

**CITY COUNCIL CHAMBERS  
DECEMBER 13, 2011  
7:00 P.M.**

**A. CALL TO ORDER:**

**B. ROLL CALL:** Members present were Councilmembers Irlan Fullbright, Gaila Nielsen, Branden Rapp, Rick Wilson and Mayor Frank Koelsch. Councilmember Kirk Clawson was absent. Also present was Mary Jo Cunningham, representing the Ellinwood Leader.

**C. APPROVAL OF MINUTES:** A motion was made by Councilmember Gaila Nielsen to approve minutes for the November 8, 2011 regular council meeting, seconded by Councilmember Irlan Fullbright. Motion carried. All present voting in favor.

**D. APPROPRIATIONS:** A motion was made by Councilmember Irlan Fullbright to authorize payment of bills and claims processed, seconded by Councilmember Gaila Nielsen. Motion carried. All present voting in favor.

**E. OLD BUSINESS:**

1. Review of Trailer Parking Ordinance: Presented to council was a draft of a new trailer parking ordinance that would allow a trailer to park on a street or right of way under the following two conditions: 1.) if the trailer is attached to a vehicle for a period not to exceed 24 hours, and 2.) a vehicle used in conjunction with an on-going work site while work is actively being performed at the site. Also the ordinance would allow trailers to be parked in alleys so long as the trailer is not impeding traffic, creating a safety hazard, or interfering with the operation and maintenance of utilities as determined solely by the Ellinwood Police Department, Ellinwood utilities, or emergency services. After some discussion about the 24 hour time period and the meaning of on-going work site a motion was made by Councilmember Gaila Nielsen to table this issue until the January 10<sup>th</sup> meeting for further review, seconded by Councilmember Rick Wilson. Motion carried. All present voting in favor.

**F. VISITORS:** Mary Jo Cunningham, Art Keffer and Stephen Flakus

**G. NEW BUSINESS:**

1. Service Awards: A service award was presented to Chance Bailey for his 5 years of service to the Police Department.

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2. Cereal Malt Beverage Applications: All cereal malt beverage licenses are due for renewal at the December meeting. The City has received the following applications for license issuance:

**General Retailer**

John Henrys  
Kansas Sidewinders

**Container Retailer**

H & T Stop 2 Shop  
Pop N Shop  
Zip Stop  
Ellinwood Family Foods

A motion was made by Councilmember Rick Wilson to approve the cereal malt beverage licenses for the year 2012, seconded by Councilmember Branden Rapp. Motion carried. All present voting in favor.

3. Review of Utility Shutoff Fee: Presented to council was a proposed policy regarding connect and disconnect fees for non-payment of utility bills. The City's current policy provides for a reconnect fee of \$20 during business hours and \$30 after business hours. The proposed policy provides for a \$20 reconnect fee during business hours and an after hour reconnect fee of \$50. In addition, a disconnect penalty would be assessed based on the number of times service has been disconnected. The penalty for the first disconnect would be \$25, second disconnect \$50, and the third and each subsequent disconnect would be \$100.

A motion was made by Councilmember Irlan Fullbright to adopt the new Utility Shutoff Fee policy as presented above on a calendar year basis to be effective January 1, 2012. Motion seconded by Councilmember Gaila Nielsen. Motion carried. All present voting in favor.

4. Executive Session: An executive session is requested for discussion of non-elected personnel. A motion was made by Councilmember Gaila Nielsen to adjourn into executive session for 10 (ten) minutes for discussion of non-elected personnel and that the council meeting will reconvene in the council chambers. Councilmember Branden Rapp seconded the motion. Motion carried. All present voting in favor.

The governing body recessed into executive session at 8:05 p.m.

Meeting reconvened into regular session at 8:15 p.m. A motion was made by Councilmember Brandon Rapp to adjourn into executive session for an additional fifteen (15) minutes for discussion of non-elected personnel and that the council meeting will reconvene in the council chambers. Councilmember Rick Wilson seconded the motion. All present voting in favor. The governing body recessed into executive session at 8:20 p.m.

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Meeting reconvened into regular session at 8:35 p.m. No action taken.

**REPORTS:**

1. Municipal Court Report: Presented to Council was the Municipal Court Report for November, 2011.
2. Utilities Production Report: Presented to Council was the Utilities Production Report.
3. Staff Reports:
  - a) Staff reported the compost tractor has been ordered but will not be delivered until March.
  - b) Staff reported the annual Kansas Power Pool meeting will be in Wichita on December 20, 2011.
  - c) The ambulance personnel have begun the advanced training mandated by the state. There are currently 8 personnel taking the training.
  - d) Staff reported there are many city employees using vacation during the month of December.
  - e) Staff reported the City office will close at 1:00 on December 23<sup>rd</sup> and be closed on December 26<sup>th</sup> and January 2<sup>nd</sup> for the holidays.
  - f) Staff reported January appropriations will be delivered separately from the agenda packets on Monday, January 9<sup>th</sup>.

- I. **ADJOURNMENT**: There being no further business at this time, a motion was made by Councilmember Irlan Fullbright that the meeting be adjourned, seconded by Councilmember Gaila Nielsen. Motion carried. All present voting in favor.

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Frank Koelsch, Mayor

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Kim Schartz, City Clerk