

**MINUTES-REGULAR MEETING
MAIZE CITY COUNCIL
Monday, October 17, 2016**

The Maize City Council met in a regular meeting at 7:00 p.m., Monday, **September 19, 2016** in the Maize City Hall, 10100 Grady Avenue, with *Mayor Clair Donnelly* presiding. Council members present were *Karen Fitzmier, Pat Stivers, Donna Clasen* and *Alex McCreath*. *Kevin Reid* was absent.

Also present were: *Richard LaMunyon*, City Administrator, *Rebecca Bouska*, Deputy City Administrator, *Jocelyn Reid*, City Clerk, *Matt Jensby*, Police Chief, *Ron Smothers*, Public Works Director, *Bill McKinley*, City Engineer, *Kim Edgington*, Planning Administrator, *Tom Powell*, City Attorney, and *Larry Kleeman*, Financial Advisor.

APPROVAL OF AGENDA:

The Agenda was submitted for approval.

MOTION: *Clasen* moved to approve the Agenda as submitted.
Stivers seconded. Motion declared carried.

CONSENT AGENDA:

The Consent Agenda was submitted for approval including:

- a) Approval of minutes – Regular Council Meeting of September 19, 2016
- b) Receive and file Planning Commission Meeting Minutes of September 1, 2016.
- c) Cash Disbursements from September 1, 2016 through September 30, 2016 in the amount of \$1,129,828.93 (Check #63159 through #63288).

MOTION: *Clasen* moved to approve the Consent Agenda as submitted.
McCreath seconded. Motion declared carried.

2016 BUDGET AMENDMENT:

Staff recommended an amendment to the 2016 budget to reflect additional expenditures in the general, street, wastewater and water funds.

MOTION: *Clasen* moved to approved the recommendation to amend the 2016 budget, set the public hearing for 7:00 pm on November 21, 2016 and publish in *The Clarion*.
Stivers seconded. Motion declared carried.

FLOODPLAIN MANAGEMENT AMENDING ORDINANCE:

An ordinance amending an existing part of the City Code relating to the revised FEMA floodplain maps was submitted for Council approval.

MOTION: *Clasen* moved to approve the amending floodplain ordinance subject to the approval of the Chief Engineer of Water Resources.
Fitzmier seconded. Motion declared carried.

City Clerk assigned Ordinance #925.

EAGLES NEST PHASE 2B WATER BIDS AND CONTRACT:

Bids and a construction contract for water improvements in Eagles Nest Phase 2B were submitted for Council approval.

MOTION: *Stivers* moved to accept the low bid and approve the construction contract with Wilks Underground Utilities, LLC in an amount not to exceed \$79,304 and authorize the Mayor to sign.
Fitzmier seconded. Motion declared carried.

REVISED JOB DESCRIPTIONS, ADDITIONS AND CHANGES TO THE ORGANIZATIONAL CHART:

Changes and additions to the City of Maize Personnel Policy Manual were submitted for Council approval.

MOTION: *Clasen* moved to approve the following changes to the Personnel Policy Manual:

1. Addition of the Police Administrative Sergeant Job Description
2. Addition of the Police Patrol Sergeant Job Description
3. Removal of the Sergeant Job Description
4. Addition of the PT Customer Service Clerk Job Description
5. Revise the Organizational Chart

Fitzmier seconded. Motion declared carried.

SEWER EXTENSION-HAMPTON LAKES 3RD ADDITION:

A resolution of advisability authorizing the extension of sanitary sewer along Maize Road and creating a benefit district and a sewer basin ordinance creating a sewer basin for two out-of-city tracts in the benefit district were submitted for Council approval.

MOTION: *Fitzmier* moved to adopt the resolution of advisability and the sewer basin ordinance for the Hampton Lakes 3rd Addition Sewer Extension.

Stivers seconded. Motion declared carried.

City Clerk assigned Resolution #588-16 and Ordinance #926.

ADJOURNMENT:

With no further business before the Council,

MOTION: *Fitzmier* moved to adjourn.

Stivers seconded. Motion declared carried.

Meeting adjourned.

Respectfully submitted by:

Jocelyn Reid, City Clerk