

Regular Council Meeting

April 27, 2015

1. **Mayor Scott Schultz called the meeting to order at 7:30pm.** Present were Council Members Bruce Swihart, Carla Lampe, Roger Jensen, Amanda Milne 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 April 13 meeting were distributed and read. It was moved by Bruce and seconded by Carla to approve the minutes as read. Motion passed.
3. **Consent Agenda:** There was one item on the Consent Agenda – Permission for Clerk to pay International Institute of Municipal Clerk dues of \$155. Mayor Schultz questioned the value of the IIMC Membership. Clerk Whitmore explained that, being new to the position, she was not sure but that the Clerks in past years had been members and she was requesting renewal. The Council instructed Lila to find out what the benefits of membership are and bring it back to the next meeting for review.
4. **Visitors:** Bill Ehrman spoke to the Council on behalf of the Lions Club. They would like to install a memorial plaque at the Lions Club shelter located in the Courthouse Park. Council gave their approval of the project.
5. **Police Report:** **a)** Chief Guggenmos indicated that he has spoken to Superintendent Landenberger and they agreed that the city crew would be responsible for the removal and disposal of deceased animals from within the city limits unless there is a police investigation associated with the animal. **b)** Shane shared with the Council the Police Department Personnel Policy and Procedure manual that he is working on. It is still a work in progress. Shane explained that the documents are available on a DVD and he will have Jamie Patton make copies for all of the Council members to review at their convenience. **c)** The police are still investigating the vandalism of the band shell. It was moved by Roger and seconded by Paula for the City to offer a \$500 reward for information leading to charges being brought and an arrest made of the individual(s) responsible for the band shell vandalism. Motion passed. Amanda Miller will ensure this information is made public with an ad in the next issue of the St. Francis Herald. It was moved by Bruce and seconded by Amanda to accept and file the police report. Motion passed.
6. **New Business: Kodi Workman** presented her plans for a Daycare at 116 East Second and requested a zoning variance. The Council determined the residents to be impacted by the business would be: David and Lucille Rossbach, Bill Ehrman, The Baptist Church (Pastor Glidewell), Gary and Sherolyn Pittman, Deb Lindsten, Jerry and Natalie Stahlecker, Bruce and Shirley Swihart, and Kathy Biggs. The Council pre-approved granting the variance so that she can move forward with her plans. However, this approval is contingent upon Mrs. Workman obtaining the necessary 80% signatures, which will need to be confirmed by the City Clerk. This is not a zoning change and the re-designation from residential to commercial is for Kodi Workman only. The City Clerk will present the variance request and signatures at the May 11 Council meeting for final approval.
7. **Old Business:**
 - a. **Property Cleanup – 1)** With regards to the cleanup of the property located at 602 S. River owned by Royce Neitzel, Councilman Jensen presented a “Memorandum of Understanding” drafted by City Attorney Mike Day which was signed by both Roger and Royce Neitzel. The memorandum addressed the areas of improvement that are needed for this property. There is no time table established but the property owner recognizes the need to show marked and steady improvements. A copy of the memorandum will be kept in the Clerk’s office. **2)** Mayor Schultz spoke with Carol and Gordon Ross regarding the old hotel property on Washington Street. Mr. Ross said they have considered removing the front porch and installing a fence to improve the appearance of the property. The Council agreed to give Mr. Ross a couple of months to make improvements and then Scott will speak with him again. **3)** JR talked about the need to ensure the City owned property is being kept up before notice is given on resident properties. Along those lines, JR has ordered replacement windows for the former firehouse on College Street and will be checking into power washing and painting the building. **4)** There was some discussion about the yard waste area at the recycling center becoming a dumping ground for trash. No solutions were proposed. **5)** Notices will be sent out soon regarding mowing of properties.
 - b. **Band shell vandalism/reward** – This was discussed during the **Police Report** section c)
 - c. **Trash Cans on Washington Street** - JR has spoken to the City crew responsible for trash removal. They believe the best choice would be trash receptacles that are not over 30 gallons, have a liner,

and are bolted to the ground. The Council approved a budget of \$2500 for JR and Carla to move forward with selecting and purchasing the trash cans.

