

February 3, 2014

Pawnee Rock City Council Minutes

7:00PM

Acting Mayor Linda McCowan called the meeting to order at 7:00pm.

Those in attendance were Acting Mayor Linda McCowan, Council Persons Barry Jack, Vickie Alsup, Nickolle Parret, Deb Bader & City Clerk Kathye Phelps.

Meeting attended by Galen Zortman, Darcy Bowman & Cathy Zortman came in toward the end of meeting.

Pledge of Allegiance was led by Council President Linda McCowan.

Council reviewed Minutes from January 6, 2014 & special meeting from January 27, 2014.

Motion 1: Vicki motions to accept 1/6/14 Minutes with noted changes. Deb second. Carried 4-0.

Motion 2: Vickie motions to accept 1/27/14 Minutes with noted changes. Barry second. Carried 3-0. 1 abstention.

Agenda Changes: Add credit card procedure & lawyer visit.

UNFINISHED BUSINESS

1. **Safety deposit box.** Linda states that the city does not have a safety deposit box that she is aware of. She was unsure of the size box to get. Linda requested a list from Kathye of important documents that could be placed in a safety deposit box. Tabled until next meeting.
2. **External hard drive.** Deb stated they are general 4"x6"x2". Council discussed important documents that could be stored on hard drive. Tabled for next meeting.
3. Address Gary Adams maintenance consult, tabled from 1/6/14 meeting. Tabled until next meeting.

NEW BUSINESS

1. **Temporary shut off fees for utility services vs disconnect.**

Linda requested that Nickolle check into getting started on an ordinance/addendum for shut off/disconnect. Requested it be brought to next meeting. Tabled until next meeting.

2. New office hours.

Discussed changing hours to Mondays & Wednesdays from 8am-12pm & Fridays from 8am-4pm, closed during the noon hour.

Motion 3: Deb motions to accept office hours change of 8am-12pm Mondays & Wednesdays & Friday from 8am-4pm, closed during the noon hour. Vickie second. Carried 4-0.

3. Salary for Kathye Phelps.

Council discussed salary options briefly.

Motion 4: Nickolle motions to go into executive session for 15 minutes to discuss salary for Kathye Phelps. Barry second. Carried 4-0.

Council returned from executive session 9 minutes later.

Linda calls meeting back in session. Tabled the salary/wages business until next meeting.

4. Animals in City Hall.

Discussed coming up with a policy regarding animals in City Hall. Deb suggested Service Animals only be allowed in City Hall. Deb offered to write up a policy to have ready for next meeting. Tabled until next meeting.

5. Sewer & water rates.

For 3 years water rates have to stay where they are currently at.

6. Cleaning city streets, roads & gutters.

Linda brought up having a city wide clean up in the spring for possibly March or April. Discussed contracting road grading with the township.

7. Compliance Officer

Linda will meet with Ron Smith about a compliance officer and Magistrate Judge. Tabled until next meeting.

8. Duplicate Keys

Duplicates will be made of all keys & a key log will be kept.

9. Old Fire Burn Pit

Fire burn pit needs to be filled in. Darrin will be helping with this.

10. Credit Card Procedure

Change cards into Kathye's name. Take off John & Gary. Discussed limit of spending without council approval, \$100.00.

11. President of Council

Next month discussion about new President of Council.

TREASURER'S REPORT

Report attached

Motion 5: Nickolle motions to pay bills 2781-2796. Deb second. Carried 4-0.

CLERKS REPORT

No related motions.

Report attached

Forrest Huffman's building permit was presented before council. Linda will be checking with City Attorney Ron Smith about putting up the requested building.

MAINTENANCE REPORT

Report attached

Motion 6: Deb motions to get 2 LED lights for the water tower at lowest bid. Vickie second. Carried 4-0

FIRE DEPARTMENT REPORT

No related motions

Report attached

Motion 7: Linda motions to adjourn meeting. Nickolle second. Carried 4-0.

Meeting adjourned at 8:48 PM