

CITY COUNCIL CHAMBERS
APRIL 14, 2020
7:00 P.M.

- A. **CALL TO ORDER:** Mayor Irlan Fullbright called the meeting to order at 7:00 p.m. Due to the COVID-19 pandemic, the meeting was moved from City council chambers to the Ellinwood Community Library to comply with social distancing guidelines, with the governing body, city administrator, city clerk and city attorney present. The meeting was held via Zoom.com & telephone conference to enable the media and citizens to view the meeting.
- B. **ROLL CALL:** Members present were Councilmembers Kirk Clawson, Jacque Isern, Ken Lebbin, Steve Oelke, Jon Prescott and Mayor Irlan Fullbright. City attorney Jane Isern was present.
- C. **APPROVAL OF AGENDA:** A motion was made by Councilmember Jon Prescott to approve the agenda, seconded by Councilmember Kirk Clawson. Motion carried. All voting in favor.
- D. **APPROVAL OF MINUTES:** A motion was made by Councilmember Ken Lebbin to approve minutes for the March 10, 2020 regular council meeting and March 25, 2020 special council meeting, seconded by Councilmember Jon Prescott. Motion carried. All voting in favor.
- E. **APPROPRIATIONS:** A motion was made by Councilmember Kirk Clawson to authorize payment of bills and claims processed, seconded by Councilmember Steve Oelke. Motion carried. All voting in favor.
- F. **OLD BUSINESS:**
1. Review of Property at 518 E. 4th: At the March 10th council meeting council approved to extend the review of the property at 518 E. 4th until the April 14th meeting. Council had approved an extension of time to April 1, 2020 to complete required improvements to the structure consisting of roof, guttering, soffit and fascia replacement or repairs. Staff reported the above improvements have been made to the property and council could consider repealing Resolution 111318B which deemed this property unsafe, dangerous or dilapidated.
- Presented to council was Resolution No 041420, a resolution withdrawing Resolution No. 111318B regarding a structure located at 518 E. E 4th Street. A motion was made by Councilmember Ken Lebbin to approve Resolution No. 041420, seconded by Councilmember Jacque Isern. Motion carried. All voting in favor.

CITY COUNCIL CHAMBERS
APRIL 14, 2020
7:00 P.M.

2. Sale of City Owned Lots: This issue was tabled from the March 10, 2020 city council meeting awaiting further information. Presented to council was a proposed policy for the sale of city owned lots to include the following:
- Price of \$.50 per square foot
 - Buyer must indicate intended use for the property to be purchased. The following is recommended:
 - a) Lots 50' or smaller – Houses or garages meeting zoning code with no variances allowed and with covenants on the land.
 - b) Lots of 51' or wider – Residential housing only, meeting zoning code with no variances allowed and with covenants on the land.
 - 50% refund of purchase price if construction begins within two years of contract with the remaining 50% refunded after construction is complete and available for intended use. Project must be completed within one year or less of the construction start date to receive the final refund.
 - Refund only available to original purchaser. Refund does not transfer if original purchaser sells the lot.
 - Warranty Deed executed by the City
 - Title Insurance required
 - Pro-rated current year property tax
 - City has right to refuse any offer

A motion was made by Councilmember Steve Oelke, to approve the sale of city owned lots according to the policy presented above, seconded by Councilmember Kirk Clawson. Motion carried. All voting in favor.

G. NEW BUSINESS:

1. Employee Sick Leave: At the March 25, 2020 special council meeting, the possible need for additional sick leave in addition to the 80 hours emergency sick leave provided in the Families First Coronavirus Response Act was discussed. Staff explained that if an employee has very little sick leave accumulated and was to experience more than one event relating to the COVID-19 outbreak that employee could be without any paid time off. Staff explained employees currently earn 8 hours per month of sick leave

CITY COUNCIL CHAMBERS
APRIL 14, 2020
7:00 P.M.

and once a negative balance would be started, the monthly accrual would be applied towards any negative balance of sick leave.

Presented to council was the following policy regarding negative sick leave during the COVID-19 outbreak:

The City shall allow full-time employees to use up to 40 hours negative sick leave related to a COVID-19 illness, if the following conditions are met:

- Care of a COVID-19 illness of an employee, spouse, or child
- Employee has exhausted **ALL** other paid time off, including accrued sick, vacation, personal and comp-time leave.

This policy will only be in effect during the 2020 calendar year.

A motion was made by Councilmember Jon Prescott to approve the negative sick leave policy for a COVID-19 event as presented above, with the addition that the negative leave could carryover to 2021 calendar year, seconded by Councilmember Ken Lebbin. Motion carried. All voting in favor.

2. Recreation Commission Appointment: The Ellinwood Recreation Commission has two members appointed by the city. The position held by Angie Gunn was up July 1, 2019 and the City needs to make an appointment to fill this position for a four-year term.

Mayor Irlan Fullbright recommended the appointment of Robyn Knop to fill the four-year term which will end June, 2023. A motion was made by Councilmember Kirk Clawson to approve the recommended appointment of Robyn Knop to fill the four-year term, seconded by Councilmember Jacque Isern. Motion carried. All voting in favor.

3. On-Line Bill Payment Program: Staff explained that the city website offers the option for customers to pay their bill online using a credit card. Staff has researched the costs associated with implementing this procedure. The cost to the city for implementing this option would be a one-time set up fee of \$400 and an annual fee of \$162. Staff also explained that customers would be assessed a convenience fee of 3% from the credit card company in addition to a minimal fee of \$1.25 charged by our accounting software company.

CITY COUNCIL CHAMBERS
APRIL 14, 2020
7:00 P.M.

A motion was made by Councilmember Jon Prescott to approve the on-line bill payment program, seconded by Councilmember Steve Oelke. Motion carried. All voting in favor.

H. REPORTS:

1. Municipal Court Report: There was no Municipal Court Report for March 2020.
2. Utilities Production Report: Presented to Council was the Utilities Production Report.
3. Staff Reports:
 - a) Staff reported contracted work has been done this week cleaning storm drains.
 - b) Staff reported the curb and gutter project at 10th and Kennedy will begin this week. Also, the water department is working on the sewer at that location.
 - c) Staff reported the power plant crew has been working on an oil filter on the big engine and working on an air tank at the power plant.
 - d) Staff explained the north storm sewer project is on hold awaiting manholes.
 - e) Staff reported surveying crews are working on the street project.
 - f) Staff reported the swimming pool opening will be discussed at the May meeting.
 - g) Staff reported the spring clean-up originally scheduled for later this month will be postponed.
 - h) Staff explained that due to the COVID-19 pandemic the city will be financially affected through decrease in sales tax revenue and utility revenues.

K. ADJOURNMENT: There being no further business at this time, a motion was made by Councilmember Kirk Clawson that the meeting be adjourned, seconded by Councilmember Jacque Isern. Motion carried. All voting in favor.

Irlan Fullbright, Mayor

Kim Schartz, City Clerk