

September 14, 2016

The regular monthly meeting of the Chapman City Council was held September 14, 2016 at the Chapman City Office. Mayor Jeff Blixt called the meeting to order at 7:00pm. Council members present were Howard Battishill, Lee Wolf, Luan Sparks, Tim Jury and Jim Murrison. Also in attendance were City Clerk Erin Tilton and City Attorney John Purvis. Also in attendance were Carol Lacer, Bob Diehl, Joan Atkinson, Bobby Kamm, Ty Lemon, Ryan Hall, Kevin Diercks, Chad Tylicki, Laveta Horner, Jay Newton and Marcia Newton.

Agenda #2 Consent Agenda

Motion by Wolf to accept the consent agenda, 2nd Jury, Vote: yes, unanimous. Motion carried.

Agenda #3 City Announcements

Bob Diehl inquired about the city insuring the new “Welcome to Chapman” sign that the EDC just put up. Diehl’s primary concern is weather and possible vandalism. Tilton received a quote from Edwards Insurance to cover the sign that is worth around \$4000. The premium would be \$17.60/year with a \$2,500.00 deductible. Mayor Blixt explained, as Chip had explained to Tilton that the last few years the city has stopped insuring anything that is less than \$10,000.00 because of the deductible. After brief discussion, the city will not be providing insurance to cover the sign.

Amendments to the agenda:

Add 15a – Adding Jay Newton as authorized signer on all city bank accounts

Add 16a – Executive Session: Non-elected Personnel

Motion by Sparks to approve the amendments to the agenda, 2nd Wolf, Vote: yes, unanimous. Motion carried.

Agenda #4 Public Comments

Bob Diehl gave a huge thank you to the city employees on their outstanding work on the preparation and cleanup for the Labor Day celebrations. Diehl said the city is lucky to have the employees that it has.

Agenda #5 Introduction of Police Officer – Chad Tylicki

Chad Tylicki gave a brief introduction of himself. He is excited to be in Chapman, excited to get his children enrolled in the school system and looking forward to getting back to community policing.

Agenda #6 Introduction of Interim City Administrator – Jay Newton

Jay Newton introduced himself, as well as his wife Marcia. He is excited for the opportunity to work with the City of Chapman and will begin on Monday, September 19th.

Agenda #7 – Update on Sidewalk Project

City Engineer, Thaniel Monico, was not present. Mayor Blixt briefly went through the update that Monico had provided to the council. The sidewalk project is getting ready to go out to bid. The end of October, early November the council will likely need to get together to go through the bids and decide which one they want to accept. Councilman Murrison asked if the project was still looking to be completed in 2016. Mayor Blixt was hesitant to say it would be finished, as we are getting into the seasons where weather becomes a factor, but likely work will at least start yet this fall.

Agenda #8 – Request for blocking off 6th Street in front of Catholic Parish Center on October 2, 2016 (Parish Bazaar) – St. Michael’s Catholic Church

Sparks asked if there had been any issues in the past, Officer Diercks confirmed that there had not been. Motion by Wolf to block off 6th Street from 10am to 3:30pm on October 2, 2nd Murrison, Vote: yes, unanimous. Motion carried.

Agenda #9 Nomination and Appointment to Library Board – Rossi Fisher

Rossi Fisher has agreed to fill the vacant position that the Library Board currently has open. Motion by Jury to appoint Rossi Fisher to the Library Board, 2nd Wolf, Vote: yes, unanimous. Motion carried.

Agenda #10 Nomination and Appointment to Economic Development Board – Arlene Potter

Arlene Potter has agreed to fill the vacant position that the Economic Development Board has open after Jim McGuire turned in his resignation.

Motion by Wolf to appoint Arlene Potter to the Economic Development Board, 2nd Sparks, Vote: yes, unanimous. Motion carried.

Agenda #11 Credit Card Policy and Agreement – Resolution 09142016

Tilton explained that in beginning the travel reimbursement policy that the council had requested, City Attorney John Purvis and herself had worked up a credit card policy and agreement. All department heads currently carry city credit cards and other employees use them from time to time without any kind of policy being in place. Tilton and Purvis are tying up a few loose ends on the travel reimbursement policy but are presenting this policy for approval. After review Wolf suggested adding “date created”, “effective date”, “updated date” and “approved by” on the top of the policy so that going forward policies could be reviewed and revised in a timely manner. Wolf’s suggestion was review policies every three years.

Motion by Wolf to approve Resolution 09142016 with noted revisions, 2nd Murrison, Vote: yes, unanimous. Motion carried.

