

Regular Council Meeting
May 11, 2015

1. **Mayor Scott Schultz called the meeting to order at 8:00pm.** Present were Council Members Bruce Swihart, Roger Jensen, and Paula Keller. Also present were City Attorney Mike Day and City Clerk Lila Whitmore. City Superintendent JR Landenberger arrived at 8:30. Absent were Council Members Amanda Milne and Carla Lampe and Police Chief Shane Guggenmos.
2. **Minutes** from the April 27 meeting were distributed and read. It was moved by Bruce and seconded by Paula to approve the minutes as read. Motion passed.
3. **Consent Agenda:** It was moved by Roger and seconded by Paula to approve the following items from 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; Permission for Clerk to renew First National Bank CD #18355; and Permission for Clerk to renew Bankwest CD # 000000104616. Motion passed.
4. **Visitors:** Neva Wahrman addressed the Council with concerns regarding water drainage on the street and near her property located at 513 E. Third. She believes the issue is being caused by recently installed concrete driveway at a neighbor's property that extends beyond the curb and guttering. The neighbor did obtain a building permit signed by the City Superintendent for the concrete. Councilman Jensen is familiar with the property and indicated the concrete was poured in that manner to address another problem with a large rock in the road. The Council agreed that they would all take a look at the area of concern.
5. **Police Report:** Clerk Whitmore read the incident report in the absence of Chief Guggenmos. Lila also handed out the previously requested DVDs of the Police Department Personnel Policies and Procedures. It was moved by Bruce and seconded by Roger to accept and file the police report. Motion passed.
6. **New Business:**
 - a. It was moved by Roger and seconded by Paula to approve a Tree, Shrub, and Landscape Contractor License for Dallas Staples. Motion passed.
 - b. Lampe Motorsports – A letter to the Mayor was received in the Clerk's office addressing concerns regarding the condition of the property/business of Lampe Motorsports located at the intersection of Quincy and Jackson. The letter and associated pictures were shared with all Council members and City Attorney Mike Day. Mike pointed out that the City Ordinances relating to this complaint would be Chapter 8: Health and Welfare, Article 2A: Environmental Code. Based on the complaint and pursuant to City Ordinance 8-2A07, it was moved by Roger and seconded by Paula to direct JR Landenberger, as the City's public officer, to inspect the property and report back to the Council at the next meeting. Motion passed.
7. **Old Business:**
 - a. **Kodi Workman** – At the April 27 Council meeting, the Council had pre-approved granting a variance to Mrs. Workman to operate a daycare at 116 East Second contingent upon her receiving the required 80% signatures from impacted neighbors. City Clerk Whitmore confirmed that Kodi had received the necessary signatures. Kodi also submitted an application for small business incentives. It was moved by Bruce and seconded by Roger to approve Utility incentives of \$100 a month for 6 months for Scribbles & Giggles Daycare which is scheduled to open Jun 1.
 - b. **Band shell vandalism/reward** – There was nothing new to report
 - c. **Trash Cans on Washington Street** - JR informed the Council that 5 trash cans had been ordered and Clerk Whitmore shared a picture of the new trash cans. Previously the Council had approved a budget of \$2500 for the purchase. With shipping the total cost was \$2,690.51. It was moved by Bruce and seconded by Paula to approve the additional \$190.51 for the purchase.
 - d. **Grant update** – Through a combined effort by JR Landenberger, Scott Houtman, Lila Whitmore, Jamie Patton and Jen Blair following the last Council meeting, we were able to meet the required LMI signatures needed for the grant. The required number was 678 LMI, and at last count we had 696. JR shared the proposed plans for the roadside park which includes demolishing the existing restroom/bathhouses and replacing them with a precast building consisting of four ADA accessible bathrooms and shower stalls utilizing the existing water, sewer and electrical services. Sidewalks will be constructed around the new building. The project also includes roadway improvements around the camping area. The estimated cost is \$389,000 with the grant request for \$350,000. The

remaining \$39,000 would be the City's cost. A Public Hearing will need to be held. Mayor Schultz and Council members Bruce Swihart and Roger Jensen issued a call for a Special Meeting of the Governing Body to be held at the governing body chambers of the City Hall May 26, 2015, at 7 o'clock p.m. the object of said meeting being "Public Hearing for Community Block Development Grant". It was moved by Bruce and seconded by Paula to approve the special meeting.

