

# CITY OF CHERRYVALE MEETING OF THE CITY COUNCIL REGULAR MEETING

February 4, 2019  
6:00 PM



Working for a better tomorrow...today.

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## CALL MEETING TO ORDER

## INVOCATION

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## COMMITTEE & BOARD REPORTS

### **A. COMMUNITY CENTER ADVISORY BOARD**

No January Meeting

### **B. CHERRYVALE LIBRARY BOARD**

1. Minutes from 01-09-19 (Draft)

**RECOMMENDED ACTION:** Receive and File

### **C. CHERRYVALE HOUSING BOARD**

No January Meeting

## NEW COUNCIL BUSINESS

### **A. AUTOMATIC AID AGREEMENT PRESENTATION**

Presented by Jesse Reed, Fire Chief

**RECOMMENDED ACTION:** Authorize the fire chief to sign the automatic aid agreement with Independence Fire/EMS Department.

### **B. JAG GRANT PRESENTATION**

Presented by Jimmy Holt, Police Chief

**RECOMMENDED ACTION:** Approve spending of grant funds as presented.

### **C. CONSENT AGENDA**

Presented by John Wright, Mayor

**RECOMMENDED ACTION:** Approve the consent agenda as presented.

1. Appropriations and Payroll Ord. No. 19-01-25 **\$107,558.25**
  - a. Approval of Purchases over \$5,000
    - i. People's State Bank (Payroll Taxes) \$ 6,606.78
    - ii. Blue Cross Blue Shield (Insurance) \$10,519.73
    - iii. Cherryvale Library Treasurer (Tax Distribution) \$25,811.11
    - iv. Republic Services (Trash) \$ 7,998.78
    - v. Mayer Specialty Services (Manhole Rehab) \$ 7,757.50
2. Approval of the minutes for January 22, 2019 regular meeting.
3. Approval of the minutes for January 25, 2019 special meeting.

### **INFORMATIONAL ITEMS**

1. City offices are closed on Monday, February 18, 2019 for President's Day.
2. Next regular City Council meeting is February 19, 2019 (*Tuesday Meeting*).

### **EXECUTIVE SESSION (NON-ELECTED PERSONNEL)**

**RECOMMENDED ACTION:** Recess into executive session in order to discuss confidential information relating to personnel matters of non-elected personnel for a period of 20 minutes to include the City Clerk/Acting City Administrator.

### **ADJOURNMENT**

This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Cherryvale is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City in a timely manner.

Cherryvale Public Library  
Board of Trustees Meeting  
Agenda for  
January 9, 2019, 6:00 p.m.  
Location: Cherryvale Public Library

1. Roll Call
2. Approval of Consent Agenda
  - A. Board Meeting Minutes (attached)
  - B. Financial Report (not attached)
  - C. President's Report (not attached)
  - D. Library Director's Report (attached)
3. Old Business:
  - A. Hoopla Impact and Budget Adaptations
  - B. Thyssenkrupp Update
4. New Business:
  - A. Friends Cookie Sale Work Schedule
  - B. Approval of 2019 GAAP Waiver Resolution
  - C. Approval of 2020 Budget Resolution
  - D. Fundraiser Ideas
5. Reports:
  - A. Committee Reports
6. Announcements:
  - A. City Council Meeting, January 22nd, \*6:00 p.m., City Hall
  - B. Board of Trustee Meeting, January 9<sup>th</sup>, 6:00 p.m.\*\*\*
  - C. American Red Cross Bloodmobile, January 14, Community Room
  - D. 2019 Allocation Worksheet Due, January 18<sup>th</sup>
  - E. Vintage Movie Days, January 14<sup>th</sup> & 28<sup>th</sup>, 1:00 p.m.
  - F. State Annual Report Due February 8<sup>th</sup>
  - G. City Council Meeting, February 4<sup>th</sup> & 18<sup>th</sup>, \*6:00pm, City Hall
  - H. Board of Trustee Meeting, February 13<sup>th</sup>, 6:00pm\*\*\*
  - I. Vintage Movie Days, February 11<sup>th</sup> & 25<sup>th</sup>, 1:00pm
  - J. City Council Meeting, March 4<sup>th</sup> & 19<sup>th</sup>, 6:00pm, City Hall
  - K. Board of Trustee Meeting, March 13<sup>th</sup>, 6:00pm\*\*\*
  - L. Vintage Movie Days, March 11<sup>th</sup> & 25<sup>th</sup>
  - M. City Council Meeting, March 4<sup>th</sup> & 18<sup>th</sup>, 6:00p.m., City Hall\*\*\*
  - N. Vintage Movie Days, March 11<sup>th</sup> & 25<sup>th</sup>, 1:00 p.m.
  - O. Board of Trustee Meeting, March 13<sup>th</sup>, 6:00 p.m.\*\*\*
  - P. Library Fundraiser, March 25<sup>th</sup>-29<sup>th</sup>
7. Adjournment