Agenda #12 Setting Court Costs and Incarceration Fees in the Municipal Court – Ordinance 982

John Purvis explained that this was correcting the order that an ordinance was passed previously; it is not changing any of the city’s court costs or incarcerations fees at this time.

Motion by Wolf to approve Ordinance 982, 2nd Jury, Vote: yes, unanimous. Motion carried.

Agenda #13 Appointment of Interim Chief of Police and Wage Rate – Kevin Diercks

Mayor Blixt asked Officer Diercks to come up and make a few comments. Diercks appreciates the confidence in the council to entertain the motion of appointing him as interim police chief. Jury noted that it was awesome that Diercks was so willing to step up. Murrison wanted to know if they could just appoint him as chief instead of going through a formal interview process. How does it work when promoting within? Sparks said with all due respect to Diercks she felt that in good faith they needed to continue with opening the position up and having the interim city administrator look at applications and administer the procedures. Tilton also noted that she had already received several other applications and they were ready to be reviewed by Newton when he starts on Monday. Mayor Blixt noted the pay increase that he was also proposing with the appointment that was outlined in the council packet. Motion by Wolf to appoint Kevin Diercks as interim chief of police with a \$2/hour rate increase, 2nd Battishill, Vote yes, unanimous. Motion carried.

Agenda #14 Appointment of Interim Fire Chief – Ryan Hall

Mayor Blixt explained that he felt that all appointed positions, whether they are hired by a city administrator or not, need to be appointed and approved by council. In the past appointments have only been made on an annual bases. Likely the policy needs to be updated so that the hired employee is appointed and approved prior to beginning employment or shortly thereafter. Sparks noted that although that needs to happen you still have to be careful what you discuss about an employee while in an open meeting.

Motion by Wolf to appoint Ryan Hall as interim fire chief, 2nd Jury, Vote: yes, unanimous. Motion carried.

Murrison also asked who the assistant to the fire chief was. Hall noted that he was the assistant when Chief Reynolds left and since that time him and the previous Chief of Police, Emil Halfhill had been working together on it. At this point, there is no assistant. He also said that he does not know if any of the fire department is in town during the day and they rely on the rural district for help during this time. When calls come in Dickinson County is notified on a mutual call out. Mayor Blixt also noted that he has made a request to District #1 to help cover during this transition period.

Agenda #15 Street Project Bond Term 20 year to 15 year

Mayor Blixt pointed out the email that Tilton received from Bob Perry, bond attorney for the city. Previous discussion of refinancing is at a standstill, as there has been a change in the market and the savings of \$120,000.00 isn't currently there. They will continue to watch the market. Blixt went on to explain that at the last council meeting it was approved that the new money portion would be financed for a 20 year term. Previous Mayor Weishaar brought to Blixt's attention that it was his understanding that the money would only be financed for a 15 year term and that's how he set up the budget. The budget would allow, if the council chose, to increase the payments that come along with a 15 year term. The Capital Improvement Plan also shows a 15 year term.

Motion by Wolf to change the new money piece from a 20 year term to a 15 year term, 2nd Jury, Vote: yes, unanimous. Motion carried.

Agenda #15a Adding Jay Newton as authorized signer on all city bank accounts

Blixt requested that the council make a motion to add Jay Newton as an authorized signer on all bank accounts and remove Luan Sparks.

Motion by Sparks to add Jay Newton and remove Luan Sparks as authorized signer on all city bank accounts, 2nd Wolf, Vote: yes, unanimous. Motion carried.

Agenda #16 Health Insurance breakdown and discussion

Wolf went through some of the options that Tilton had received for alternatives to the State health plan to provide employees the opportunity to have health insurance. Tilton had received information from the State for the 2017 year, Day Insurance and the ECCHIC Group. Wolf went through and broke them all down on the different cost savings the city could potentially see if they chose to move away from the State plan. Sparks had concern that some of the different plans were putting us into the insurance business, there would be more responsibility put on Tilton's plate and we would be assuming much more responsibility as a city. Wolf explained that although Tilton would have to push to get some additional paperwork from the employees and cut additional checks each month the city would be paying to have a plan administered. Mayor Blixt said that the city is simply playing the deductible game. With a different plan, other than the State's, it's a lot easier to see what the utilization of the plan is and rates are easier to control, as a benefit to the city and it's employee's. One of the options, the ECCHIC group, is set to come and talk to the employees on Wednesday, September 21st. At that time, it will better help employees understand what a more nontraditional plan might look like if the city were to choose to go that route. Sparks wants Tilton to be able to give feedback on how the employees feel about switching. A special meeting was set for Tuesday, September 27th at 5:30pm. At this meeting the council will have to decide if they plan to move away from the State plan or renew a three year contract with the state.

