

**UDALL CITY COUNCIL
COUNCIL MEETING
MINUTES**

The Udall City Council met for the Regular Council Meeting on Monday, April 11th, 2022 at 6:30 P.M. in the Udall City Building. Kenneth Ault, mayor, called the meeting to order. City Clerk called the roll. Council members present were Matt **McAllister**, Randy **Hoffman**, Damon **Wilson**, and Dan **Rutschman**. Quorum established. Also present were: Erik King, Eric Allen, Dina Willis, Tim Brooks, Josie Morris, Rose Mary Saunders, Marilyn Pellegrini, Julie VonBon, Shalie Byers, Mitch Kratochvil, Denise Lette, and Kimberly Haynes.

There was one modification to the agenda. New business #2 Payroll time Clock system with City Treasurer Shalie Byers will be moved to #2 in old business after Library Wellness Center Update.

The business from the floor consisted of Marilyn Pellegrini for Udall Fall Festival presentation of events and schedule. Request for donation from city for fall festival and verification of permits needed waving the fee and availability of facilities (park) and equipment. Open with Bingo on Friday night, events on Saturday and Sunday. Volunteers for traffic and help with organizing control barriers, expanding area of drinking allowed. MOTION by **Hoffman** for the city to donate \$5,000 for the Fall Festival, wave the fee for the permits, approve use of park and sound system and barricades for traffic control. In addition, approve the events schedule for Oct 1-2 Saturday and Sunday. Seconded by **Wilson**. **Ault** call for vote – All aye. Motion carried.

MOTION to accept the Consent Agenda by **Wilson**, seconded by **Hoffman**. **Ault** called for vote – All aye. Motion carried.

The old business started with the Library Wellness Center Update. Rose Mary Saunders presented the final pay estimate for Harman and Huffman in the amount of \$39,025.53 of which CDBG will be paying \$10,615.00. MOTION by **Wilson** to pay final pay estimate of \$39,025.53. Seconded by **McAllister**. **Ault** call for vote – All aye. Motion carried. Time Extension ends May 14, 2022. Since we didn't complete the project in the within the first quarter of the year, we had to select the fair housing activity. We sent a bookmark to be copied to colored paper with the fair housing activity statement on it. List of CDBG – CV deposits in the bank given to Rose Mary to see if any were the Covid relief funds.

Payroll time Clock system with City Treasurer Shalie Byers. Presentation on cost and comparison vs Quickbooks cost. The improvement of using Quickbooks over the current system. Desktop vs online version of Quickbooks and how they would work for each area. Jayhawk links to Quickbooks. MOTION by **Wilson** to purchase Quickbooks payroll desktop version for \$1416.00. Seconded by **Rutschman**. **Ault** called for vote – All aye. Motion carried.

New council member applicants review and discussion. Mitch Kratochvil, Denise Kistler, Derek Redenius, Kimberly Haynes. Derek Redenius not present but sent statements to **Ault** to read for his presentation of application to city council. Mitch Kratochvil presented background and answered questions from council. Denise Kistler presented background and answered questions from council. Kimberly Haynes presented background and answered questions from council. MOTION by **McAllister** to go into executive session for 10 minutes to discuss non elective personnel starting at 7:25pm to 7:35pm. Seconded by **Hoffman**. **Ault** called for vote – All aye. Motion carried. City council departed for 10 minutes to back room to executive session to discuss who to accept for final council member. Adjourned at 7:25pm to 7:35pm.

Ault called meeting back to order at 7:35pm. New council member and discussion. **Ault** recommendation that Mitch Kratochvil be brought on as city council member. MOTION by **Wilson** to accept **Ault**'s recommendation of Mitch Kratochvil as city council member. Seconded by **Hoffman**. **Ault** called for vote – All aye. Motion carried. Mitch Kratochvil was sworn in to office by city clerk. Oath of office was signed and witnessed by city clerk.

Grant for Vet Memorial was table by mayor **Ault** until next month.

The new business began with the review of pay scales and employee manual. **Ault** started with on call and call back sheet. Discussion of changes and specifics. Two changes were 25 minutes to respond and add overtime does not start until shop door not at home. Erik King pointed out Police Dept is only affected by letter d to the end of the list. Discussion of police department on comp time vs over time. Discussion on using the city trucks for on call and taking them home. MOTION by **Wilson** to accept as a policy for on call and call back as presented for maintenance. Seconded by **McAllister**. **Ault** called for vote – All aye. Motion carried. Discussion of having supervisory reports explaining the overtime and what was done when in overtime status. MOTION by **Wilson** to adopt as a policy for on call and call back from 2d section to h for police department. Seconded by **Hoffman**. **Ault** called for vote – All aye. Motion carried.

The maintenance position description and pay scales were reviewed. All staff is in their pay range as presented in their position description. **Ault** brought up that Eric Allen should be at \$25 an hour instead of \$24. **Wilson** said that we need to look at budget numbers and access raises as we get it set up. MOTION by **Kratochvil** to accept the position descriptions and pay scales as presented. Seconded by **Wilson**. **Ault** called for vote – All aye. Motion carried. Added for all department heads to assist in budget preparation.

The Police Department position description and pay scales were reviewed. Currently police chief is at \$19.30 an hour and police officers are at \$17.00 and \$16.50 an hour, all within the pay scales presented. MOTION by **Wilson** to accept the position description and pay scales as presented. Seconded by **Hoffman**. **Ault** called for vote – All aye. Motion carried. Added for all department heads to assist in budget preparation.