**\*\*Denotes Meetings that cannot be missed by Staff or Board Members**

Cherryvale Public Library Board of Trustees  
Cherryvale Public Library  
December 12, 2018  
6:00 PM  
Location: Cherryvale Public Library

The December 12, 2018 meeting of the Cherryvale Public Library Board of Trustees was called to order at 5:58 pm by President Misty Humaciu. Those present were, Library Director April Read, Secretary Jayne Mattix, Jim Wyckoff, Terry Clifton and Diane Mahaffey.

It was moved by Diane to accept the Consent Agenda and seconded by Terry. Motion passed.

**Old Business**

A. *Equipment Acquisitions Updated*—The printer ordered arrived with a broken laser glass cover. It was returned and a replacement has been received. The book repair machine should arrive by the end of the week.

B. *Setting Work and Sale Dates for Book Sale*—The proposed date for used book sale is March 18th-23rd.

**New Business**

A. *Hoopla financial impact*—The reception of the Hoopla application has been very positive by the ones that are using it. Board members received a printout of the activity. It revealed a balanced mixture of audiobooks, movie, music, and e books

B. *Review of Tax Revenue Disbursement Schedule*—Board members were given the dates for tax revenue disbursements from the county for 2019.

C. *Discussion of Disposition of Equipment*—Permission was given to the library director to dispose as she sees fit.

D. *Annual Approval of Library Policies*—Policies were reviewed, revised in January 2018 and meets the criteria for the upcoming year.

E. *Annual Director Evaluation*-Each board member filled out the annual evaluation and filed with the board president.

F. *Fundraiser Ideas*-Ongoing

**Reports:** See Library Director Report

**Announcements:** For board members information

**Adjournment:** Jayne moved that the meeting be adjourned and seconded by Jim at 6:39 p.m.. Motion passed.

Submitted by Jayne Mattix,  
Library Board of Trustee Secretary

*Library Director Report  
January 9, 2018*

**Library Business:**

The year is off with a running start. We still have many tasks to accomplish so all financial reporting is submitted on time. This meeting we will be taking care of two annual forms. The GAAP Waiver and the Budget Resolution will need to be approved and signed at the meeting. This allow us to operate on a cash basis, not the customary accrual system for most businesses.

I will be sharing a document from Roger about the hoopla billing. At the Westminster Woods presentation we were all told there was funding to assist all libraries through 2019 and well into 2020. Surprise! All is not as it was presented. We will need to refigure our 2019 approved budget. This will cut into another line item for certain. We have already had a big budget cut for this year and now we are having to sacrifice again.

Make no mistake, staff is very pleased with the hoopla program and it has been well received. Our older patrons, working patrons, and those who are enjoying life are taking advantage of hoopla. The report shows a large number of children's items (books and movies) have been used. Our traveling folks are enjoying the audio books and eBooks. So, while we knew there was to be a large expense to come, it definitely was not to appear so soon. I suspect we are not the only library scrambling to find funds.

