

The Oakley City Council met in regular session on January 6, 2020, in the meeting room at the Oakley Fire Station, 215 Hudson Avenue, at 7:00 PM. Mayor Whyte presided.

Council members present. Jordan Burris, Chris Dorman, Leasa Huddle, Ilene Nickel, and Shane Stephenson were present.

City staff present. City Administrator Bradley Pendergast, City Clerk Leann Hughes, and Police Chief Daniel Cooper.

Others present. Darin Neufeld, EBH Engineering.

Call to order. Mayor Whyte called the meeting to order at 7:00 PM.

Minutes. Burris moved to approve the minutes of the December 16, 2019, regular meeting as presented. Nickel seconded. Motion carried unanimously. Action (#11208). **The minutes of the December 16, 2019, meeting were corrected at the January 21, 2020, meeting, to show that the December 2, 2019, meeting was a special meeting rather than a regular meeting.**

AP Payment Registers. Huddle moved to approve the December 28, 2019, AP Payment Register out of the Drug Forfeiture Fund, in the amount of \$32,799.00 (Check Nos. 130-131). Nickel seconded. Motion carried unanimously. Action (#11209).

Stephenson moved to approve the December 31, 2019, AP Payment Register dated January 2, 2020, for 2019 expenses, in the amount of \$47,844.04 (Check Nos. 46080; 46086-46129; and 12185019. Dorman seconded. Motion carried unanimously. Action (#11210).

Dorman moved to approve the January 3, 2020, AP Payment Register for 2019 expenses, in the amount of \$4,399.70 (Check No. 46135). Nickel seconded. Motion carried unanimously. Action (#11211).

Burris moved to approve the January 6, 2020, AP Payment Register for 2020 expenses, in the amount of \$54,082.48 (Check Nos. 46136-46152). Stephenson seconded. Motion carried unanimously. Action (#11212).

Time Entry Report. Dorman moved to approve the Time Entry Report for December 1, 2019 to December 14, 2019, dated December 17, 2019, for the December 20, 2019, payroll, in the amount of \$42,124.05 for 2,312.50 hours (ACH Nos. 94565-94597; Check Nos. 17220-17222; AP Check Nos. 46081-46085; Wire Nos. 514-517). Huddle seconded. Motion carried unanimously. Action (#11213).

Stephenson moved to approve the Time Entry Report for December 1, 2019 to December 14, 2019, dated December 19, 2019, for the December 20, 2019, payroll, in the amount of \$244.96 for 1,326.25 hours (ACH No. 94598; Wire Nos. 518-520). Dorman seconded. Motion carried unanimously. Action (#11214).

Burris moved to approve the Time Entry Report for December 15, 2019 to December 28, 2019, dated December 30, 2019, for the January 3, 2020, payroll, in the amount of \$45,684.86 for 2,271.50 hours (ACH Nos. 94599-94635; Check Nos. 17223-17231; AP Check Nos. 46130-46134; Wire Nos. 521-524). Nickel seconded. Motion carried unanimously. Action (#11215).

Citizen Request to Speak. None.

Department Head Reports. Covered in Administrative Reports later in the meeting.

NEW DISCUSSION/ACTION ITEMS:

Policy for Removal of Refuse and Sewer Utilities Charges on Utility Bills. Administrator Pendergast reported that City Office Staff have asked for direction from the Council on what the City policy should be in regard to removing sewer and refuse for residents who do not live in Oakley year round. Currently, the City removes these utilities for the time residents are away, when they request it. Clerk Hughes explained she and office staff first wanted to make sure the Council wants to continue this policy and if it is continued, Hughes asked for approval to require requests to be made in writing. She also discussed how to handle the sewer and refuse for Landlords when rentals are not occupied. After considerable discussion, it was the consensus of the Council to have Hughes check with other cities in our area to see what their policies are and to draft something for Council consideration.

Paperless Council Packets. Administrator Pendergast presented some equipment and software options to handle paperless Council packets for review and consideration. Discussion followed. Pendergast will further investigate some options and bring back more information at a future meeting.

