



Two Rivers. No Limits

1407 N. 8th St. • P O Box 336 • Neodesha, Kansas 66757

SPECIAL CALL FOR SPECIAL MEETING OF BOARD OF COMMISSIONERS

Neodesha, Kansas
January 17, 2025

To the Board of Commissioners:

The Board of Commissioners will hold a Special Call meeting Friday, January 17, 2025 at 4:00 p.m., at City Hall, 1407 N. 8th St, for the following purpose:

1. Resolution: Amend Position Classification & Pay Plan Policy
2. Resolution: Amend Personnel Policy Manual
3. Appoint Vice-Mayor
4. 2025 Fireworks Agreement
5. Accept Resignation of FF/EMS Employee

AGENDA COMMENTS
SPECIAL CALL COMMISSION MEETING
January 17, 2025

1. Resolution: Amend Position Classification and Pay Plan Policy

For this agenda item, the Commission is asked to consider Resolution 25-01 which reflects a 3-percent COLA pay increase for all positions. This was approved by the Commission in the 2025 budget.

RECOMMENDED MOTION: *I move to approve Resolution 25-01, amending the Position Classification and Pay Plan.*

2. Resolution: Amend Personnel Policy Manual

For this agenda item, the Commission is asked to consider Resolution 25-02 which would add Federal holidays to the holiday schedule listed in Section 8 of the Personnel Policy Manual. Also included in this list is December 31st, or in some instances the last business day of the year, to close City Hall to the public for year-end processing.

RECOMMENDED MOTION: *I move to approve Resolution 25-02, amending the Personnel Policy Manual.*

3. Appoint Vice-Mayor

Due to the expiring term of Commissioner/Vice-Mayor Emily Vail-Keller, the Commission is being asked to designate the appointment of a Vice-Mayor for conducting Commission Meetings and authorized signing purposes in the absence of the Mayor.

RECOMMENDED MOTION: *I move to appoint Commissioner _____ as Vice-Mayor.*

4. 2025 Fireworks Agreement

Allen Miller, Miller Pyrotechnics, has submitted a contract for the 2025 4th of July Fireworks show. The price remains the same from last year at \$9,000 with the show to be held on July 3, 2025.

RECOMMENDED MOTION: *I move to approve the contract with Allen Miller, Miller Pyrotechnics, for the 2025 4th of July Fireworks show on July 3, 2025, in an amount not to exceed \$9,000.*

5. Accept Resignation of FF/EMS Employee

Fire/EMS employee Paul Terry submitted his resignation on January 5, 2025 stating his 2-week notice was given on December 19, 2024, and his last day on payroll was January 1, 2025. He further states that he would like to continue on as a temporary/part-time employee, helping out the department anytime they should need him.

RECOMMENDED MOTION: *I move to accept the resignation of Fire/EMS Department employee, Paul Terry, effective January 1, 2025.*

CITY OF NEODESHA

RESOLUTION 25-01

A RESOLUTION AMENDING THE POSITION CLASSIFICATION AND PAY PLAN FOR THE CITY OF NEODESHA, KANSAS, AS ADOPTED BY THE NEODESHA CITY COMMISSION BY RESOLUTION 18-14.

WHEREAS, K.S.A. 12-101 provides that a city may exercise the powers of home rule in determination of local affairs, and the City of Neodesha is a City of the Second Class as defined by Kansas Statute; and

WHEREAS, the management of the City of Neodesha regarding personnel rules, employee classification plans, compensation and related administrative procedures and policies are a permissible exercise of home rule powers, pursuant to K.S.A. 12-101a; and

WHEREAS, the City of Neodesha Governing Body established a pay plan and position descriptions for all City of Neodesha employees in the form of a Position Classification and Pay Plan document to establish an equitable pay system based upon merit performance to be administered by the City Administrator:

THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF NEODESHA:

That the following amendments be made to the adopted Position Classification and Pay Plan for the City of Neodesha:

- Amend Section 4 Pay Tables, to add a three-percent Cost of Living Adjustment (COLA) for Budget Year 2025.

ADOPTED AND APPROVED by the governing body of the City of Neodesha, Kansas this 17th day of January, 2025.

ATTEST:

Devin Johnson, Mayor

Stephanie Fyfe, City Clerk

CITY OF NEODESHA

RESOLUTION 25-02

A RESOLUTION AMENDING THE PERSONNEL POLICIES FOR THE CITY OF NEODESHA, KANSAS, AS ADOPTED BY THE NEODESHA CITY COMMISSION BY RESOLUTION 18-13.

WHEREAS, K.S.A. 12-101 provides that a city may exercise the powers of home rule in determination of local affairs, and the City of Neodesha is a City of the Second Class as defined by Kansas Statute; and

WHEREAS, the management of the City of Neodesha regarding personnel rules, employee classification plans, compensation and related administrative procedures and policies are a permissible exercise of home rule powers, pursuant to K.S.A. 12-101a; and

WHEREAS, the City of Neodesha Governing Body established personnel policies and rules in the form of a Personnel Policy Manual by the Neodesha City Commission as a policy directive to guide the City Administrator and the employees of the City of Neodesha in their duties as employees of the City consistent with the permissible exercise of home rule powers;

THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF NEODESHA:

That the following amendments be made to the adopted Personnel Policy Manual:

- Amend Section 8: 8.1 Holidays to read:
 - a. Employees are eligible to receive paid holidays beginning the first day of employment.

The following days shall be deemed to be the holidays to be observed by the City of Neodesha.

Jan 1	New Year's Day
Jan 20	Martin Luther King Jr. Day
Feb 17	Washington's Birthday
Apr 18	Good Friday
Apr 20	Easter Sunday
May 26	Memorial Day
Jun 19	Juneteenth
Jul 4	Independence Day
Sep 1	Labor Day
Sep 11	Patriots Day
Oct 13	Columbus Day
Nov 11	Veterans Day
Nov 27	Thanksgiving Day
Nov 28	Day after Thanksgiving Day
Dec 24	Christmas Eve
Dec 25	Christmas Day
Dec 31	New Year's Eve (Closed to public)

Commissioned Police personnel and Fire/EMS personnel will observe holidays on the actual date of the holiday. All other departments and salaried employees will fall under the holiday schedule described in 8.1(b).

ADOPTED AND APPROVED by the governing body of the City of Neodesha, Kansas this 17th day of January, 2025.

ATTEST:

Devin Johnson, Mayor

Stephanie Fyfe, City Clerk

