

Regular Council Meeting  
April 13, 2015

1. **Mayor Scott Schultz called the meeting to order at 7:30 pm.** Present were Council Members Bruce Swihart, Carla Lampe, Roger Jensen, Dale Weeks and Paula Keller. Also present were Police Chief Shane Guggenmos, City Attorney Mike Day, City Superintendent JR Landenberger, and City Clerk Lila Whitmore.
2. **Minutes** from the March 23 meeting were distributed and read. It was moved by Dale and seconded by Paula to approve the minutes. Motion passed.
3. **Consent Agenda:** It was moved by Bruce and seconded by Roger to approve the following items on the consent agenda: Permission for Clerk to pay insurance at time of billing; Permission for Clerk to pay utilities at time of billing; Permission for Clerk to pay utility incentives before the 25th of the month; Permission for Clerk to pay theater bills when due. Motion passed.
4. **Ordinance #977:** All bills on Ordinance #977 were reviewed. It was moved by Carla and seconded by Roger to approve the bills in the amount of \$279,466.59. Motion passed.
5. Mayor Schultz presented exiting **Councilman Dale Weeks** with a plaque and thanked him for his 12 years of service and commitment as a Council member.
6. **Oath of Office:** Scott Schultz read the Oath of Office and was sworn in as Mayor.
7. **Oath of Office:** Roger Jensen and Amanda Milne took the Oath of Office and were sworn in as Council Members.
8. **Visitors:** Derek Fromholtz addressed the Council regarding cleanup of his property on River Street behind the Equity. Attorney Mike Day had contacted Mr. Fromholtz about the Council's concerns regarding the appearance of the property. Mr. Fromholtz explained he owns two lots and he shared pictures of his property. He spoke about the scrap metal and recycling business he has and why there was such a large amount of scrap metal at this site. Prices have dropped on scrap metal and he is waiting for prices to go back up before he attempts to resell what he has accumulated. He is trying to organize what he has so that it is not quite as much of an eyesore. The Council is primarily concerned with the south end of the property which Derek explained is owned by Jett and Dustin Fromholtz. The Council thanked Derek for his efforts in meeting the Council halfway. JR will follow up with Jett Fromholtz regarding cleanup of their property.
9. **Police Report:** **a)** Chief Guggenmos shared the call incident report for March. **b)** They are still investigating the vandalism of the band shell. **c)** There was some discussion regarding the large white dog roaming around town. The Kellers and Hilts living north of town have claimed the dog. However it is a farm dog and roams a large area and police have not been able to catch it when it comes to town. It is not an aggressive or dangerous dog and it is neutered. Shane is working with the Kellers and Hilts to come up with a solution. **d)** Chief Guggenmos and Police Officer Wes Guggenmos will be attending training May 11 – 14. **e)** Shane indicated that the police car parked on River Street is working to slow down speeders along that stretch of road.  
It was moved by Bruce and seconded by Paula to accept and file the police report. Motion passed.
10. **New Business:**
  - a. **Mayor Scott Schultz appointed Lila Whitmore to the position of City Clerk.** It was moved by Bruce and seconded by Carla to approve the appointment. Motion passed. Lila had taken the Oath of Office when hired on February 2.
  - b. **Kary Meyer** - Mrs. Meyer addressed the council concerning the lack of lighting along the western edge of the Highway 36 business district where the Pizza Hut, Homesteader Motel and Majestic Service are located. She pointed out the safety issues because of the poor lighting and is requesting additional lighting be installed. Superintendent Landenberger stated that approval from the State would be needed since this area is on the State right-of-way. JR will investigate options and cost.
  - c. **Kip Weise** - Mr. Weise has talked to Police Chief Guggenmos and Sheriff Cody Beeson regarding the beer garden for the Battle of the Bands competition at the band shell on May 23. They have numerous volunteers as well to assist with policing the beer garden area. Mr. Weise would like to divide the band shell area in such a way as to allow minors to be able to attend the concerts. The Council agreed that a physical barrier could be used to divide the band shell area to provide an area specifically for minors. Wrist bands would also be used to identify adults vs. minors. Mr. Weise will work with the Police Department to come up with a definite plan for dividing the area. The Council also requested Mr. Weise touch base with the neighbors along the park a week before the event as a courtesy.