200 Center Avenue – Building Condition. Administrator Pendergast reported he was contacted regarding the condition of the south wall of the building at 200 Center Avenue. After looking at it, Pendergast contacted Street Director, Edwin Burris, to put up barricades and he contacted the building owner, Tim Whyte, who met him at the building to discuss the situation. Whyte reported to the Council that he has contacted contractors for quotes to repair the building or tear it down, and he has contacted a reclamation firm about the possibility of some of the materials in the building being sold for repurposing. Discussion followed. The Council asked that Whyte keep them informed of what he finds out and what his intentions are.

Airport Improvement Plan Update – Darin Neufeld, EBH Engineering. This item was moved to a later time in the meeting.

ACH Signer Authorization. Pendergast explained the Council reviews and authorizes signers for ACH transactions for utility billing and payroll at Farmers State Bank annually. Stephenson moved to approve Leann Hughes, Barbara Kelly and Linda Engel as authorized signers for ACH transactions at Farmers State Bank. Nickel seconded. Motion carried unanimously. Action (#11216).

Appoint Council Member Departments. Mayor Whyte stated he was leaving all the Council Member Department Appointments the same.

UNFINISHED DISCUSSION/ACTION ITEMS:

Water Treatment. Pendergast reported the pilot study is being extended a few days to allow for refining the process.

Drainage at 1015 W. 2nd – USDA. No discussion or action at this time.

RF Water Meters. No discussion or action at this time.

Appointment of Boards and Committees. Mayor Whyte stated he will be contacting someone to see if they are interested in serving on the Airport Board so he may have an appointment for this at the next meeting.

ADMINISTRATIVE REPORTS/DISCUSSION:

Bradley Pendergast, City Administrator. Administrator Pendergast reported on several activities of the various departments of the City. No action was taken.

Councilmember Stephenson inquired if the Council Members with new terms need to be sworn in. Administrator Pendergast stated that since all were re-elected they do not need to be sworn in.

Leann Hughes, City Clerk. No report.

MAYOR AND COUNCIL REPORTS/DISCUSSION:

Councilmember Dorman reported he met with Clerk Hughes to look at City investments and budgeted amounts. He prepared a comparison to determine whether or not any “cushion” exists in funds if all the budget authority were to be expended and he found the cash balance to be sufficient to more than cover remaining budgeted expenses.

Councilmember Burris commented on the Certificates of Deposits, noting several with the same maturities. Pendergast and Hughes explained they have been working on reducing the amounts of some CDs and spreading the maturity dates out so that funds are available without penalty, if needed.

Councilmember Nickel inquired about the property at Third Street and Converse Avenue. Mayor Whyte commented that Pendergast has sent a letter to the property owner. Discussion followed. No action was taken.

Darin Neufeld with EBH Engineering arrived at approximately 8:20 PM.

Councilmember Nickel inquired about the property on the bend on 8th Street. Pendergast stated he had a letter prepared that would be mailed the next day.

Airport Improvement Plan Update – Darin Neufeld, EBH Engineering. Darin Neufeld, with EBH Engineering, reported he met with the Airport Board today and he passed on recommendations from that meeting. He presented a list of planned projects and noted the Board is still in favor of the same projects but voted to adjust the years. Pendergast inquired about navigation easements. Neufeld confirmed there is one easement that needs to be procured and he believes it will not be a problem. Mayor Whyte inquired how many aircraft are located at the airport. Neufeld and Pendergast confirmed there are 11 or 12, which is more than the requirement. Stephenson moved to approve the ACIP for Fiscal Year 2021, as presented. Huddle seconded. Motion carried unanimously. Action (#11217).

Adjourn. Huddle moved to adjourn the meeting. Stephenson seconded. Motion carried unanimously. Action (#11218). Mayor Whyte adjourned the meeting at approximately 8:40 PM.

Leann M. Hughes, CMC
City Clerk

APPROVAL OF MINUTES:

The members of the Council acknowledged receipt of a copy of the minutes; said minutes were approved at the January 21, 2020, regular meeting, with a correction to the December 16, 2019, minutes, to show the December 2, 2019, meeting was a special meeting rather than a regular meeting.