

**UDALL CITY COUNCIL
MEETING MINUTES
November 9, 2022**

The Udall City Council met for the City Council Meeting on Wednesday November 9th, 2022 at 6:30pm at the Udall City Building Council Room. Kenneth **Ault**, Mayor, called the meeting to order. Council members present were Matt **McAllister**, Randy **Hoffman**, Damon **Wilson**, and Mitch **Kratochvil**. Quorum established. Also present were: Kailer Hebrim, Monica Rupp, Eric Allen, Erik King, Kendra Boyer, Jennifer Mays, and Dina Willis.

Modification to the agenda were to add Old Business #10 Lumber yard demolition status and add executive session to New Business #7 personnel matter. City Clerk please note that we need notes from work session that we went into executive session to discuss personnel matter.

Business from the floor – Kailer Hebrim addressed the council on Fall Festival experience and gave blessing on council.

Consent to Agenda was discussed. Treasurer report from September and October had discrepancies. MOTION by **Wilson** to accept the consent to agenda except the treasurer cash reports of September and October 2022. SECONDED by **Kratochvil**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.

OLD BUSINESS

Monica Rupp, Udall Library Director, asked for letters of support from the public. She also needs something in writing to notify the library if the city decides not to cover utilities for library and requested 18 months' notice. Discussion on the insurance coverage for the library. Discussion on how the meters are set up with the library/wellness center. MOTION by **Wilson** to pay utilities for library and if it changes by a council vote, they will receive an 18-month notification period. Seconded by **McAllister**. **Ault** call for a vote. Ayes – All, Nays – none. MOTION CARRIED. Library not able promote, to advertise, so looking for help to hand out/circulate flyers and fact sheets. **Ault** offered to get a letter of endorsement from State US Senator, Jerry Muran. Discussion on the access to the conference room and making key cards for access. Outside door not shutting and needs adjustment.

Discussion of the Williams Street Sidewalk Project. Still waiting on estimate from Smith and Oaks. MOTION by **Wilson** for **Hoffman** to check into Engineering planning not to exceed \$3000. SECONDED by **Kratochvil**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.

Discussion of the status of the driving range and the cost of maintaining. Discussion to have participants use their own golf balls, to use grocery bags to pick up bags and sell baskets, and to take down boxes and have a sale of some equipment but leave the driving range up for use any balls left on the range goes to city to be sold at \$5 a bag.

Ault presented that RCB needs to have old officers removed from account and new ones added, and USB needs to have Dina Willis removed from account and Jennifer Mays added. MOTION by **Kratochvil** to remove Sara Barry, Stephen Brown and Jeanette Adams from the account and add Matt **McAllister**, Kenneth **Ault** and Jennifer Mays to the RCB account and remove Dina Willis from the USB account and add Jennifer Mays. SECONDED by **Wilson**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.

Christmas Pole Decorating Contest rules read: entries to be accepted until 4pm November 23rd, decorations must be place by November 30th, pole assignments by the City of Udall, may not decorate pole higher than 9 feet, may not use glue, packing tape or permanently fasten anything to light pole, decorations must be removed by January 4th. Judging is based on originality, materials & space. Winners announced on City Facebook page at 10am, December 9th. The places awarded are: First place \$200, Second place \$100 and Third place \$50. MOTION by **Hoffman** to approve the rules and awards as stipulated on flyer. SECONDED by **Wilson**. **Ault** called for a vote. Ayes – All, Nays – none. MOTION CARRIED.

MOTION by **Kratochvil** to provide Christmas dinner for employees and council on December 23rd, with an amount not to exceed \$300. SECONDED by **Hoffman**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.

Christmas Parade to be held on Saturday, December 3rd, 2022 at 5pm. Festivities will include parade to park, High School Band and Choir to perform, turning lights on at park, and appearance from Santa and Mrs. Claus. Prizes given for parade: 1st - \$200, 2nd - \$100 and 3rd - \$50. Santa Claus coming to town on December 17th from 1-3pm. Chili, Soup & Desserts served 12-3:00pm, Drawings for 2 huge Christmas stockings of children's toys, Meal gift cards, car service, Lowe's gift card, etc., Winners to be selected at 3:00 pm. MOTION by **Hoffman** be approved and provided \$150 from Mayor and \$200 from City. SECONDED by **Wilson**. **Ault** called for

vote. Ayes – All, Nays – none. MOTION CARRIED. High school and middle school to send class presidents from each class to help flip lights. Discussion of streets to be blocked during the parade.

MOTION by **Hoffman** that Christmas Bonus for 2022 will include \$300 to all Full-time employees, \$150 to all Part-time employees, \$25 gift cards given to PRN employee and Santa and Mrs. Claus. SECONDED by **Wilson**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.

Discussion on Lumber yard demolition status. Publication of 347 needs to be made. MOTION by **Wilson** to table the discussion till next meeting. SECONDED by **McAllister**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED. Follow up note, Publication of Resolution 347 was made on 11/12/22. Mailed Resolution 347 to owner certified restricted on 11/14/22.