- d. **Trash Cans** - The Council discussed the possibility of placing larger trash receptacles along Washington Street. Superintendent Landenberger will talk to the city personnel who work the trash trucks to get their opinion on what type of trash receptacles would be the best before any decision is made.

**11. Old Business:**

- a. **Siren** - City Clerk Lila Whitmore reported that the votes called in to the City Office were 240 for keeping the siren on and 46 for turning it off. She read two letters addressed to the Council in support of keeping the siren. There was discussion on raising the height of the siren so that it would be more effective as an emergency siren. JR will look into this. The Council agreed to go with the majority of votes and turn the siren back on.
- b. **Senior Center** - It was moved by Bruce and seconded by Roger to donate \$8,000 to the St. Francis Senior Center. This amount has been the same for the past several years and is part of the budget. Motion passed.
- c. **EMS building contract** – Attorney Mike Day has visited with the County Attorney Karan Thadani and confirmed that the County is in favor of assuming control of the EMS building. The City would retain ownership and the County would be responsible for upkeep and insurance. Mike is working on obtaining an accurate legal description of the property. The Council agreed that a 10-year lease renewable yearly should be offered to the County.
- d. **Grant update** – Superintendent Landenberger is working with Miller & Associates to provide a project scope of work and cost estimate. Lila reported that the requirements for the grant were that we must prove at least 51% of the 2010 Census figure for total population is low to medium income. For our community that is 678 people. We have received back surveys for 629 people – of those 380 are low to medium income and 245 are over the threshold. We are short by 298. The Council instructed the Clerk's Office to resend surveys to all who did not initially respond. The Council also requested that a list of those who have not responded be sent to Council members so that they could personally encourage people to return their surveys. The St. Francis Herald will also run an updated article about the importance of the survey. The deadline for submission to the Northwest Kansas Planning & Development Commission is April 30. Paula also spoke briefly about grants available from the Dane Hansen Foundation.
- e. **Keller Pond** – Councilman Jensen indicated that he has spoken to Dave Morrow about mowing at Keller Pond. Mr. Morrow has agreed to keep an eye on the area and mow as needed. JR indicated that the trees have arrived and are in the process of being planted. At the March 9 Council meeting, the Council had agreed to pay an amount not to exceed \$3200. The invoice from the Cheyenne County Conservation District was for \$4748.00. The invoice needed to be paid at the time of tree delivery on April 11. City Clerk Lila Whitmore spoke to Mayor Scott Schultz on April 3 and received authorization to pay the total amount of the invoice. Councilman Roger Jensen explained that the Conservation District is taking part in cost sharing on the project and will pay the difference to Keller Ranch, the property owner, once the trees have been planted. Keller Ranch will in turn reimburse the City of St. Francis.
- f. **Bird City Recycling Agreement** - The Bird City Council has not yet approved the recycling agreement. Mike Day will follow up with the Bird City Clerk again.
- g. **Band shell** - Nothing new to report on the grant. JR and Roger are working on a design for the sail shade. Colby Canvas can make the shade but we will need someone to engineer and design the structure and support system. JR, Roger and Carla will continue to investigate possible solutions.
- h. **Existing business electrical upgrade policy** - The Council spent a good deal of time discussing the existing policy and possible changes. Traditionally upgrades have been completed at the City's expense with the expectation that costs would be recouped in subsequent utility sales, but there have been instances where the upgrades were not utilized and thus the costs were not recovered. The issue is not widespread and the existing process works most of the time. The Council agreed that the issue needs further investigation. JR will check with Kansas Municipal Utilities to find examples of similar situations and possible solutions.

- 12. Pool Report:** a) The pool board met on March 26<sup>th</sup> to interview lifeguard and pool manager candidates. Forrest Burr has been hired as the pool manager. Returning full time lifeguards are Lane Hobrock, Emily Elfers, Mikayla Taylor, and Logan Lampe. Derek Queen worked part time last year and has been hired as full time. New Lifeguards hired for part time will be McKenzie Taylor, Clay DeWall and Ashlee Orth. All applicants will need to pass certification testing. Three of the applicants have expressed an interest in becoming WSI certified as well. Salaries, based primarily on experience, will be determined in April. b) A new sign posting pool rules needs to

be purchased. **c)** The pool painter should be back soon to finish the job. JR will follow up on this. **d)** The planned opening date is Memorial Day weekend.

