

**City of Peabody  
City Council Meeting  
MINUTES**

**5-13-2013**

**CALL TO ORDER:** May 13, 2013 at 7:00 PM. Council Room, 300 N. Walnut, Peabody  
*Mayor Larsen called the meeting to order at 7:00 p.m.*

**ROLL CALL:** ROSE: X SCHMIDT: X LAMBORN: X WOODRUFF: A PETERSON X

**GUESTS:** *Jim Rippe, Dale Clarke, Tim Caldwell*

**PLEDGE OF ALLEGIANCE**

**AGENDA:**

*Times are approximate and are for guidance purposes only. Additions and deletions to the printed agenda may occur during the meeting, thus making the posted guidance times different.*

**I. 7:00 – 7:15 MINUTES:**

Reading and Approval of Minutes from Regular City Council Meeting April 29, 2013.

*A motion was made by Rose to approve the minutes as presented. The motion was seconded by Peterson. The motion carried 4-0.*

**II. 7:15 – 7:20 APPROPRIATIONS:**

<u>Payroll 2013-05A-5/10/2013</u>	\$ 10,190.98
<u>Fringe Benefits &amp; Taxes</u>	\$ 5,089.64
<u>2013-05A 05/13/2013 Payables</u>	\$ 27,102.03

*City administrator requested that an invoice in the amount of \$600.00 be added to the 2013-05A payables for Jayhawk Software. This software is used by the court clerk to send information to the State of Kansas and is a necessity. A motion was made by Schmidt to approve the amended appropriations. Motion was seconded by Peterson. Motion carried 4-0.*

**III. 7:20 – 7:25 PUBLIC COMMENT:**

*The public is reminded that comments in this portion of the meeting will be held to a maximum of three (3) minutes. Comments requiring longer than this time period should be scheduled as an agenda item. Requests for a hearing, and requests to be on the agenda must be addressed to the city clerk no later than noon (12:00) on the Friday preceding a scheduled council meeting (council meetings are scheduled for the second and last Monday of every month). Any comments relating to a specific employee of the city must be done so under executive session. This session must be scheduled in advance with the city administrator and require formal request to be brought forth before the council for consideration and approval.*

*There was no public comment.*

**IV. 7:25 – 7:30 APPROVAL OF AGENDA:**

*City administrator Marler requested that the executive session for personnel be lengthened to 25 minutes. A motion was made by Peterson to approve the agenda as amended. The motion was seconded by Rose. The motion carried 4-0.*

**V. AGENDA ITEMS:**

**7:30 – 7:40 A. Oaths of Office**  
Council members/mayor

*Administrator Marler administered the oaths of office to Mayor Larsen and Council member Schmidt.*

**7:40 – 8:00 B. 2012 Audit Presentation**  
Dale Clark - Knudson, Monroe & Company, LLC

*Dale Clark of Knudson, Monroe & Company, LLC presented the 2012 annual audit findings to the governing body.*

**8:00 – 8:15 C. Annual appointment of Non-elected Personnel**

Mayor Larry Larsen

City Administrator:	Shane Marler
City Clerk:	Stephanie Ax
City Treasurer:	Leah Ottensmeier
City Attorney:	Norman Manley / Davis, Manley & Lane, L.L.C.
Chief of Police:	Bruce Burke
Police Officer:	Travis Davis
City Prosecutor:	Michael Cleary / Cleary Law Group
Municipal Judge:	Bradley Jantz
Clerk of the Municipal Court:	Leah Ottensmeier
Main Street / Economic Development Director:	Shane Marler
Fire Chief:	Mark Penner
Public Works Superintendent:	Darren Pickens
Animal Control Officer:	Duane Davis
Zoning Administrator:	Shane Marler
Freedom of Information Officer:	Shane Marler
Health & Safety Officer:	Shane Marler
Floodplain Administrator:	Shane Marler
Identity Theft Prevention Program Administrator:	Stephanie Ax

