, 1992

allow the installation of electricity and telephone service to the plot so Time Domain Reflectometry testing could be done. He requested the city to pay the expense of the installation with Bureau of Mines reimbursing the city for it.

Moved by ANDERSON, seconded by BURKYBILE, to allow the installation of electricity and telephone service to the test plots with the city paying the expense to be reimbursed by Bureau of Mines.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

JERRY BYRD LEFT 7:12 P.M.

LIBRARY BOARD:

Mayor Watkins announced that 5 applications had been received for appointment to the Library Board. Two of the applicants reside outside the city limits and city code requires they be eligible electors in the city. He also announced that Gilbert Clary had withdrawn his application. The two remaining applicants are Doris Adams and Max Byrd.

Allen stated there is a state law that allows the members to live outside the city limits and serve on the board. He asked this be referred to the city attorney.

Moved by KING, seconded by BURKYBILE to appoint Max Byrd to the Library Board.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

ABSENT AND NOT VOTING: BYRD

Motion declared carried.

BYRD RETURNED 7:15 P.M.

Max Byrd provided the council with a copy of recommendations for the library he had prepared to share with the Library Board.

TURLEY FLORAL LEASE:

Jim Turley, of Turley Floral, met with the council concerning the lease of city property on North Clark Street. He stated he has 14 employees at this time and has contracts which include Walmart and Teeters Flowers. He stated he has been using his capitol to buy supplies and does not want to go into debt to build the building. He

April 7, 1992

requested a 3 or 6 month extension.

Burkybile asked if he could provide the city with a financial statement. He said he could have one prepared.

Moved by BURKYBILE, seconded by BYRD to allow a 2 week extension on the lease with Mr Turley to provide the council with a financial statement at that time.

AYES: ANDERSON, HAYES, MEAN, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

AMBULANCE PLANT SALE:

Allen read a letter from the Ambulance Service Volunteers requesting they be allowed to use the lot in front of City Hall for a plant sale on April 24 and 25.

Moved by ALLEN, seconded by HAYES to allow the Ambulance Service Volunteers to use the lot in front of City Hall for a plant sale on April 24 and 25.

AYES: ANDERSON, HAYES, MEANS, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

ABSTAIN: KING

NAYS: NONE

Motion declared carried.

FIRE DEPT EXPENSE:

Gourley stated the Fire Chief had contacted her concerning expenses paid for by the Fireman's Relief Association which they were requesting be reimbursed by the city. Last year the city agreed to reimburse them for a pump and for the expenses in rebuilding Unit 13. The pump totals \$2720.89 and the balance of the expenses due on Unit 13 is \$3530.59. They request the Fireman's Relief Assoc be reimbursed for these expenses.

Moved by STANSBERRY, seconded by BURKYBILE to reimburse the Fireman's Relief Association for the pump and expenses on Unit 13 in the amount of \$6251.48 to be paid from the Fire Chassis fund.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

BUNKER SUIT:

Moved by ANDERSON, seconded by GOURLEY to approve the purchase of a bunker suit in the amount of \$553.50 for a new volunteer fireman.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

April 7, 1992

NAYS: NONE
Motion declared carried.

ARMY TANK:

The fire department will be getting the tank being donated to the city. They are requesting that they be allowed to place the tank by the flag poles or gas meter in front of City Hall. They do not need a decision at this time.

SEWER PERMIT FEE:

The City Superintendent was not present for the meeting. However, his request is to raise the sewer permit fee from \$1 to \$10 to allow an inspection on the line.

Moved by BYRD, seconded by HAYES to raise the sewer permit fee to \$10.
AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

PURCHASE DUMPSTERS:

Moved by BURKYBILE, seconded by STANSBERRY to purchase two 2 yard dumpsters at a cost of \$530.
AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

POLICE DEPT VIDEO TAPES:

Chief Collins stated a training program is available through the Law Enforcement Television Network at a cost of approximately \$500 per month. This training would provide about 1/2 the 40 hours required training for officers. They now have these training programs on video tapes at a cost of \$1098 with the city to receive 48 25 minute tapes with pretest material and post test material and about 48 roll call programs. The department would receive 4 tapes per month for one year.

Moved by BURKYBILE, seconded by KING to allow the video tape program at a cost of \$1098 with \$500 to be paid from budget and \$598 to be paid from VIN.
AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

HENTZ SICK LEAVE:

Chief Collins reported that it was necessary for Officer Hentz to use 21 days sick leave due to surgery. Since only 15 days can be accumulated, he requested Officer Hentz not be penalized for these 6 days.

April 7, 1992

Moved by BYRD, seconded by HAYES to allow payment to Officer Hentz for the 6 days he went on sick leave.
AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

SICK LEAVE POLICY:

The council discussed the city's sick leave policy. This policy has been waived on several employees.

Moved by BYRD, seconded by TIPTON for the Personnel Committee to review the Sick Leave portion of the Personnel Policy.
AYES: ANDERSON, HAYES, MEANS, KING, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
ABSTAIN: BURKYBILE
NAYS: NONE
Motion declared carried.