- d. **Lighting on HW 36 business district/Majestic Service** – The State Highway Department has a spec for the poles that must be used. They are a specific breakaway pole. JR shared with the Council an aerial picture showing where the existing lighting is and where the proposed lights would be. He is working on an estimate/pricing and will bring that to a future meeting.
 - e. **EMS building contract update** – Attorney Mike Day has sent a copy of the new agreement to JR and Lila as well as County Attorney Karan Thadani and the County Clerk Deb Lindsten. Essentially it is a mirror image of the contract established in 2009. It will be a 10 year lease to the County for \$1. The County will be responsible for maintenance, upkeep and operation of the facility. The City would contribute \$250 towards these costs. The City would continue to provide electricity at cost along with free water and trash pickup. The County would be responsible for maintaining liability insurance as well as comprehensive insurance up to \$950,000 with the City as co-insured. A Motion was made by Bruce and seconded by Carla to approve the agreement and authorize the Mayor to sign it. JR will present the agreement to the County commissioners for their approval; at their meeting on Friday May 1.
 - f. **Grant update** – Lila reported that we are still 161 people short of the goal to meet the LMI required for the survey. The Council agreed to commit City resources (Jamie Patton, JR Landenberger, Lila Whitmore, Scott Houtman) to go door to door and/or initiate a phone survey to try to get additional responses. 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. JR also talked about the scope of work from Miller & Associates. The project consists of several potential improvements which need to be prioritized to make the best use of available funds should there not be enough to complete the entire project. To surface the horseshoe loop at the lower roadside park and the loop around the camping area would cost \$400,000. JR's preference would be to pave the main loop at the camping area and improve the facilities there along with the highway roadside park restrooms, then if there is enough funding remaining surface the horseshoe drive at the highway roadside park.
 - g. **Keller Pond update** – JR stated that the trees are all planted and the water is running. Tom Keller, as the landowner, will need to apply for the refund from the Conservation Office before he is able to refund the City. JR also discussed possibly installing solar lighting along some of the areas at Keller Pond.
 - h. **Bird City Recycling Agreement status update** – Mike spoke to the Bird City Attorney. Bird city is not willing to commit to an agreement to educate their citizens on proper recycling methods but did agree to raise the meter charge per billing cycle to \$1.50 per meter within the city limits of Bird City, excluding those meters used by the City of Bird City, effective immediately. The agreement is to be reviewed annually in May. It was moved by Carla and seconded by Paula to approve the Bird City Recycling Agreement. Motion passed.
 - i. **Band shell update/sail shades** – Carla, Roger and JR are still working on this. They have spoken to Colby Canvas and researched other possibilities online. Carla believes there is a lot of interest in this project and expects there will be quite a bit of community support for it, including funding. However further investigation is needed to find an appropriate product.
 - j. **Existing Business electrical upgrade policy/update** – JR has not had time to work on this.
 - k. **"Friends of the Park" update** – Carla indicated that the committee had met and talked about extending the barrier where the pea gravel currently is and enlarging that area, along with sandblasting the old playground equipment. They may or may not paint it after that. They are now checking into costs involved. Carla will keep the council updated.
 - l. **Personnel Manual for Police (revisit)** – This was discussed during the **Police Report** section b)
8. **Pool Report:** Bruce shared the proposed pay scale for the lifeguards and pool manager. The pay is based on experience. The planned opening day is the Sunday of Memorial Day weekend, May 24. They will be contacting Hot Brush to make a sign of rules to post at the pool. It was moved by Paula and seconded by Amanda to accept and file the pool report. Motion passed.
 9. **Building Permits:** It was moved by Roger and seconded by Amanda to approve the following building permits: Merlyn Sherlock – 219 W. Second, Concrete Repair to driveway (06/27/2014); Leo Mazon – 215 W.

