

September 7, 2004  
6:15 P.M.  
City Hall Commission Room

The Commissioners of the City of Horton met for a regularly scheduled meeting on Tuesday, September 7, 2004 at 6:15 p.m. in the Commission Room at City Hall.

Mayor White opened the meeting and the prayer was given by Candy Schmitt.

Present: Mayor White and Commissioners Smith, B. Stirton, and K. Stirton.

Absent: Commissioner Lentz.

The agenda was adopted as presented.

The minutes of the August 16, 2004 regular meeting and the August 24, 2004 special meeting were approved as presented.

Motion by Commissioner K. Stirton to approve Appropriation Ordinance #2783 (Payroll) in the amount of \$30,921.42 and #2784 (Payroll) in the amount of \$28,206.42. Seconded by Commissioner Smith. All aye.

Motion by Commissioner Smith to approve Appropriation Ordinance #2785 (Disbursements) in the amount of \$99,326.54. Seconded by Commissioner K. Stirton. All aye.

#### **Website Contract**

Candace Siebenmorgen presented a proposed contract for the maintenance of the website. The cost for maintenance was set at \$75 per hour. The City Attorney suggested that a line stating "the maintenance fees should be paid 50/50 between the City and the Chamber of Commerce" be inserted in paragraph 16. Mayor White requested that a maximum amount be determined before prior approval is needed.

Ms. Siebenmorgen and the City Attorney will work on some changes and present the contract at a later date.

The Chamber of Commerce representative was unable to attend the meeting. Ms. Siebenmorgen was asked to try to attend their meeting on September 24 and answer any questions they may have.

#### **Policies and Procedures for Time Cards and Overtime**

The Commission reviewed the policies concerning the use of time cards and overtime for employees. It was noted that the police officers would need to report to the station to clock in instead of being picked up at their residences.

Motion by Commissioner K. Stirton to implement the time card policy and begin using time clocks on September 12, 2004. Seconded by Commissioner B. Stirton. All aye.

Motion by Commissioner B. Stirton to adopt the overtime policy. Seconded by Commissioner Smith. All aye.

The City Attorney will check into whether time spent in educational training counts towards the 40 hours worked before overtime applies. The previous policy of the City has been to count these hours towards the 40 hours worked.

#### **Report on Generation Project and Power Pool**

Bill Delzeit was present to report that the startup of the new generator went well. There is a design problem with the radiator. There are 2 expansion tanks and when the generator reaches a certain temperature, it overflows. Ken Fairchild, the engineer, will return on September 13, 2004 to review the problem and make recommendations.

There are some problems with the air starter and INCO says there is a need for more plant pressure.

The Commission requested that Ken Fairchild attend the next meeting if these problems are not fixed.

Mr. Delzeit explained the Southwest Power Pool to the Commission. KMU is requesting dues for legal fees to support the power pool. The City of Horton's share would be approximately \$466. The Commission requested that Mr. Delzeit invite a representative from KMEA and KMU to attend the next meeting to explain the duties, functions and positions of both organizations.

### **Range Safety Officer's Membership Dues**

The membership dues to NRA for the Range Safety Officers is \$5 a year and can be paid for 3 years. Motion by Commissioner B. Stirton to pay the dues for 3 years for the RSOs. Seconded by Commissioner K. Stirton. All aye.

### **Discussion of Pool Repairs**

The City Clerk was instructed to put together specifications and get bids for replacing the deck and piping at the pool, estimates on servicing the filtering system, and for sealing and painting the pool.

### **Proclamation for Stepfamily Day**

Mayor White signed a proclamation declaring September 16, 2004 as Stepfamily Day in Horton.

### **Community Lake Assistance Program Agreement**

The City received a grant from the Department of Wildlife and Parks to repair the cement wall on the east side of the Little Lake. The grant is in the amount of \$1500 from the Department of Wildlife and Parks and \$500 is the City's share of the project.