It was moved by Roger and seconded by Carla to accept and file the pool report. Motion passed.

**13. Building Permits:** It was moved by Bruce and seconded by Paula to approve the following building permits: Jo Ford – 521 S. Scott, Patio; Jannell Martinez – 304 West First, wood deck; Eddy Schultz – 1654 US Hwy 36, replace sidewalk; Jeff Meyer – 429 E. Emerson, privacy fence; Steven and Rachel Morris – 520 S. College, prebuilt storage shed; Travis Milne – 520 E. Third, post frame building; and the following permits contingent upon inspection and approval from JR: Tanner & Meghan Kinen – 404 Parkway, wood fence; Ben Killingsworth – 116 N. College, addition; and Trevor and Killy Hilt – 405 E. Spencer, fence. There was also a permit submitted from Scott Northrup for concrete in an alley behind his house to lessen the amount of debris that comes into his yard when it rains. JR stated that typically requests like this are approved as long as it does not change drainage and with the understanding that it is at owner's expense if the concrete needs to be removed at any time for utility work. Mike indicated that there should be a written record of the agreement so there is no misunderstanding in the future if/when the property exchanges hands. JR will talk to the property owner regarding the need for the agreement and to gather more details before moving forward with this permit.

**14. Superintendent Report:** **a)** The Council approved the purchase of a 12" bucket for the backhoe from Yost in the amount of \$1050.00. **b)** The Council approved trash service to be provided at a location one mile west of Riverside Golf Course as long as road conditions permit, which will be at the discretion of the City. **c)** JR was asked to reassess the electricity cost for the EMS building. The 6.6 cents per KWH needs to change to 7.2 cents per KWH. **d)** JR has a price on rebuilding the dykes at the sewer ponds but he is waiting for review from Miller & Associates before presenting it to the Council for approval. **e)** JR received a complaint about a rock in the street on 3<sup>rd</sup> street that was covered with concrete and he was asked to bring it up to the Council and request Council members take a look at it. **f)** JR will be attending the KMU Conference in Wichita on May 6-8. **g)** Kelly Frewen will be giving an insurance presentation to JR, Lila Whitmore and Amanda Milne. **h)** JR will be ordering the materials for the well line project from Salina Supply. He expects the price to be in the \$20,000 – \$28,000 range. **i)** JR would like to give a city infrastructure tour to Amanda Milne, Lila Whitmore and any other interested parties. The Council will be notified of the date/time when it is decided.

It was moved by Bruce and seconded by Carla to accept and file the Superintendents report. Motion passed.

**15. Attorney Report:** nothing to report

**16. Clerk Report:** **a)** Clerk Whitmore and City Treasurer Jennifer Blair will be attending a Budgeting Workshop presented by the Kansas Department of Administration in Colby on May 28. **b)** The Council gave permission for Goodwill to park a trailer at the recycling center for a two week period beginning on April 25. **c)** Lila stated that the City received a check in the amount of \$2640 from Bill Keller as reimbursement for a bill previously paid to LDB Landscape Architecture & Engineering for work completed at Keller pond.

It was moved by Bruce seconded by Roger to accept and file the Clerk report. Motion passed.

**17. Council Comments:**

**Paula** – gave an update on the assisted living committee.

**Amanda** – expressed that she is glad to be a member of the City Council.

**Roger** - talked about property cleanup at the Royce Neitzel property. There was considerable discussion about the need for cleanup along the main thoroughfares of the City, including Highway 36, Washington Street, College Street and River Street. The Council members will take a look at all areas and will discuss this further at the next Council meeting. The Council also talked about their disappointment in the vandalism at the band shell and discussed the possibility of offering a reward for information provided that would lead to the arrest and conviction of the person or persons responsible. No decision was made and this will be added to the agenda for the next meeting.

**Carla** - stated that she and Gloria Bracelin are working on organizing a "Friends of the Park" night for Council Members and other volunteers to gather to paint the playground equipment and cleanup of the courthouse park.

**18. Mayor Comments:** none

**19. Adjournment:** It was moved by Bruce and seconded by Paula to adjourn the meeting.

