

The Oakley City Council met in regular session on March 16, 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, Ilene Nickel, and Shane Stephenson were present; Leasa Huddle was absent.

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

Others present. Justin Whyte, Stacy Honeyman, Jamie Pfeifer and Paula Burris.

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

Minutes. Burris moved to approve the minutes of the March 2, 2020, meeting, as presented. Dorman seconded. Motion carried. Burris, Dorman and Nickel voting yes; Stephenson abstaining. Action (#11269). **This motion was rescinded at the April 6, 2020, meeting, to correct a motion in the March 2, 2020, minutes regarding the purchase price of a Stainless Steel Unit with water conditioner and trade-in from Alkota for a purchase price of \$7,323.84 instead of \$7,232.84. A new motion was made at the April 6, 2020, meeting: Stephenson moved to approve the minutes of the March 16, 2020, meeting with a correction to the minutes of the March 2, 2020, meeting, to correct Action #11264, to show the approved price of \$7,323.84. Nickel seconded. Motion carried unanimously. Action (#11279).**

AP Payment Registers. Dorman moved to approve the March 12, 2020, AP Payment Register for 2019 expenses, out of the Drug Forfeiture Fund, in the amount of \$1,299.00 (Check No. 135). Stephenson seconded. Motion carried unanimously. Action (#11270).

Burris moved to approve the March 13, 2020, AP Payment Register for 2020 expenses, in the amount of \$39,651.26 (Check Nos. 46335-46341; 46347-46385 and 3032020). Stephenson seconded. Motion carried unanimously. Action (#11271).

Time Entry Report. Stephenson moved to approve the Time Entry Report for February 23, 2020 to March 7, 2020, dated March 11, 2020, for the March 13, 2020, payroll, in the amount of \$41,403.31 for 2,214.64 hours (ACH Nos. 94756-94782; Check Nos. 17244-17246; AP Check Nos. 46343-46346; Wire Nos. 541-544). Burris seconded. Motion carried unanimously. Action (#11272).

Citizen Request to Speak. None.

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

NEW DISCUSSION/ACTION ITEMS:

Donation – Logan County Community Foundation. Administrator Pendergast reported March is match month for the Logan County Community Foundation and they are asking for a \$5,000.00 donation, which is the amount the City donated last year. Jamie Pfeifer, Logan County Community Foundation Director, was present to answer questions and noted the cap of \$5,000.00 on the amount of an individual donation has been removed this year, so the City could donate more, if they so desire. Burris moved to approve a donation of \$5,000.00 to the

Logan County Community Foundation. Dorman seconded. Motion carried unanimously. Action (#11273).

Community Sponsorship – Girls Day Out. Administrator Pendergast reported this group is anticipating the event will be cancelled due to the likelihood that Logan County will restrict large gatherings with the Coronavirus, so they have withdrawn their request at this time.

Utility Bill Printing and Mailing. Administrator Pendergast reported City Office Staff have been exploring the possibility of having a third party print and mail City Utility Bills. He reviewed costs associated with the process, some of the issues associated with the postcards and he reviewed pricing submitted by Komtek. Discussion followed. Council Member Burris voiced his opposition to acting on only one quote. Clerk Hughes agreed to solicit other quotes for consideration.

Airport Fuel Pump Replacement. Administrator Pendergast reported KDHE did not approve the grant request from the City to replace the 100 low lead fuel pump at the airport. He stated this pump is old and in poor condition and is used more frequently than the Jet A fuel pump. He presented two quotes for replacement of the fuel pump, as follows:

Westhusings, Inc. – Install new dispenser to replace aviation meter and hose reel, with sub-pump - \$15,000.00

Double Check Company, Inc. – Upgrade existing UST - \$68,785.00.

Stephenson moved to approve the quote from Westhusings's, Inc., for the installation of a new dispenser to replace the aviation meter and hose reel with sub-pump at the Municipal Airport, in the amount of \$15,000.00. Dorman seconded. Motion carried unanimously. Action (#11274).

COVID-19 Preparation Discussion. Administrator Pendergast discussed a Memo he issued to all employees concerning Coronavirus 19 (COVID-19). Discussion followed concerning what actions the Council needs to consider in the upcoming days and weeks surrounding this issue, including the consideration of an Appropriation Ordinance to allow himself and City Clerk Hughes to pay bills if the Council is not able to meet. Pendergast noted Rhonda Sperber, Logan County Health Department Administrator, called a meeting of City, County and Community members for tomorrow morning in regards to protocols and policy on this issue. After discussion, it was the consensus of the Council to close the City Office, Museum, and Landfill to the public through the end of the week, with all staff working but buildings being closed. Utility payments can be placed in the drop box in front of the City Building, paid online with a credit card, or paid over the phone with a credit card. The closing will be re-evaluated at the end of the week based on recommendations following the meeting in the morning and a decision will be made by Pendergast whether or not to extend the closing of public facilities into next week or longer. The Council tabled the Appropriation Ordinance.