RESIGNATIONS:

Chief Collins noted that the city has received two resignations by city employees. He suggested the Personnel Committee take under consideration the reason employees are leaving the city.

MUN. JUDGE RESIGNATION:

Mayor Watkins requested the city clerk to read the resignation of Cindy Boyes, as Municipal Judge.

Moved by BYRD, seconded by KING to accept the resignation of Cindy Boyes as Municipal Judge.
AYES: ANDERSON, HAYES, MEANS, KING, BYRD, TIPTON, STANSBERRY, GOURLEY
NAYS: BURKYBILE, ALLEN
Motion declared carried.

The council discussed the qualifications for municipal judge.

Moved by KING, seconded by GOURLEY to advertise for the position of Municipal Judge.
AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

WONDER WICKER LOAN:

Moved by KING, seconded by TIPTON to approve the disbursement of CDBG Funds from the Wadler loan in the amount of \$25,000.
AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

ANIMAL CLINIC:

Moved by BURKYBILE, seconded by GOURLEY to have the animal clinic on

April 7, 1992

Friday and Saturday, May 1 and 2 and to contact area veterinarians to bid on the clinic.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

SEWER PROJECT LEGAL FEES: Moved by KING, seconded by BURKYBILE to approve legal fees to Gene Barrett in the amount of \$3200 to be paid from the FHA loan for the sewer project.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

PARK COMMITTEE REPORT:

The Parks Committee reported that there are grants available for parks on a 50/50 match. They also reported the skimmers are in, lights are in, two crab apple trees have been planted at the walking track and dirt work is being done at the walking track. The park caretaker needs two men to assist with finishing the pool. The committee recommends the city hire Michael Sims and Damon Sherwood to possibly work until the last of August.

The council discussed whether the city could afford to hire two persons for the parks for the entire summer.

Moved by GOURLEY, seconded by BYRD to hire Michael Sims and Damon Sherwood until the first meeting in June and evaluate at that time.

AYES: ANDERSON, HAYES, MEANS, BURKYBILE, BYRD, GOURLEY

NAYS: KING, ALLEN, TIPTON, STANSBERRY

Motion declared carried.

MOBILE HOME PARKS:

The council was given copies of recommendations from the Parks and Housing Committee concerning the Mobile Home Park Ordinances. The committee had met with Gene Porter and Chief Collins and reviewed both the business license section of the City Code and the Zoning section concerning Mobile Home Parks. The committee recommended some changes in the code.

Moved by ALLEN, seconded by TIPTON to have the Parks and Housing Committee to submit a list of discrepancies in the Mobile Home Parks Ordinances and the Business License Ordinance to the City Attorney with the City Attorney to

April 7, 1992

bring a recommendation on which sections of the ordinance are enforceable.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

RETIRE RECYCLE COMPANY:

The Community Development Committee met with Mr. Don Thomison of ReTire Recycle Co. This company has a tire shredder ordered which will be delivered the 1st of June. They are presently looking for property to store tires and to install the shredder when it arrives.

Moved by ALLEN, seconded by BURKYBILE to inform Mr Thomison the city will be happy to entertain his business at the time he has obtained his equipment for shredding his tires and land is available at that time.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

COURT REPORT:

Moved by KING, seconded by GOURLEY to place the court report with fines totaling \$1390.50 on file.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

The Council discussed allowing persons owing fines to the city to work them out.

LANDFILL:

The Sanitation Committee met with Mr Burke who is negotiating to purchase Tri State Recycle Plant. He is also interested in purchasing our landfill and the trash route. The committee did not feel the city would want to sell the trash route at this time. The department broke even and the city provides this as a service to its residents. The committee felt the rates under a new owner might be too high for our citizens. They discussed Mr. Burke operating the landfill under the same type contract as was offered to Tri State.

KING LEFT AT 8:40, RETURNED AT 8:41 P.M.

Moved by ALLEN, seconded by ANDERSON for the City not to entertain the idea of anyone, other than the city, operating the demolition landfill

April 7, 1992

until the person meets with the council.

AYES: ANDERSON, HAYES, MEANS, KING, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: BURKYBILE

Motion declared carried.

PERSONNEL COMMITTEE:

The Personnel Committee met and discussed the hiring of life guards for the pool along with the pool managers. The committee requested clarification as to whether the city would hire from outside the city for these positions.

The council discussed the city policy. In the past, these employees have been hired under the section of the personnel policy that allows 90 days for a person who is hired to move into the city limits.

The council also discussed the pool managers position. The person who is hired as manager will be required to be at the pool at all times the pool is open.

CLERK'S OFFICE:

Moved by BYRD, seconded by KING to allow Rayma Eckler to fill in at the city clerk's office until a new assistant city clerk is hired and trained.

AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

EMPLOYEE HOLIDAY:

The personnel committee discussed allowing city employees an additional holiday. They recommended either a personal day or the employees birthday.

BURKYBILE LEFT AT 8:59 P.M.

Moved by GOURLEY, seconded by KING to table until next council meeting.

MOTION AND SECOND WITHDRAWN

Moved by KING, seconded by GOURLEY to draw up an ordinance for a personal holiday for city employees to be taken at the employee's discretion with the approval of the supervisor.

