

**MINUTES-REGULAR MEETING  
MAIZE CITY COUNCIL  
Monday, November 18, 2013**

The Maize City Council met in a regular meeting at 7:00 p.m., Monday, **November 18, 2013** in the Maize City Hall, 10100 Grady Avenue, with **Mayor Clair Donnelly** presiding. Council members present were **Donna Clasen, Alex McCreath, Pat Stivers, Karen Fitzmier** and **Kevin Reid**.

Also present were: **Richard LaMunyon**, City Administrator, **Rebecca Bouska**, Deputy City Administrator, **Matt Jensby**, Police Chief, **Ron Smothers**, Public Works Director, **Kim Edgington**, Planning Administrator, **Kim Bell**, Bond Counsel, **Tom Powell**, City Attorney.

**APPROVAL OF AGENDA:**

The Agenda was submitted for Council 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 the Council Meeting Minutes of October 21, 2013, the Planning Commission of October 3, 2013 for receipt and file, the Park & Tree Board minutes of September 10, 2013 for receipt and file and the Cash Disbursement Report from October 1, 2013 through October 31, 2013 in the amount of \$932,116.58 (Check #57041 through #57216).

**MOTION:** *Clasen* moved to approve the Consent Agenda with the following addition to the October City Council minutes: include the bids for the Central Street sidewalk.  
*Stivers* seconded. Motion declared carried.

**PUBLIC HEARING FOR THE AMENDED 2013 BUDGET:**

*Mayor Donnelly* opened the Public Hearing at 7:00 pm. Hearing no comments, the Public Hearing was closed.

**EXECUTIVE SESSION:**

*Mayor Donnelly* requested a 25-minute executive session to discuss non-elected personnel.

**MOTION:** *Clasen* moved to enter executive session for 25 minutes to discuss non-elected personnel.  
*Fitzmier* seconded. Motion declared carried.

Council entered executive session at 7:05 pm and reconvened at 7:30 pm. No action was taken.

**EMPLOYEE SALARY PLAN**

A cost-of-living adjustment for all employees was submitted for Council discussion and approval.

**MOTION:** *Fitzmier* moved to approve a one-time payment of 2.5% of annual gross pay for full-time employees and \$500 for part-time employees to be paid before December 31, 2013.  
*Clasen* seconded. Motion declared carried.

*Fitzmier* left the meeting at 7:45 pm.

**ADOPTION OF THE 2013 AMENDED BUDGET:**

The amended 2013 budget was submitted for Council approval.

**MOTION:** *Clasen* moved to adopt the amended 2013 budget as published.  
*Reid* seconded. Motion declared carried.

**EDX POLICY (ECONOMIC DEVELOPMENT INCENTIVE):**

A policy to establish the requirements for granting economic development incentives (EDX) was submitted for Council approval.

**MOTION:** *Reid* moved to postpone the item for further staff research and bring back to Council.  
*McCreath* seconded. Motion declared carried.

**IRB POLICY (ECONOMIC DEVELOPMENT INCENTIVE):**

A policy to establish the requirements for granting IRBs was submitted for Council approval.

**MOTION:** *Clasen* moved to postpone the item for further staff research and bring back to Council  
*McCreath* seconded. Motion declared carried.

**PARK AND TREE BOARD APPOINTMENTS:**

*Mayor Donnelly* recommended the appointment of Marina Fulton and Justin Banks to the Park and Tree Board to fill vacancies that expire in May, 2014.

**MOTION:** *Clasen* moved to approve the appointment of Marina Fulton and Justin Banks to the Park and Tree Board.  
*McCreath* seconded. Motion declared carried.

*Fitzmier* returned to the meeting at 8:55 pm.

**EXECUTIVE SESSION:**

*Mayor Donnelly* requested a 30-minute executive session to discuss personnel matters.

**MOTION:** *Clasen* moved to enter executive session for 30 minutes to discuss personnel matters.  
*Stivers* seconded. Motion declared carried.

The Council entered executive session at 9:00 pm and reconvened at 9:30 pm. No action was taken.

**CITY ADMINISTRATOR AND CITY ATTORNEY EMPLOYMENT CONTRACTS:**

A proposal to continue the City Administrator and City Attorney's employment contracts was submitted for Council approval.

**MOTION:** *Clasen* moved to approve a one-time payment of 2.5% of the City Administrator's base salary to be paid before December 31, 2013 and 2.5% base salary increase for the City Administrator effective January 1, 2014.  
*Fitzmier* seconded. Motion declared carried.

**MOTION:** *Clasen* moved to approve a 2.5% base salary increase for the City Attorney effective January 1, 2014.  
*McCreath* seconded. Motion declared carried.

**ADJOURNMENT:**

With no further business before the Council,

**MOTION:** *Clasen* moved to adjourn.  
*Stivers* seconded. Motion declared carried.  
Meeting adjourned.

Respectfully submitted by: \_\_\_\_\_  
Jocelyn Reid, City Clerk