We are finally attached (thanks to Iola IT Staff) to the computers and the new Kyocera is earning its keep. All of the old equipment has been removed. Staff is no longer running across the building trying to print, scan and fax. This machine is a dream and so easy to use. This is by far the best investment we could have made for the demands of the community needs. No more printed pages walking-away or material (books & movies) walking out the door while we are away from the desk. We are able to fax larger volumes than in the past. Printing copies is quicker and no one has minded the five cent increase. It really makes our working lives easier and helps our patrons receive better time saving service.

**Building:**

*Inside:*

It's a new year full of new adventures. Thus far, I am not going to bring misfortune upon us by complaining. The windows are sealed, the heater is doing its job, except for constant sanitizing the bathrooms are working, and the sump hole is quiet! While it is still early, staff is hopeful we have another quiet month. At the time of this writing the front door is wide open and fresh air is coming in to freshen up the stale winter air. A little sunshine coming through the window always perks up the spirits.

As you all know, Thyssenkrupp has raised our rates for the 2019 year. This is a necessary service expense, but the service portion has been lacking. I sent out a message and Jim has attempted contact with the company. I have listed this subject on the agenda and hope that Jim will have received a reply from the company by meeting time. I do want to thank Jim for taking on this task for us.

*Outside:*

Except for falling leaves and falling tree limbs we are doing ok. We still have a long way until spring, so snow or freezing rain is likely in our future. As I stated prior to this report, we have shovels and ice melt on hand. I will again ask for the name of someone to help us in the event we have a heavy snowfall.

There is also a large, growing, pile of brush building up by the Westar light pole. I do not have a way to haul the brush to the dump for burning. My son's pickup truck is under the weather so if you know someone who might haul off the brush that would be great. If we have snow or ice someone could slide into the brush and do damage to their vehicle or person.

### **Program Ideas and Such:**

The library has two beginner computer classes scheduled. The basic class is set for 1:00pm-3:00pm on January 17<sup>th</sup> and the follow-up class will be January 24<sup>st</sup>. With the holiday gift giving coming to a close it is time to assist those who received technology items they are not comfortable using on their own. These classes are for all ages and skill levels. We will be utilizing the laptop and television system so everyone is able to see clearly and understand all at the same time. Handout packets will be available for those who want to do more learning at home. Extended/advanced classes will be available if an interest is expressed.

We are always open to new ideas. When we have presented programs in the past there was a lack of participation. People request events and when it comes time, no one attends. So if the community has any ideas, we welcome the feedback. We have offered game days, craft times, chess lessons with experienced players, and toddler early learning activities and interest isn't there. We are here to serve the community.

We continue to offer the Vintage Movies on Mondays, our Chapter Chat Group, and the Busy Hands on Thursday afternoons.

### **Things In General:**

The holidays have come to a close and school is open. We are busy and the children seem to be adjusting to their return to school routines. Patrons are using our services more and we are happy about that. More exciting is the fact we have the equipment to make all lives a little easier. We have been blessed with wonderful opportunities to improve our services.

I suspect this will be a year of change for all of us and for our country. As we strive to maintain the same level of service with limited funding we anticipate more needs from our patrons. Job searching, income tax filing, and general use of the public library will be the goal of the coming days. The first of the year is always a busy time for everyone.

*"Whenever you find yourself doubting how far you can go, just remember how far you have come. Remember everything you have faced, all the battles you have won, and all the fears you have overcome." —Unknown*