NEW BUSINESS

Ault presented notes from November 4th, 2022 meeting regarding the Angel Tree. Discussion on changes from last year. Deadline for nominees no later than 11/28/22. Cut off date for presents to be at church is 12/16/22. Angel tree will be located at the Dollar General.

Review of quote for Christmas Toys and Candy for the day of Santa Visit on December 17th, 2022. MOTION by **Kratochvil** to approve the quote of \$490.14 plus shipping. SECONDED by **Wilson**. **Ault** called a vote. Ayes – All, Nays – none. MOTION CARRIED.

Review of quote from Galaxie Business for Licenses for the Server Network. MOTION by **Wilson** to approve the purchase of the VMWare license and Support Subscription for the cost of \$635.00. SECONDED by **Hoffman**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.

Discussion of Application for Contractor's License form changes. MOTION by **Wilson** to accept with sited typo corrected. SECONDED by **McAllister**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.

Discussion of Employee manual to throw out mock up of changes and start from beginning with minimal changes to original manual and no additional sections. Emergency plan is not in the new mock up. (Fire Dept/First Responders – remove dangers/hazards, treat injured, Police department – security, Maintenance department – Streets and utilities, Mayor & City Clerk – Logistics & Financial documents). MOTION by **Wilson** to table the discussion to the next meeting when the original manual can be retyped. SECONDED by **Kratochvil**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED. **Ault** will retype the employee manual from old copy and make changes and meet with directors then send out copies to everyone to review.

Discussion of Labor handouts on overtime and findings. **Ault** approved buying an updated sign for the Department of Labor.

MOTION by **Kratochvil** to go into executive session to discuss an individual employee's performance pursuant the non-elective personnel exemption under KOMA at 7:59 pm and to resume at 8:09pm in the City Council room. SECONDED by **Wilson**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.

At 8:11pm **Ault** called The City Council back to open meeting. The Council made no binding action during the executive session.

Ault presented that council had decided due to the performance of each of the employees that it would be best to switch the current City Clerk, Dina Willis with the current Court Clerk /Assistant City Clerk, Jennifer Mays. In 3 months, Mays has been able to organize the Court Clerk records as well as the Contractors records. Willis has been overwhelmed in the position since she has been thrown into it without training, and due to two mistakes in late AP payments, overdrawn Bank account, failure to post Resolution 347, and no advancement made on past due 2020 and 2021 audits or the utility rate study, we feel she would do better at the Court Clerk. Mays has more experience in the accounting field and we feel she would be a better fit for the City Clerk Supervisor position. MOTION by **Kratochvil** to make official change on November 21st, 2022 for Jennifer Mays to assume the City Clerk / HR Supervisor position at \$19.00 an hour and for Dina Willis to assume Court Clerk / Assistant City Clerk at \$17.00 an hour. SECONDED by **Wilson**. **Ault** called for a vote. Ayes – All, Nays – none. MOTION CARRIED.

COUNCIL MEMBERS REPORTS

Rutschman – Not present

Wilson – None

McAllister – Ks League of Officials that Poster for labor laws has changed. Discussion on Electricity at School and how it was multiplying. We don't have any breaks in the ordinances to give schools, churches or senior citizens. Discussion McAllister's aunt is the City Clerk in small town of Ford, on Banyon software for the office, has good support. Runs around \$1500 a year. Jennifer was waiting direction on how to start process with paying taxes and things until end of year. Discussion on payroll and the options. Do paper time cards again. Keep with Quick Books until end of year then change after first of year. Discussion on contacting

Cooper CPA in Wellington to help get audits up to date. Jennifer wanted to know about getting someone to help with the data entry on the audits.

Hoffman – 3rd Street west – this side near COOP. Discussion to repair street that is sitting on gas line. Discussion on having Harland Forenaker evaluate to repair drainage problem.

Kratochvil – None

STAFF REPORTS

PD – Santa Claus day going out. First responders' family wellness conference December 3, 8-4pm, free training.

Maintenance - Tomorrow Tower Cleaning. Monday will be empty one day. Protection Shelters in Wichita.

Office – 14th – 16th City office closed due to clerks in Wichita for training. Put notice on Facebook.

Mayor – His wife is new manager of Apartments. Owners need to contact last owners if office can give us any contacts they discovered.

Ault presented Minutes from Monday December 14, 2020. Under new business it says Budget Amendment – information presented that a budget amendment will be necessary for 2020. The circumstances include: 1 – the inability to budget for the library / wellness center costs that are limited to the general fund, we were not awarded the grant until January of 2020. Incurred expenses include \$88,959.00 to BG Consultants; 2- Unable to budget \$12,000 for the path in the park, costs were covered by \$8,000 grant from BCBS and \$4,000 donation from the Udall Sun Club, the grant was awarded in March of 2020. Discussion on pulling money out of the general fund to finish the path. Discussion of the \$80,000 discrepancy in 2020 and if amendment was ever made.

MOTION to adjourn by **McAllister**. SECONDED by **Hoffman**. **Ault** called for vote. Ayes – All, Nays – none. MOTION CARRIED.