

**CITY OF SEDAN  
MINUTES OF MARCH 5, 2024**

The Sedan City Council met for the council's regularly scheduled meeting on March 5, 2024, beginning at 5:30 PM, with Mayor Bryan Blankinship presiding. Council members present: Janice Fine, Kathy Miller, Sharon Payne, and Adam Clark on the phone. Employees present: Lana Robinson, Jim Miller, Raven Darnall, Nancy Crawford, and Police Chief Kirk Richardson. Citizens present: Darrel Blakinship, Wellington Butler, Edward Pennington, Pam Koerner, Nathan Blankinship, Nathan McClure, Esquiro Avalos, and Breanna Avalos.

Mayor Bryan Blankinship called the meeting to order at 5:30 PM.

Kathy Miller made a motion to approve the agenda. Sharon Payne seconded the motion. Motion carried.

Janice Fine made a motion to approve the minutes from the regular meeting held on February 20<sup>th</sup>, 2024. Adam Clark seconded the motion. Motion carried.

Kathy Miller made a motion to approve the minutes from the special meeting held on February 23<sup>rd</sup>, 2024. Sharon Payne seconded the motion. Motion carried.

Janice Fine made a motion to approve the minutes from the special meeting held on February 27<sup>th</sup>, 2024. Kathy Miller seconded the motion. Motion carried.

Sharon Payne made a motion to approve the payment of the bills in the amount of \$37,228.31; Kathy Miller seconded the motion. Motion carried.

Public Comments – N/A

Staff Comments-

- Raven Darnall asked council about the new landlord in town with connect fees. The new landlord in town has several houses under their name. Do we pay the \$75 dollar turn on fees or the \$5 transfer fees for each residence. The council advised the landlord to pay the \$75 connection fee and \$5 for additional houses.
- Lana Robinson updated the petty cash usage by separating the petty cash from the register cash drawer. Petty cash is now \$100 in the main safe and will be utilized for postage. All employees will be set up in our AP system and will be reimbursed for travel, training, or meals via AP and not through petty cash. An employee reimbursement form has been made to process these employee reimbursements with the approval of the supervisor, city clerk, and Mayor. Extended absence application for trash service form was made for those who need to suspend their trash services. Employee disciplinary action form was created for documentation. Viewing the budget and possibly looking for another person to prepare the budget.
- Nancy Crawford went to Municipal Court Clerk Training las week. Lots of good resources and information were gathered. Working on Waste Connection billing and adjusting accounts that

do not have trash services or have additional dumpsters. There is a dumpster in a residential area that has come up. Janice Fine advised speaking to the mayor regarding this at a later time.

- Jim Miller needs to purchase fish food for the State program. It will be approximately \$24.10 a bag and he would need 120 bags through Farm Supply. All KDOT tests are completed. Purchased a new tablet for meter readings for water/sewer. Two new employees are working out well.

Janice Fine made a motion to approve Jim Miller to purchase fish feed from Farm Supply. Sharon Payne seconded the motion. Motion carried.

- Police Chief Kirk Richardson would like to upgrade sights to handguns and would like to use the VIN Inspection fund for purchase. The purchase of the sights would also require purchase of firearms and holsters totaling \$2,333.47. Fund will not be with taxpayers' money.

Janice Fine made a motion to approve the purchase of updated equipment for sights and firearms from the VIN Inspection fund for Police Chief and officer at \$2,333.47. Adam Clark seconded the motion. Motion carried.

#### Council Comments-

- Kathy Miller requested job descriptions for each staff member.
- Mayor Bryan Blankinship approved tablet purchase for water/sewer meter readings and boots for the new employees.
- Adam Clark was inquiring about the street parking spots needing to be painted on Douglas Street. Jim Miller advised he is waiting for the weather to get better so the paint will stick.

Janice Fine made motion to approve Devin Lumley hire date of March 11<sup>th</sup>, 2024. Sharon Payne seconded the motion. Motion carried.

#### SoKan Jam-

- Nathan McClure with Rendezvous Outdoors LLC came in to speak with the council and get approval to host a gravel race starting in our city at the Fairgrounds this year. The race would be going through the county. The race would be in October.
- The council was on board and arrangements would be made to contact the county to keep all in the loop regarding the race.

#### City Certificate of Deposit (CD)-

- Council had a discussion regarding the funds and how much to place in a CD. This was tabled for the next meeting.

Account #337- sewer reduction and payment plan-

Jance Fine made motion to approve payment plan to 6 months at \$119.00 a month. Kathy Miller seconded the motion. Motion carried.

Account #585-sewer reduction and payment plan-

Need form fully filled out with cost and bring back to next meeting.

2024 Pool Season Manager-

- Jim Miller advised the council that the liner is 6-8 years past its life expectancy. The pool will need to be cleaned, pumps fired back up and the concrete is broken due to weather conditions. Will need to patch holes and fix some concrete but should be able to get up and running for this season.
- Will be looking into grants and possibly a new pool for the following year.

Janice Fine made a motion to advertise for a pool manager. Kathy Miller seconded the motion. Motion carried.

Police Vehicle from KHP-

- A financial discussion was had regarding the funds and all options in every aspect of the budget.
- Adam Clark wants to start discussions about getting vehicles on a rotation schedule for replacement throughout the city.

Janice Fine made a motion to purchase a second police vehicle at \$35,425.00 from KHP as it is available out of the carryover. Adam Clark seconded the motion. Motion carried.

Salt Creek Excavating LLC. Bill- Sam Sears-


- Jim Miller advised the council that Todd Miller's shop driveway was damaged from the water line going through it. The driveway was damaged, and the last administration agreed to pay for half of the replacement. Salt Creek Excavating LLC. Completed the repair and the City's half is \$1,080.00.

Janice Fine made a motion to approve payment to Salt Creek Excavating LLC in the amount of \$1,080.00. Sharon Payne seconded the motion. Motion carried.

Mayor Bryan Blankinship was contacted by a citizen wanting to put in a bid on sidewalk repairs.

It was discussed about the city docks at both lakes and Lana Robinson will be looking into grants to get those replaced.

At 6:49PM, Sharon Payne made a motion to adjourn the meeting. Kathy Miller seconded the motion. Motion carried and the meeting adjourned.



Bryan Blankinship, Mayor



Lana Robinson, City Clerk