Respectfully Submitted,  
April Read, Library Director

BANK NO	BANK NAME	CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
1 COMM. NATIONAL BANK & TRUST									
		26540			Payroll Checks	6,327.44			
Thru		26555							
		26556	1/25/2019	1440	CITY OF CHERRYVALE	400.50			
		26557	1/25/2019	7379	SURENCY LIFE AND HEALTH	108.76			
		26558	1/25/2019	9211	BCBS OF KANSAS	164.00			
		26559	1/25/2019	9212	BCBS OF KANSAS	2,288.42			
		26560	1/25/2019	9214	KANSAS PAYMENT CENTER	1,084.84			
		26561	1/25/2019	9223	AFLAC	514.10			
		26562	1/25/2019	9230	SECURITY BENEFIT	170.77			
		26563	1/25/2019	9390	UNIVERSAL CREDIT UNION	.01			
		26564	1/25/2019	79	AIRGAS USA, LLC	120.50			
		26565	1/25/2019	600	BLUE CROSS-BLUE SHIELD	10,519.73			
		26566	1/25/2019	9310	CHERRYVALE FAMILY MEDICINE	204.00			
		26567	1/25/2019	1250	CHERRYVALE LIBRARY TREASURER	25,811.11			
		26568	1/25/2019	9401	COLLECTION BUREAU OF KANSAS	232.25			
		26569	1/25/2019	9371	CORE & MAIN LP	421.88			
		26570	1/25/2019	9059	COX COMMUNICATIONS	256.00			
		26571	1/25/2019	9073	CRYSTAL LAKE FISHERIES, INC	895.00			
		26572	1/25/2019	2260	EMERT CHUBB REYNOLDS, LLC	507.50			
		26573	1/25/2019	2995	HFE PROCESS	309.69			
		26574	1/25/2019	3101	HIGHER CALLING TECHNOLOGIES	1,116.00			
		26575	1/25/2019	6588	HINES & JONES, P.A.	450.00			
		26576	1/25/2019	3275	HUGO'S INDUSTRIAL SUPPLY, INC.	48.00			
		26577	1/25/2019	9392	INTERNATIONAL ASSOCIATION OF	275.00			
		26578	1/25/2019	9387	KANSAS HIGHWAY PATROL	8.00			
		26579	1/25/2019	3970	KANSAS STATE TREASURER	162.00			
		26580	1/25/2019	5000	LOCKWOOD COMPANY, INC.	75.95			
		26581	1/25/2019	105	MID-AMERICAN RESEARCH CHEMICAL	105.38			
		26582	1/25/2019	103	MAYER SPECIALTY SERVICES	7,757.50			
		26583	1/25/2019	5033	MEDICLAIMS, INC.	995.56			
		26584	1/25/2019	6210	POSTMASTER	200.00			
		26585	1/25/2019	6580	REPUBLIC SERVICES	7,998.78			
		26586	1/25/2019	6583	REVIZE LLC	900.00			
		26587	1/25/2019	6674	ROBERTS, BILLY D.	433.30			
		26588	1/25/2019	9272	SEK ASSOC OF FIRE CHIEFS	75.00			
		26589	1/25/2019	104	TOOLS PLUS INDUSTRIES LLC	282.08			
		26590	1/25/2019	9317	UNIFIRST CORPORATION	170.88			
		26591	1/25/2019	7680	UNITED STATES POSTAL SERVICE	500.00			
		26592	1/25/2019	7669	UNUM LIFE INSURANCE COMPANY	418.94			
		26593	1/25/2019	7807	WAGeworks, INC	120.00			
		26594	1/25/2019	2590	WEX BANK	2,526.91			
		669			Payroll Checks	15,129.55			
Thru		690							
		16012713	1/25/2019	914	CARD SERVICES	523.89			**E-PAY**
		16012714	1/25/2019	914	CARD SERVICES	180.68			**E-PAY**
		16012715	1/25/2019	914	CARD SERVICES	464.87			**E-PAY**
		16012716	1/25/2019	914	CARD SERVICES	207.66			**E-PAY**

**ACCOUNTS PAYABLE CHECK REGISTER**

BANK NO CHECK NO	BANK NAME DATE	VENDOR NO VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
16012717	1/25/2019	914 CARD SERVICES	146.20			**E-PAY**
16012718	1/25/2019	914 CARD SERVICES	170.48			**E-PAY**
16012719	1/25/2019	914 CARD SERVICES	60.00	**CLEARED**	**VOIDED**	**E-PAY**
16012720	1/25/2019	914 CARD SERVICES	2,518.27			**E-PAY**
16012721	1/25/2019	914 CARD SERVICES	279.90			**E-PAY**
16012722	1/25/2019	914 CARD SERVICES	668.31			**E-PAY**
16012723	1/25/2019	9200 PEOPLES STATE BANK	6,606.78			**E-PAY**
16012724	1/25/2019	9201 KANSAS WITHHOLDING TAX	1,001.52			**E-PAY**
16012725	1/25/2019	9203 KPERS	4,704.36			**E-PAY**