Emerson, Awning (07/01/2014); Steven Morris – 520 S College, privacy fence (07/08/2014); Mark Mills – 104 E. Whittier, garage (07/22/2014); Mark Mills – 100 W. Whittier, carport (07/22/2014); Larry Brunow – 403 N. Denison, Carport (09/25/2014); Joe Caldart – 106 E. Webster, shed (10/24/2014); Robert Erskin – 407 S. River, Metal carport (11/26/2014); Trevor & Killy Hilt – 405 E. Spencer, wood fence (04/01/2015); Daniel and Katherine Hoard – 206 E. Spencer, wood fence (04/13/2015); Richard Jackson – 200 W. Whittier, wood fence (04/16/2015). Motion passed.

10. Superintendent Report: a) Superintendent Landenberger presented a proposal from a contractor working in Bird City for \$91,150 for repair of the sewer ponds. The proposal is for the rip wrap of the ponds and does not include the leveling system which will require KDHE approval. Miller & Associates has reviewed the proposal and indicated it was a favorable price. Mayor Schultz expressed concern with the amount of the “equipment mobilization fee” on the proposal since the company will already be working in the Bird City area. The Council requested JR to see if the price could be negotiated. They also recommended that JR submit the project out for bids. b) The Council approved installation of a street light along Royce Peter Road. c) JR discussed the repairs that have been completed on pedestrian lights. d) One tree on Washington Street has been removed and progress is being made on the removal of the others. e) JR wanted the Council to be aware of a water main project on Washington Street that will involve boring under the area in front of True Value. The project needs to be completed before construction of the new Motorcycle Museum begins. f) Progress on the new Dollar General Store is moving forward. g) It was moved by Roger and seconded by Carla to authorize JR to purchase materials for the well line project from Salina Supply, not to exceed \$28,000. The bill will need to be submitted to the Council for approval upon receipt of the materials. Motion passed. It was moved by Bruce and seconded by Amanda to accept and file the Superintendents report. Motion passed.

11. Attorney Report: Mike Day asked if the Council would like him to take a more active role in the New Pool Committee and to touch base with Kevin Cowan and/or Gillmore & Bell regarding funding options for the new pool. We have not heard back from them since the special meeting that was held on March 9. The Council agreed that Mike should follow up with Gillmore & Bell. It was moved by Roger and seconded by Amanda to accept and file the Attorney’s Report. Motion passed.

12. Clerk Report: a) Brad and Jessica Matthies have reserved the band shell on May 6 from 4-10 PM for a community church youth group event. Council approved waiving the rental fee. b) It was moved by Bruce and seconded by Paula to renew CD #18340 at First National Bank. Motion passed. c) Lila asked if Bruce and Scott, as members of the KMEA Board of Directors, would be attending the KMEA meeting on May 6-8. JR confirmed that he will be going so there is no need for Bruce and Scott to attend. d) Lila asked if anyone was interested in attending the Governing Body Institute and Kansas Mayor’s Conference May 15-16 in Topeka. Amanda Milne would like to attend. Paula Keller is considering this as well. The City will pay mileage, lodging and registration fees. e) Carol Sloper, Emergency Management Assistant Director, contacted Lila with information regarding the Regional Hazard Mitigation Plan kickoff meeting to be held in Goodland on Tuesday May 26 from 8:30 – 11:30am MT. They are requesting a representative from the City be in attendance, preferably the City Superintendent, Mayor or City Clerk. A decision will be made at the next meeting as to who will be attending as the City’s representative. Participation is required in order for the City to qualify for state funds in the event of an emergency. It was moved by Paula and seconded by Amanda to accept and file the Clerk report. Motion passed.

13. Council Comments:

Paula – none

Amanda – none

Roger – Roger stated that our recycling center is the nicest one in the area and we recycle more than any other communities other than Thomas County. They are trying to encourage other communities to join the recycling effort.

Carla – none

Bruce - none

14. Mayor Comments: none

15. Adjournment: It was moved by Amanda and seconded by Bruce to adjourn the meeting. Motion passed.