AYES: ANDERSON, HAYES, MEANS, KING, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

BURKYBILE RETURNED 9:03 P.M.

WATER REPORT:

-----Page 8-----

Moved by BYRD, seconded by BURKYBILE

April 7, 1992

to place the water report for January on file.
AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

LAYNE WESTERN REPORT:

Stansberry reviewed with the council the water committee meeting with Layne Western concerning the pump in well number 4. Information on the tests of the pump and shaft were received by her today. She would like to review this information before other action is taken.

Stansberry thanked the council for the flowers sent on the death of her father in law.

CDBG WATER GRANT:

The water committee met with Rick Bair of Mid Kansas Engineering concerning the application for a CDBG grant for 1992. Another meeting has been set for April 21.

SHOEMAKER DITCH:

Kenny Harper on South Wood Street has a problem with his septic tank. He was sent a complaint on his sewer system draining into the ditch and he made the necessary repairs to correct this. The city cleaned the ditch and Mr Shoemaker filled in the ditch and black topped over it. There is no place for the water from Harper's property to drain.

This was referred to the stret committee.

Moved by ANDERSON, seconded by BYRD to continue with the agenda.
AYES: ANDERSON, HAYES, MEANS, KING, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

HAINES LETTER:

Moved by KING, seconded by TIPTON to approve the letter to the Globe concerning Cheryl Haines service to the city and to make the letter a part of the minutes.
AYES: ANDERSON, HAYES, KING, MEANS, BURKYBILE, BYRD, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

LETTER TO THE GLOBE:

On April 15th the population of the city of Galena will be decreased by one. Normally such occurrence would go unnoticed. But in this case the individual is contributing a great deal to our community.

Cheryl Haines has announced her

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. This section also touches upon the legal implications of failing to maintain such records, which can lead to severe consequences for individuals and organizations alike.

2. The second part of the document delves into the specific requirements for record-keeping, including the types of documents that must be retained and the duration for which they should be kept. It provides a detailed overview of the various categories of records, such as financial statements, contracts, and correspondence, and outlines the best practices for organizing and storing these documents to ensure they are easily accessible and secure.

3. The third part of the document addresses the challenges associated with record-keeping, such as the volume of data generated and the risk of data loss or corruption. It offers practical solutions and strategies to overcome these challenges, including the use of digital storage solutions and the implementation of robust backup and recovery procedures. This section also discusses the importance of regular audits and reviews to ensure the integrity and accuracy of the records.

4. The fourth part of the document focuses on the role of record-keeping in compliance with various regulations and standards. It highlights the specific requirements imposed by different regulatory bodies and provides guidance on how to ensure that all records are maintained in accordance with these requirements. This section also discusses the importance of staying up-to-date with changes in regulations and standards to avoid non-compliance.

5. The fifth part of the document discusses the benefits of effective record-keeping, including improved decision-making, enhanced operational efficiency, and increased transparency. It provides examples of how well-maintained records can be used to identify trends, track performance, and resolve disputes. This section also discusses the importance of record-keeping in the context of legal proceedings and the potential consequences of inadequate record-keeping.

6. The sixth part of the document provides a summary of the key points discussed throughout the document and offers final thoughts on the importance of record-keeping. It emphasizes that record-keeping is not just a legal obligation, but a fundamental aspect of good business practice that can provide significant value to individuals and organizations. The document concludes with a call to action, encouraging readers to take the necessary steps to ensure their records are accurate, complete, and secure.

April 7, 1992

FICA and \$65.76 KPERS.
AYES: ANDERSON, HAYES, MEANS, KING,
BYRD, ALLEN, TIPTON, STANSBERRY,
GOURLEY
ABSTAIN: BURKYBILE
NAYS: NONE
Motion declared carried.

PAYROLL ORDINANCE 92-8A: Moved by BYRD, seconded by ANDERSON
to approve Payroll Ordinance 92-8A
in the amount of \$10,499.76 plus
\$803.24 FICA and \$164.10 KPERS.
AYES: ANDERSON, HAYES, MEANS, KING,
BYRD, ALLEN, TIPTON, STANSBERRY,
GOURLEY
ABSTAIN: BURKYBILE
NAYS: NONE
Motion declared carried.

PAYROLL ORDINANCE 92-8B: Moved by GOURLEY, seconded by HAYES
to approve Payroll Ordinance 92-8B
in the amount of \$741.84 plus \$56.75
FICA and \$13.35 KPERS
AYES: ANDERSON, HAYES, MEANS, KING,
BYRD, ALLEN, TIPTON, STANSBERRY,
GOURLEY
ABSTAIN: BURKYBILE
NAYS: NONE
Motion declared carried.


ADJOURNMENT: Moved by BYRD, seconded by HAYES to
adjourn the Regular Meeting of the
Galena City Council.
AYES: ANDERSON, HAYES, MEANS, KING,
BURKYBILE, BYRD, ALLEN, TIPTON,
STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried

COMMENDATION: Max Byrd commended the council on
their meeting.



Roy Watkins, Mayor

ATTEST:



Jeanie Holstrom, City Clerk

(SEAL)