BANK TOTAL 86,101.26  
 OUTSTANDING 86,101.26  
 CLEARED 60.00  
 VOIDED 60.00

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
100 GENERAL OPERATING	34,121.66	34,121.66	.00	60.00
200 SPECIAL HIGHWAY	1,186.48	1,186.48	.00	.00
210 LIBRARY	25,811.11	25,811.11	.00	.00
215 SPECIAL PARK & RECREATION	895.00	895.00	.00	.00
250 REFUSE COLLECTION	7,998.78	7,998.78	.00	.00
700 WATER O & M	4,706.63	4,706.63	.00	.00
715 WWTP & S.S. O & M	11,381.60	11,381.60	.00	.00

REPORT TOTAL 86,101.26  
 OUTSTANDING 86,101.26  
 PAYROLL 21,456.99

**TOTAL \$107,558.25**

MAYOR: \_\_\_\_\_

CITY CLERK: \_\_\_\_\_

SIGNED THIS 4th DAY OF FEBRUARY, 2019

SIGNED THIS 4TH DAY OF FEBRUARY, 2019



**CITY OF CHERRYVALE  
MEETING OF THE CITY COUNCIL  
REGULAR MEETING  
January 22, 2019  
6:00 p.m.**

*Working for a better tomorrow... today.*

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**ORDER OF BUSINESS**

**CALL MEETING TO ORDER**

Mayor Wright called the meeting to order at 6:02 pm.

Present: Mayor John Wright, Council Member Leslie Overall, Council Member Rick Valverde, City Clerk Karen Davis, Police Chief Jimmy Holt, Fire Chief Jesse Reed, Interim Public Works Director Clint Dean, Amber Dean, Sandra Minnich, Jim Hogben, Misty Humaciu, and Andy Taylor (*Montgomery County Chronicle*).

**INVOCATION**

Council Member Leslie Overall led the invocation.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

*City Clerk Karen Davis took roll:*

Mayor Wright- present; Council Member Overall – present; Council Member Ward- present; Council Member Valverde- present; Council Member King- absent

**PUBLIC FORUM**

None

**GOVERNING BODY COMMENTS**

Mayor John Wright- He recommended Clint Dean be named as our voting delegate to KRWA. **Council Member Valverde made a motion to name Clint Dean as our voting delegate for KRWA, seconded by Council Member Ward. Motion passed 3/0.**

Council Member Leslie Overall – None

Council Member Dan Ward- None

Council Member Rick Valverde- None

Council Member Don King – Absent

**NEW COUNCIL BUSINESS**

**A. EXPIRING CAPITAL IMPROVEMENTS SALES TAX – RESOLUTION 19-3**

Presented by Karen Davis, City Clerk/Acting City Administrator

**Council Member Valverde made a motion to adopt Resolution 19-3 which allows the City to move forward with the Special Election to renew expiring retailers’ sales tax for .75% for the purpose of financing capital improvements for a period of four years, seconded by Council Member Overall. Motion passed 3/0**

**B. EXPIRING RECREATIONAL AMENITIES SALES TAX – RESOLUTION 19-4**

Presented by Karen Davis, City Clerk/Acting City Administrator

**Council Member Valverde made a motion to adopt Resolution 19-4 which allows the City to move forward with the Special Election to renew expiring retailers’ sales tax for .25% for the purpose of financing recreational amenities for a period of four years, seconded by Council Member Overall. Motion passed 3/0**

**C. 2019 HEALTH, DENTAL & VISION INSURANCE RENEWAL**

Presented by Karen Davis, City Clerk/Acting City Administrator

**Council Member Valverde made a motion to approve the BCBS of Kansas Health & Dental Insurance renewal and Surency Vision Care Insurance renewal, seconded by Council Member Ward. Motion passed 3/0.**

