

ARTICLE E. ATTENDANCE AND LEAVE

E-1. HOURS OF WORK.

- (a) General Employees. The normal work week for general employees, which includes all employees other than police officers and fire fighters, shall be forty (40) hours. Full-time personnel employed in departments operating on a 24-hours basis, other than police officers and fire fighters, shall work not fewer than forty (40) hours per week, on a schedule to be assigned by the department head.
- (b) Police Officers. The normal work week for full-time police officers shall average forty-two and seventy-five hundredths (42.75) hours.
- (c) Firefighters. The normal work week for full time fire fighters shall average fifty-three (53) hours.
- (d) Normal Work Hours. No employee shall be permitted to work in excess of his/her normal work week except when so directed by the City Administrator or his designee.

E-2. REST BREAKS. Employees are entitled to a rest break of fifteen (15) minutes for each four (4) hours of work. The time of the rest break, usual mid-morning and mid-afternoon, shall be determined by the employee's immediate supervisor.

E-3. HOLIDAYS.

(a) The following days shall be paid holidays for city employees:

- New Year's Day, January 1
- Martin Luther King, Jr. Day, 3rd Monday in January
- President's Day
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, 1st Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, 4th Thursday in November
- Christmas Day, December 25

(b) When New Year's Day, Independence Day, Veteran's Day or Christmas fall on a Saturday or Sunday, the preceding Friday or following Monday shall be declared a holiday; provided, power plant shift employees shall observe the set holiday on the actual holiday regardless of whether or not it falls on a Saturday or Sunday.

(c) Employees scheduled to work on a city observed holiday shall be paid double regular pay for the hours worked on the holiday.

(d) Part-time employees shall be paid only for city observed holidays that fall on days for which he/she would otherwise have been scheduled to work. The amount of such pay shall be equal to the wages he/she would have earned for the number of hours he/she would have been scheduled to work on that day. Seasonal and temporary employees shall not receive paid holidays.

(e) To be eligible to receive pay for a city holiday, an employee must not have been absent without leave either on the workday before or the workday after the holiday.

REGULAR MEETING COUNCIL CHAMBERS WASHINGTON, KANSAS AUGUST 5, 2002

The Governing Body of the City of Washington, Kansas met in Regular Session in the usual meeting place in said City on Monday the 5th day of August at 7:00 P.M. with the following members present; Mayor Herbert C. Dyck, Council members Dawn Kramer, Greg Wilson, Kevin Williams, Jon Snapp, Meyler Gibbs

ABSENT: none

Also present were; Paul L. Monty, City Attorney, Tim Schook, City Adm., Tim Sullivan and Tyler Tremblay, Liquid Glass Bottle Co., Chris Rogers, SECA, Judy and David Bridges and Bill Hays Reporter. Xerox copies of the minutes of the previous regular council meeting of July 1 and adjourned meetings of July 15 and 25. were given to the Mayor and each council member and they were reviewed. The need to change the minutes to read July 25th. Thereupon Jon Snapp moved to adopt the minutes with the date change. Kevin Williams seconded the motion. Motion carried.

Liquid Glass Bottle Co. Tim Sullivan and Tyler Tremblay were in to visit with the council about housing and expansion of Liquid Glass Bottle Co. They would like to locate in the industrial park or purchase an empty building in the downtown area. With a larger building and more kilns they would expand from four part time employees to 1 to 2 full time and 4 to 9 part time for the Christmas season. They were asking the council if they knew of any buildings for possible locations. Tim will take them to some possible buildings in the morning.

County Sheriff: Bill Overbeck stopped in to visit with the council about patrolling and door check within the City. He said Tracy Hattesohl will be scheduled to go on days when school starts and patrol with in the City.

SEGA: Chris, Vice President of SEGA Inc. gave a presentation to the Mayor and Council about his company and feasibility study for the City on the co-generation project with the Ethanol Plant.

Judy and David Bridges: Judy Bridges visited with the council about wanting to open a second hand, good used and new store or consignment store in Washington. They would be non profit and are looking for an organization that would sponsor them. The profits would go to help the food pantry and others within Washington County. They asked with help with utilities, free or reduced rates for the Trading Post building which they purchased also possible help in extra parking space. They inquired about trash service. This is to be addressed to the County Commissioners.

The final selection and interviews will be held at an adjourned meeting on Monday August 12th. The 2003 budget hearing will be held at 7:00 P.M. with interviews latter. The city clerk is to notify the applicants as to when and the interviews will be set at 45 minute intervals.

Brad Portenier asked Tim about another track of land to put a powder coat paint system in at the Industrial Park Will not need frontage property but is unsure as to the amount of land he would need. Would like to have it near his existing property to put in a small rail system between the two to flow the truck beds between the two buildings.

Had a water leak on East 8th. JoAnn Nider washed a load of clothes afterwards and it ruined her cloths. She is wanting to be reimbursed. Tim asked her to turn in amount so the City can turn it into our insurance company. Nothing has been turned in to date.

The Washington County Fair used 11,546 kilowatts during the week of the Fair at a cost of \$1,145.00. Will have to estimate the water consumption and labor and report at a later date.

The street department is requesting that we start to look into a purchase of a backhoe as Mr. Heck is going to retire and we will have need of one. Tim will give an update on lease purchase on new and used.

The fire department has received a grant for equipment in the amount of \$67,000.00. This is to purchase air packs and a compressor.

The fire department qualified on the LMI building grant for KANStep to supply materials and we furnish the labor.

Purchased four new tires for the ambulance. Mark Tiemeyer called to see if the City would help oil the Morrowville streets. No action taken.

Reviewed delinquent utility bills.

Paul said the judgment is set for August 14th on the Westside property, after that a 30 day notice of sheriff's sale published. The City may need to survey the property because of the attached building.

There came on for consideration an Ordinance entitled:

APPROPRIATION ORDINANCE NO. 2002-8
"AN ORDINANCE ALLOWING FOR PAYMENT OF THE
CITY'S BILLS AND DEBITS."

Thereupon on motion made by council member Kevin Williams moved for its adoption, that the City Clerk is hereby authorized and directed to issue payroll check_____through _____and warrant check_____through_____in payment of just bills and claims against the city and debit the appropriate fund for each expenditure. Thereupon council member Meyler Gibbs seconded the motion. Motion was declared carried.

It was moved and seconded the City council adjourn until Monday August 12th at 7:00 P.M.

Janet Jones City Clerk