Agenda #16a

Motion by Wolf to go into executive session until 8:25pm, to include City Clerk Tilton and City Attorney Purvis, 2nd Battishill. Vote: yes, unanimous. Motion carried.

No action taken.

Agenda #17 Reports

Bobby Kamm reported that they had done five water leaks in the last month. Kamm was contacted by Utility Services regarding the painting of the inside of one of the lift stations. He has talked to Murrison a couple times regarding this process, as Utility Services is looking to do it at the end of the month. Prepwork is going to have to be done before it can happen. The guys have been working on several other things around town. Bruce West was commended on the concrete work he did with the "Welcome to Chapman" sign and getting concrete poured around the three manholes on 5th street before Labor Day. There are six remaining manholes that they will hopefully get to yet this month, as well as the sidewalk at Kimberly and Marshall that needs to be fixed. Kamm received an estimate for pool repairs for \$28,600 that he will give to Newton to look at once he is here. The pool is going to need some work before next year and if we don't get on their list, they may not be able to get to us until the fall of 2017. Kamm noted that the pool was ran fantastic this year but again, some T-L-C is needed. All of the Itron meters are now installed and ready to go. Once Newton is settled in the last step is to get training on the software and have everything up and running hopefully sooner rather than later.

Ty Lemon reported that they had been having some issues with the Scata system which is the system that monitors the wells. The computer that is being used is an old computer from the police station and technically not to be used to run the Scata software. Lemon is in the process of getting estimates for an updated system. Lemon also noted that the substructure on the back of the old grocery store had collapsed. Lemon and Purvis are waiting on some information on how to proceed. Lemon presented a letter on the old Wisdom building as well. It appears that it may end up being deeded over to the city. Hopefully progress will be made on the old grocery store and Wisdom building soon. Lemon attended a flood conference last week and on Monday will be starting the flood mapping process of Dickinson County, including Chapman. Sparks noted that citizens are voicing concerns about the old grocery store and it's safety and hopes this is dealt with in a timely manner.

Officer Diercks reported that he had worked and removed the security cameras down at the pool for the winter and commented on how well things went his year. The department is down to one vehicle. The Durango is at Stalder's with potential alternator issues and the car is at Dick Edwards. The car originally went over for a recall on a door handle and in looking things over the spark plugs and coils were bad, as well as the defrost didn't work. The torque converter is bad and being replaced on the car as well but that is covered under warrant. Diercks also noted that new Officer Tylicki was doing great and he sees him working out well and being with the city for a long time.

Ryan Hall reported for the fire department. Weis Fire and Safety will be here on September 30th for pump testing. Hall isn't expecting any major issues to come up like last year, fingers crossed. The department has received a couple of resignations in the last month, Emil Halfhill and Shane Parker. Hall noted that the touch-a-truck event on Labor Day was another huge success and they passed out applications for volunteers at that time. Hall has received one application back but will hold on to it until a fire chief is appointed. Hall also noted that he wasn't sure what direction the city was looking to go in but thought that the city was lucky to have officer Reynolds and fire Chief living here in town. It's Hall's belief that is hard to find. The fire department relies heavily on the police department to respond to any emergency calls during the day to help out. They have done a great job and seem to want to be more involved than ever before, which is greatly appreciated. Good mutual aid is in place and that helps to get everything taken care of in a timely manner. Sparks noted that she had heard many great things about the touch-a-truck event as well and thinks it's absolutely wonderful. Jury noted that the event is very impressive. One final note that Hall said is that the fire department has been contacted and they will be joining in on some after school program activities, which they are looking forward to. They want to be involved with the kids.

Mayor Blixt took a moment to explain Dropbox, an alternative to receiving paper council packets. It was something that he asked Tilton to look into. Councilmembers can still choose to have paper packets but is requesting that everyone at least try it to see if it is something they can get used to. Tilton said that many other cities use it and seem to like it. It allows everyone to received council packets electronically without having to bog down their email accounts. Blixt also wanted to commend Tilton on the tremendous job she has done over the last couple of months. She has been doing the work for two people and although he has been trying to help out as much as possible she had a lot put on her plate. Tilton deserves a pat on the back. Jury also noted how thankful he was to have Tilton during this transition. Battishill said that he really enjoyed participating in the parade this year. It was fun getting to see just how many attended and participated throughout the day.

Agenda #18 Adjournment

Motion by Wolf to adjourn, 2nd Murrison. Vote: yes, unanimous. Motion carried.