Motion by Commissioner Smith to appropriate \$500 for the grant and sign the agreement. Seconded by Commissioner K. Stirton. All aye.

### **Report on Lake Project**

City Attorney, Kevin Hill, reported on the annexation project. The Commission determined a line for the annexation of land around Mission Lake. The line goes east to Mallard Road, then north to a point north of Mission Lake and then west to 73 Highway and back south to the current city limits. Mr. Hill will draw up letters to the property owners to begin the process.

A written plan is needed from the utility and street departments stating how the services will be provided to this area, when it can be accomplished and an approximate cost to complete.

### **Report on Sewer Project**

The Commission requested that a maintenance checklist be developed for the sewer plant to encourage regular maintenance on equipment.

The employees need to use the transit that is available to the department. If they do not know how to use the equipment, they need to obtain training.

## **Executive Session**

Motion by Commissioner B. Stirton to go into executive session for 5 minutes to discuss personnel to include the City Attorney and the City Clerk. Seconded by Commissioner Smith. All aye. Upon reconvening, Mayor White stated that no action was taken.

Commissioner B. Stirton inquired if he could volunteer to help in the police department during the shortage of manpower. It was noted that he would have to be an employee and he couldn't do that as a commissioner.

Motion by Commissioner Smith to go into executive session for 10 minutes to discuss legal issues to include the City Attorney and City Clerk. Seconded by Commissioner B. Stirton. All aye. No action was taken in executive session.

Motion by Commissioner Smith to approve the settlement as offered to Michael Leighton. Seconded by Commissioner K. Stirton. All aye.

## **Staff Agenda**

Bids were received on the crack repair to West 18<sup>th</sup> Street. They were as follows:

Ben Lovell Construction	\$5,850.00
Hein Construction Co.	\$6,044.25

Motion by Commissioner K. Stirton to accept the bid from Ben Lovell Construction in the amount of \$5,850 to be completed before the end of 2004. Seconded by Commissioner B. Stirton. All aye.

The City Clerk reported that a bid had been received from Larson Construction for brush hogging the weeds, tilling, seeding and mulching around the pump house, meter pit and line to the North well at the new well sites. The bid is in the amount of \$1,350. This matter was tabled to determine if the City crews could perform these duties.

The Fire Chief had inquired about the City joining Sam's Club. He found that fire extinguishers were much less expensive there than it was to recharge the old ones. The Commission would like to keep purchases locally if possible. The Clerk was instructed to check with local businesses on these items.

## **Commissioner's Agenda**

### **Commissioner Smith**

Commissioner Smith asked if there were any funds left in the generation project fund and was advised there are funds left.

### **Commissioner B. Stirton**

Motion by Commissioner Smith to donate \$50 for fireworks at the High School Homecoming football game. Seconded by Commissioner K. Stirton. All aye.

Commissioner B. Stirton stated that he felt the job descriptions for the police department should wait until the new City Administrator takes office.

Commissioner B. Stirton wanted to thank the Brown County Sheriff's Department and the Kickapoo Tribal Police for responding to a request for backup for one of the City's officers over the weekend.

The City Clerk was instructed to inform the Chief of Police to have more patrol before and after school and in the downtown area.

**Commissioner Lentz**

Not present.

**Commissioner K. Stirton**

Commissioner K. Stirton reported that the new sewer line at the heights is completed. The electric pole is set and the street department needs to trim up the trees in the area.

The Street Department is to start patching potholes and fixing alleys.

**Mayor White**

Mayor White attended the Youth Pow Wow and there was a good turnout.

Mayor White signed the Eagle Scout Project for Marc Tinio.

The sign on the west side of town that lists the businesses was discussed again. It needs to come down. Commissioner Smith will talk to the School Superintendent to determine if repairing the sign could be a school project.

The meeting adjourned at 9:30 p.m.

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Candy Schmitt, City Clerk

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Dale A. White, Mayor