**City of Valley Falls**

**Open Meeting**

March 3rd, 2021

**Open Meeting**

The meeting was called to order 6:30 pm by Mayor Lucy Thomas. Council members present were Connie Fridley, Gary McKnight, Salih Doughramaji, Mike Glissman, and Jennifer Ingraham (remote).

Staff present: Joseph Hackney, City Administrator; April Herbster, City Clerk; Chad Jepson, Public Works Director; Marcus Koch, Chief of Police

Others present were Mark Jepson, Clarke Davis (remote).

The minutes from the February 17th, 2021 meeting were presented. Connie moves to approve the minutes. Jennifer seconds the motion. Motion carried 5-0.

**Petitions, Proclamations, Request, Complaints, Visitors, Etc.:**

**Public Comments:**

**Committee Reports:**

**Administrative:**

Staff had an issue where a citizen did not pay for a tube to a driveway. Advised council of the situation and that staff will alter procedures to require a deposit-in-full for tubes. This is an infrequent problem, but still presents trouble when it does occur.

Budget preparation will be a bit longer this year. More involved planning process will occur.

**Water/Sewer:**

Hurst and South tower are having communication troubles

Chad Spencer will be taking sewer test April 14th.

Sewer cleaning has been going very well. They found lines that weren’t planned for.

Engineer Alex Darby contacted staff (Joe) to advise that this cost was not reflected in the original quote for the sewer work. With this in mind, Alex and staff need direction on how to proceed if the cost from cleaning and televising additional unpredicted lines, what to do regarding this. The Council had a consensus that even if the cost is more, than staff should proceed to clean and televise the additional lines as they come forward.

**Street/Alley:**

None.

**Parks:**

None

**Fire board:**

None

**Police:**

Written report presented. The QR symbol has been added to the back of the officer’s business cards. Marcus will be giving a presentation to 7th graders regarding cyber bullying.

**VFEDC:**

**Pool:**

Salih asked about the shade structure over the pool pump to protect from the weather. Chad said he would measure the pit to see what size of cover would need to go there.

**Old Business:**

1. Update on Sewer PER

Handled in public works director report.

2. Update of CDBG Community Facilities project

Joe participated in a zoom meeting regarding the CDBG process. Joe has been in contact with Bret Waggoner, and will continue to update the governing body regarding the process.

**New Business:**

1. EMC Insurance renewal – Mark Jepson

Mr. Jepson presented the quote for insurance renewal. He went over the items that increased, and why they did. After discussing the matter with Joe, Mark discussed the option of self-insuring certain buildings like the old swimming pool building. In addition to this, Mark discussed the level of coverage that City vehicles with over ten years of age. Having liability is obviously require, however, the City Council expressed interest in seeing the savings associated with altering vehicle coverage to reflecting liability only, with vehicles ten years of age.

Marcus mentioned that certain police vehicles have many thousand of dollars of equipment, in addition to the value of replacing the vehicle. The Council desired for Marcus to discuss the additional equipment value with Mark.

Mark advised that he would send Joe the updated quote once he can get new numbers. Staff will bring back the adjustments at the next meeting.

2. Water Plant chemical device/operator change - staff proposal.

Staff letter attached, which outlines a three year transition plan. Public Works Director proposed an equipment and service provider alteration which will reduce the number of pieces of equipment, and save money per year. After three years the savings will be over $6,000. The other benefit to this is that we would be that our support for the pool and water plant would be with one provider, rather than having multiple providers.

Gary made a motion, Mike seconds, to approve the three year plan as outlined, and to transition all support to Hawkins. Motion carries 5-0.

Executive session:

1. Gary moves to go into executive session for 15 minutes to discuss matters relating to non-elected personnel- Evaluation of non-elected personnel to include the Mayor, City Council, City Administrator, City Attorney, and Public Works Director

Council returns to open session at 8:45pm. Mike makes a motion, Gary seconds, to increase the annual salary of the Public Works Director to $53,600, once his move to Lawrence is official. Motion carries 5-0

2. **Gary moves to go into executive session for 15 minutes to discuss m**atters relating to non-elected personnel- Evaluation of non-elected personnel to include the Mayor, City Council, City Administrator, City Attorney, and Chief of Police.

Council returns to open session at 9:15 pm with no action taken.

 **VOUCHERS**

The vouchers were presented. Gary moves to approve the vouchers. Salih seconds the motion. Motion carried 5-0.

 **ADJOURNMENT**

Betsy moves to adjourn. Gary seconds the motion. Motion carried 5-0.

 APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 LUCILLE THOMAS, MAYOR

ATTEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joseph Hackney, City Administrator