UNFINISHED DISCUSSION/ACTION ITEMS:

TimeClock Plus – Time Clock Software. Administrator Pendergast presented a cost breakdown of time spent during the payroll process and options available through TimeClock Plus. Discussion followed. Council Member Burris expressed the need for a second quote. Pendergast explained the reason for a single quote is because the TimeClock Plus Software integrates with the City's payroll software, thus eliminating some manual entry. Following

discussion, it was the consensus of the Council to table this for now and consider it as an option in the 2021 Budget.

Policy for Removal of Refuse and Sewer Utilities Charges on Utility Bills. Administrator Pendergast reported Clerk Hughes provided a draft form in Council packets for residents and landlords to request temporary removal of utility services on their billing, for Council consideration. Pendergast and Hughes discussed they feel landlords are not going to be happy about the 60 day minimum, so they wanted to be certain this what the Council wants to move forward with. It was the consensus of the Council for this to apply to landlords and residents alike. Stephenson moved to approve the form, "Request for Temporary Removal of Utility Service(s)", form 2020-01, and the policy established with this form, as presented. Burris seconded. Motion carried unanimously. Action (#11275).

200 Center Avenue – Building Condition. Administrator Pendergast updated the Council on the situation with the building at 200 Center Avenue, noting the building owner, Tim Whyte, is still waiting on a response from a Hays contractor. Whyte added that he called the firm today, but had to leave a voice mail and he indicated he needed a call back before the Council Meeting, but he has not had a response yet. He will call again in the morning. Council member Burris requested the City Website, Facebook and the Community Channel be updated with more current information on this situation.

Water Treatment. Administrator Pendergast reported WesTech has requested to extend the pilot study to sort out some issues, which would mean it will extend past the end of March. Discussion followed. Pendergast noted he could request that Brian Spano, with Wilson & Company, or a representative from WesTech, meet with the Council to update everyone on the situation and answer any questions. It was the consensus of the Council to have Pendergast arrange a conference call with one or both of them for an update at the next meeting.

Semi-Truck Parking. Pendergast recommended this topic be tabled until the Coronavirus situation subsides; the Council was in agreement.

Paperless Council Packets. Administrator Pendergast reported he is still waiting on information from G&H Computers. He explained they are putting together a package to provide cloud storage, secure email, conference call technology, word processing and spreadsheet capabilities. Council Member Stephenson inquired if there are other vendors that provide this service. Pendergast noted there may be, but there are other solutions for this as well. He will contact G&H and will have more information at the next meeting.

RF Water Meters. Administrator Pendergast reported he spoke with one vendor about RF water meters and he was going to have Water Director, Rodney Huffman, check with vendors at the Kansas Rural Water Conference later in March, but the conference was cancelled. He will work with Huffman to obtain pricing and information.

ADMINISTRATIVE REPORTS/DISCUSSION:

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

Leann Hughes, City Clerk. Clerk Hughes provided February Financial Reports and an Investments Report to each Council Member.

MAYOR AND COUNCIL REPORTS/DISCUSSION:

Council Member Dorman discussed charges at the landfill, noting he recently had taken personal items out and he was told the City is not accepting checks. Pendergast explained that, originally, this was done so it would eliminate problems with returned checks; however, he has since discussed this with Refuse Director Marc Burris, and local checks will be accepted if the customer does not have cash or a credit card. There was also discussion of a minimum fee. Pendergast will discuss this with Refuse Director Burris and he stated he could prepare an Ordinance to incorporate a minimum charge if it is decided to move forward with one.

Council Member Burris asked if there are cameras near the Frontier Ag refuse hoppers at Front Street and Second Street, noting a couch was dumped in one of the hoppers over the weekend. Pendergast stated there are no cameras but he and Refuse Director, Marc Burris, have discussed moving the hoppers to a different location in an effort to stop some of the "extra" items.

Council Member Stephenson asked Street Director, Edwin Burris, about the rubber sealing coming up in areas where the valley gutters are, or have been, replaced. Burris stated he is out of sealant but he will see what they can do to make repairs. Stephenson also noted the May 15th tentative date for filling the pool; he stated that with the Coronavirus, the school year may end up being extended, so that date may need to change, depending on what happens.

Adjourn. Stephenson moved to adjourn the meeting. Burris seconded. Motion carried unanimously. Action (#11276). Mayor Whyte adjourned the meeting at approximately 8:05 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 with a correction to the minutes of the March 2, 2020, meeting to correct Action #11264, to show the approved price of \$7,323.84.