*Mayor Larsen recommended that the council members appoint all non-elected personnel to their current position. A motion was made by Schmidt to appoint all non-elected personnel to their current positions. The motion was seconded by Peterson. The motion carried 4-0.*

**8:15 – 8:30 C. Employee Reports:**

**1. Shane Marler - City Administrator**

Monthly Report

*Administrator Marler informed the governing body that he would be attending a FEMA Reimbursement meeting in Marion on May 15. The City of Peabody would be eligible to recoup 80% of the qualified costs associated with the February 2013 snowstorm. The council was given an update on the 2013 budget schedule and process. The administrator informed the council that the new Kansas Main Street Incorporated organization had been recognized by the National Main Street as the official organization for the state of Kansas. The report also included information on the buyout of the local cable franchise, and an application for a grant from BNSF.*

**8:30 – 8:50 D. Reports From Standing Committees**

- 1. Water – (Rose & Lamborn) *No Report***
- 2. Streets & Alleys – (Lamborn & Woodruff) *Councilmember Peterson inquired about potholes in the alley behind his residence.***
- 3. Sanitation – (Larsen & Woodruff) *No Report***
- 4. Lights – (Rose & Lamborn) *No Report***
- 5. Fire – (Rose & Peterson) *No Report***
- 6. Park & Swimming Pool (Schmidt & Lamborn) *No Report***
- 7. Building - (Larsen & Woodruff) *No Report***
- 8. Finance & Ordinance – (Schmidt & Peterson) *No Report***
- 9. Economic Development – (Schmidt & Larsen)**  
Request for executive session to discuss confidential data relating to financial affairs or trade secrets of corporations  
(10 minutes)  
*A motion was made by Schmidt to enter into executive session at 7:35 p.m. to discuss confidential data relating to financial affairs or trade secrets of corporations for*

*10 minutes to include the mayor and the city administrator. The motion was seconded by Peterson. The motion carried 4-0.*

*The governing body reconvened into regular session at 7:40 p.m. No action was taken.*

**10. Personnel – (Larsen & Peterson)**

Request for Executive Session to discuss non-elected personnel  
(25 minutes)

*A motion was made by Schmidt to enter into executive session at 7:40 p.m. to discuss non-elected personnel for 25 minutes to include the mayor and the city administrator.*

*The motion was seconded by Rose. The motion carried 4-0.*

*The governing body reconvened into regular session at 8:10 p.m. No action was taken.*

**8:50 – 9:00**     **E. Report from Mayor**  
Mayor Larry Larsen

**VI: ITEMS TO BE ON AGENDA FOR NEXT MEETING: May 28, 2013.**

1. Peabody Fourth Fest - July 4, 2013
2. Employee Report - Darren Pickens (Public Works)
3. Employee Report - Bruce Burke (Peabody Police)

**VII. ADJOURNMENT:** *A motion was made by Schmidt to adjourn the meeting at 8:35. The motion was seconded by Rose. The motion carried 4-0.*

**Enclosures and attachments in this packet:**

1. Draft Minutes of City Council Meeting, April 29, 2013
2. Payroll 2013-051-5/10/2013 \$ 10,190.98
3. Fringe Benefits & Taxes \$ 5,089.64
4. 2013-05A 05/13/2013 Payables \$ 27,102.03
5. Letter - Marion County Clerk Re: County-wide single stream recycling
6. Letter - Transfer Application Re: BCI Allegiance, LLC from Allegiance Communications, LLC
7. Letter - KDHE Re: WRAPS Stakeholder Leadership Team
8. Letter - Marion County Treasurer Re: Budget Information 2014
9. Peabody/Burns Recreation Commission - February 2013 Meeting Minutes

**I hereby certify that the foregoing minutes are a true and correct recording of the proceedings of the governing body of the City of Peabody, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.**

**(seal)**

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**Shane Marler**  
**City Administrator**