**D. CITY TREASURER’S REPORT – 4<sup>TH</sup> QUARTER 2018**

Presented by Karen Davis, City Clerk/Acting City Administrator

**Council Member Valverde made a motion to approve the publication of the 4<sup>th</sup> Quarter 2018 City Treasurer’s Report as presented, seconded by Council Member Overall. Motion passed 3/0.**

**E. CONSENT AGENDA**

Presented by John Wright, Mayor

1. Appropriations and Payroll Ord. No. 19-01-11: \$82,093.83

a. Approval of Purchases over \$5,000

i. People’s State Bank (Payroll Taxes) \$11,026.69

ii. KPERS (Retirement) \$ 6,001.11

iii. Community National Bank (Comm Ctr Floor) \$ 9,574.45

2. Approval of the minutes for January 7, 2019 regular meeting.

**Council Member Valverde made a motion to approve the consent agenda as presented, seconded by Council Member Overall. Motion passed 3/0.**

**DEPARTMENT HEAD REPORTS**

1. City Clerk, Karen Davis
2. Interim Director of Public Works, Clint Dean
3. Police Chief, Jimmy Holt
4. Fire Chief, Jesse Reed

**INFORMATIONAL ITEMS**

1. Next City Council meeting February 4, 2019 at 6:00 p.m.
2. Chamber of Commerce Annual Meeting & Banquet, Tuesday, January 29<sup>th</sup> at 6:30 p.m. at Just Us.

**EXECUTIVE SESSION (NON-ELECTED PERSONNEL)**

**Council Member Valverde made a motion to recess into executive session in order to discuss confidential information relating to personnel matters of non-elected personnel to include the City Clerk/Acting City Administrator for 20 minutes, from 6:35 to 6:55 p.m., seconded by Council Member Overall. Motion passed 3/0**

**The mayor declared us back in regular session at 6:57 p.m.**

**ADJOURNMENT**

**A motion was made by Council Member Valverde, seconded by Council Member Overall to adjourn the meeting at 6:58 p.m. Motion passed 3/0.**

Respectfully submitted by,

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Karen Davis, City Clerk

**CITY OF CHERRYVALE**  
**MEETING OF THE CITY COUNCIL**  
**SPECIAL MEETING**  
**January 25, 2019**  
**6:30 p.m.**

Working for a better tomorrow... today.

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**ORDER OF BUSINESS**

**CALL MEETING TO ORDER**

Mayor John Wright called the meeting to order at 6:30 p.m.

Present: Mayor John Wright, Council Member Leslie Overall, Council Member Dan Ward, Council Member Rick Valverde, City Clerk/Acting City Administrator Karen Davis, and City Administrator Candidates.

**NEW COUNCIL BUSINESS**

**A. EXECUTIVE SESSION (PERSONNEL MATTERS OF NON-ELECTED PERSONNEL)**

A motion was made by Council Member Valverde, seconded by Council Member Overall to recess into executive session in order to discuss confidential information relating to personnel matters of non-elected personnel to include the Acting City Administrator and City Administrator Candidate #1 for a period of 60 minutes from 6:31 – 7:31 p.m. Motion passed 3/0.

The mayor declared us back in regular session at 7:31 p.m.

**B. EXECUTIVE SESSION (PERSONNEL MATTERS OF NON-ELECTED PERSONNEL)**

A motion was made by Council Member Valverde, seconded by Council Member Overall to recess into executive session in order to discuss confidential information relating to personnel matters of non-elected personnel to include the Acting City Administrator and City Administrator Candidate #2 for a period of 60 minutes from 7:31 – 8:31 p.m. Motion passed 3/0.

The mayor declared us back in regular session at 8:31 p.m.

**ADJOURNMENT**

**A motion was made by Council Member Valverde, seconded by Council Member Ward to adjourn the meeting at 8:33 p.m. Motion passed 3/0**

Respectfully submitted by,

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Karen Davis, City Clerk