The City Office position descriptions and pay scales were reviewed. Both of the staff fit within the pay rate that is on the description. **Wilson** pointed out that insurance after 90 days needs to be taken off on both of descriptions. **Ault** brought up that court clerk should be made priority due to the one case that payments were missed and defendant was arrested. **Ault** authorizes overtime for court clerk to keep court records current and get a jump start on it. **Hoffman** pointed out that 10-year experience for office support and customer service is a too much, needs to be 3-5 years. **Kratochvil** brought up that City clerk also should have certification classes with training yearly for (1-4 years) to get certified. MOTION by **Kratochvil** to accept the position descriptions and pay scale as presented with the corrections. Seconded by **Hoffman**. **Ault** called for vote – All aye. Motion carried.

90-day review – The review was submitted by Erik King for Kendra Boyer. Currently is at \$16.50. Dina Willis is currently at \$19.00 an hour. Before this \$19 was top of the scale for office. **Rutschman** feels like Dina is fine at that rate at this time for just coming in. Kendra was hired at the bottom of the scale and has a lot of experience to consider. Jessica is at \$17 currently. **McAllister** agrees with **Rutschman**, discussion on seeing Dina get more training and being reviewed at annual after new budget in place. Agreement to keep Dina at the current rate. Discussion on the police budget and what is available for the police staff. In the last year Jessica has already received 2 raises already this year. Erik King would like to see Kendra brought up \$2 and himself only \$1. **Hoffman** would like to see all the PD be brought up to an acceptable wage for the job they are doing. Discussion on budget with purchase of car and how much is left for the police officers. Selling the old PD vehicle will bring the budget back up. Chief of PD has been here 11 years. **Ault** suggests to bump chief up to \$20.30 an hour and the officers to \$18.00. **Rutschman** recommends that we take chief up to \$21.30 an hour. **Kratochvil** suggests chief at \$21 and the officers at \$18. MOTION by **Kratochvil** to raise chief to \$21 an hour and Jessica and Kendra to \$18 an hour. Seconded by **Rutschman**. **Ault** called for vote – All aye. Motion carried.

Easter egg hunt on Easter weekend Saturday morning, April 16th at 2pm. The school is donating plastic eggs and the Rec Ctr is donating \$100 for candy. City to buy prizes. Discussion on how to give prize baskets. Later on, that night Movie in the Park will be doing movie “HOP” and glow in the dark egg hunt.

The council members reports began with **McAllister** regarding the wood duck boxes, was this approved – discussion on what needs to be done. – **Hoffman** to talk to Soba FFA teacher. **Wilson** wanting to know status of getting asphalt – Eric Allen said waiting on county. **Hoffman** talked to KDOT about sidewalk to Dollar General. **Ault** talked about new issues on dog issues. Policy in place to take action. **Hoffman** questioned if anyone has noticed the lumberyard. Discussion on what option is available.

Rutschman asked how much time does the court clerk spend in city clerk and court clerk processes. Josie stated that she was told that she should be able to get her court things done in 2-3 days a month in court stuff and the remainder in office

support stuff. Court stuff needs to take priority to get done first and then help. **Wilson** stated there again is it going to be more court time after we catch up all the back log of screw ups fix? **Hoffman** stated that it should be less court time needed when the cases are straightened out and caught up. **Wilson** stated where she can dedicate to court time when all processes are caught up. Housing developers have been starting to build discussion.

The staff reports began with Police Department presented quotes for 3 body cams. STUCO at the high school are having their service day on the 28th for maintenance. MOTION by **Hoffman** to buy body cams and equipment Seconded by **Rutschman**. **Ault** called for vote – All aye. Motion carried. Car quote. MOTION by **Wilson** to buy car for police department. Seconded by **Kratochvil**. **Ault** called for vote – All aye. Motion carried.

Maintenance presented discussion on high pressure washer to rent or buy? MOTION by **Hoffman** to rent a high-pressure washer – table buying. Seconded by **McAllister**. **Ault** called for vote – All aye. Motion carried. Computer for the shop. MOTION by **Wilson** not to exceed \$3000 on a new laptop. Seconded by **Hoffman**. **Ault** called for vote – All aye. Motion carried. Camera systems – tabled. MOTION by **Wilson** to get mulch not to exceed \$300 on sale now for 28th maintenance day. Seconded by **McAllister**. **Ault** called for vote – All aye. Motion carried. Need a boat for getting pond unclogged. **Hoffman** had one to borrow. Good Friday opening up bathrooms.

Dina had the Jayhawk software support quotes and the up-to-date contract. Our support is at a negative balance. MOTION by **Wilson** to purchase 8 hours of support for \$500. Seconded by **McAllister**. **Ault** called for a vote – ALL aye. Motion carried. Cyber Liability Renewal – **Hoffman** referred to his company and will have Unatel contact Dina. Email from auditor regarding library money – discussion on what happened to catch up **Kratochvil** on situation. MOTION by **Wilson** to pay the library \$12,000 Seconded by **Hoffman**. **Ault** called for vote – All aye. Motion carried.

Mayor - Udall public library murals. Fitness center contract review and email **Ault**.

ADJOURN: MOTION by **Wilson** to adjourn. Seconded by **Rutschman**. **Ault** called for vote – All aye. Motion carried.