

## KECHI CITY COUNCIL MEETING MINUTES

Thursday, August 28, 2014

### I. CALL TO ORDER

Mayor, Ed Parker called the regular meeting of the Kechi City Council to order at 7 PM August 28, 2014

Council present: Debbie Jacobs, Brian Adams, Margaret McCormick, Kevin Opat and David McConnaughay.

Staff Present: Robert Conger, City Administrator; John Blevins, Chief of Police; Andrew Marino, City Attorney; Laura Hill, City Clerk;

Visitors Present: Matt Heilman, Ark Valley News, Sandra McConnaughay; Richard Wolf & Janet Faust

### PLEDGE OF ALLEGIANCE

#### B. APPROVE CONSENT AGENDA

**Motion by** Brian Adams to approve the consent agenda. Second by David McConnaughay. Motion carried 5-0-0.

#### Consent agenda

##### 1. Approve minutes of August 14, 2014

#### C. APPROVE AGENDA

**Motion by** Kevin Opat to approve the agenda & for the executive session to be for 20 minutes for the discussion of personnel matters and attorney client privilege and to include Mayor, Council, Attorney and City Administrator. Second by Kevin Opat. Motion carried 5-0-0

### II. COMMUNICATIONS

#### A. PUBLIC FORUM-None

#### B. KECHI CIVIC GROUPS/COMMITTEES

1. Historical Post Office - Richard Wolf reported that the old siding had been pulled off and new siding has been ordered. There is still some foundation work needing to be finished up.
2. Park & Tree Board – None
3. Chamber of Commerce – Janet Faust, Chamber President reported that the Artisan Lane Festival is coming up September 13 and they are needing some volunteers to work the event. Reported the last farmers market would September 25<sup>th</sup> stated that she and the City Administrator thought it would be a good idea to have a BBQ event as appreciation to the vendors that have participated.
4. Fair Committee - none

#### C. DEPARTMENT REPORTS

**Chief of Police** – John Blevins, Chief of Police; provided the council with a written report.

**Mayor** – Mayor Parker apologized for having to miss the ground breaking of the highway patrol building but he had some family issues that he had to take care of. Thanked Kevin Opat, Council President for filling in.

**Council** – Kevin Opat asked about the possibility of getting a gator for the park. He said the park board was concerned about the cracked side walk in the park, thought it was done by city staff and the city's trucks. Thought the ground breaking was a very positive and a great thing for Kechi.

**City Administrator** – Robert Conger, City Administrator; submitted a written report.

### III. OLD BUSINESS

**A. Personnel Policy** –Proposed Draft Attendance & Leave

**B. Reconciliation/Cash Policies** The council discussed the change policy and the utility deposit reconciliation policy first. These two were suggested by the auditors.

**Motion by** Kevin Opat to adopt the change policy changing the language to read city clerk as custodian rather than the utility billing clerk & to adopt the utility billing reconciliation policy. Second by David McConnaughay. Motion carried 5-0-0.

The council discussed the change in the personnel policy as it relates to attendance and leave. The changes allows for an employee to work 30 hours or more and receive pro-rated vacation and sick leave.

**Motion by** Debbie Jacobs to approve the change to the personnel policy relating to attendance and leave with noted changes. Second by Brian Adams. Motion carried 5-0-0.

### IV. NEW BUSINESS

**A. Standard Traffic Ordinance 1667-14**

**Motion by** Brain Adams to adopt Ordinance 1667-14 approving the Standard traffic laws for 2014. Second by Margaret McCormick. Motion carried 5-0-0.

**B. Uniform Public Offense Code Ordinance 1668-14**

**Motion by** Margaret McCormick to adopt Ordinance 1668-14 approving the Uniform Public Offence Code for 2014. Second by David McConnaughay. Motion carried 5-0-0.

**C. Waste Connections Consumer Price Index Adjustment**

Laura Hill, City Clerk; reported the city had received a consumer price index adjustment from Waste Connections for the trash service. Increasing the city's cost from \$11.00 per cart to \$11.21 per month. Reminded the council that they raised the trash cart rate to the customer back in the spring by \$1.00 and did not feel there was a need to raise the rate to the customer another .21 cents but wanted the council's input. Council did not choose to pass the increase along.

**D. Ord. 1669-14 Amending City Code- Pertaining to petty cash**

This ordinance removes language from the city code relating to petty cash as the council adopted a new policy this evening.

**Motion by** David McConnaughay to adopt Ordinance 1669-14 removing language from the city code relating to petty cash. Second by Debbie Jacobs. Motion carried 5-0-0.

**E. League of Municipalities Voting Delegate & Alternate**

**Motion by** David McConnaughay for the Mayor to be the voting delegate for the League of Municipality conference and for the City Administrator to be the alternate. Second by Debbie Jacobs. Motion carried 5-0-0.

### V. EXECUTIVE SESSION – Attorney Client Privilege & Personnel Matters

**Motion by** Kevin Opat to go into executive session for 20 minutes. Second by Brian Adams. Motion carried 5-0-0. The time was 8:39 PM

**Motion by** Kevin Opat to change the title of City Treasurer to Finance Director/Treasurer and for all city documents be edited to reflect this change. Second by Margaret McCormick. Motion carried 5-0-0.

**Motion by** Kevin Opat to authorize the City Administrator to fill the position of Finance Director/Treasurer. Second by Margaret McCormick. Motion carried 5-0-0.

### VI. Adjournment

**Motion by** Kevin Opat to adjourn. The time was 9:05 PM. Second by Debbie Jacobs. Motion carried 5-0-0.

Signed: \_\_\_\_\_  
Ed Parker, Mayor

Attest: \_\_\_\_\_  
Laura Hill, City Clerk