- 8. Mayor Appointments:** Mayor Schultz read his recommendations for the following appointments: City Attorney – Mike Day; City Superintendent – JR Landenberger; Police Chief – Shane Guggenmos; Municipal Judge – Robert Van Allen; City Clerk – Lila Whitmore; City Treasurer – Jennifer Blair; Fire Chief – Dan Blair; Assistant Fire Chief – Chris Labarge; Fire Department Treasurer – Scott Houtman; Council Member to Theater Board – Amanda Milne; Council Member to Airport Authority – Bruce Swihart; Council Member to Pool Board – Bruce Swihart; Council Member to Roadside Park Board – Roger Jensen; Council Member to 911 Board – Amanda Milne; Council Member to CCDC Board – JR Landenberger; Freedom of Information Officer – Lila Whitmore; Council Member to New Generation Committee – Carla Lampe; Name Official Newspaper – St. Francis Herald; Name Official Depositories – Bankwest, First National Bank, Western State Bank. The following standing committees were appointed: Streets and Alleys – Roger Jensen and Scott Schultz; Utility – Bruce Swihart and Scott Schultz; Parks, Recreation and Refuse – Paula Keller, Carla Lampe and Amanda Milne. It was moved by Roger and seconded by Paula to approve these appointments. Motion passed.
- 9. Council Elects President of Council:** The vote for Council President was postponed to the next meeting to allow all Council members the opportunity to vote.
- 10. City Board Appointments:** The following were appointed to City Boards: Roadside Park Board – JR Landenberger, Janet Carmen, Roger Jensen, Mike Meyer and Jamie Patton; Pool Board – Bruce Swihart, Margaret Poling, Larry Finley, Jenny Busse, Kevin Lampe and JR Landenberger; Library Board – Marti Schlittenhardt, Colleen Gardner, Laura Pugh, Lisa Holzwarth, Karen Neitzel and Virginia Cooper. It was also decided that the Theater Board will be added to the appointment list for next year. Clerk Whitmore will obtain a list of current board members to present to the Council at the next meeting for approval. It was moved by Roger and seconded by Paula to approve these appointments. Motion passed.
- 11. Superintendent Report – a)** JR had revisited the proposal from BSB Construction and discussed it again with Miller & Associates. It is his recommendation that this bid be accepted as the proposal is a favorable price. It was moved by Roger and seconded by Paula to accept the bid of \$91,150 for repair of the sewer dikes. JR reiterated that this price does not include the leveling system which will also need to be installed following KDHE approval. JR is still pursuing cost estimates for this portion of the project. **b)** JR told the council about a Blue Cross Blue Shield wellness initiative that he would like the City to take advantage of. The City employees would join with the employees of USD 297 to benefit from the program. There is no cost to the City for employees to participate. Jennifer Blair, City Treasurer, has agreed to take on the role of coordinator for the program which would begin in August. The Council gave their approval for JR and Jennifer to pursue this further. **c)** JR presented two bids for power washing and painting the firehouse. However, upon closer inspection of the bids it was found that they were not accurate for the work that needs to be done. JR will ask for resubmittal of the bids. **d)** JR has tried to reach the contractor to finish the painting of the pool but has not had any luck reaching him. It is not mandatory that the painting be completed before the pool opens, but if it is not done soon it will have to wait until fall. \$2769.50 has been withheld from payment to the contractor until the painting is complete. **e)** The County has the EMS contract and has taken it under consideration but it has not yet been signed. **f)** It was moved by Bruce and seconded by Paula for JR to order three light poles from Stanion Electric for a total cost of \$6348. These are for the area along HW 36 Business district near Majestic Service. **g)** It was moved by Bruce and seconded by Roger to approve the following building permit: Joe Caldart and Jamie Patton – 106 E. Webster, wood fence. The following two permits were also approved pending JR's inspection: Lori Crable – 423 E. Washington, wood fence; Enrique Olivares – 508 S. Adams, fence **h)** There was discussion concerning a neighbor dispute with regards to a fence along property lines. Each of the property owners, Eric Hook - 510 E. Third and Steven Morris - 520 S. College, had previously obtained building permits related to this fence (07/2014). The dispute is over the height of a certain portion of the fence. The Council agreed to look at the fence/property and discuss the issue further at the next meeting. It was moved by Paula and seconded by Bruce to accept and file the Superintendent report. Motion passed.

- 12. Attorney Report:** **a)** Attorney Day reported that the Recreation commission had contacted him concerning whether or not the equipment storage building at the ball park is covered by insurance. Currently it is not. However, the City is in the process of reviewing its insurance coverages and Attorney Day spoke to the agent so that the building could be included in the renewal. **b)** Attorney Day presented a Warranty Deed to the City from Eddy Schultz and Sherry Schultz for the Motorcycle Museum property at 110 East Washington to be held in trust until the Motorcycle Museum obtains its 501C designation at which time the property will be deeded to the museum. It was moved by Roger and seconded by Paula to accept and file the Attorney's report. Motion passed.
- 13. Clerk Report:** **a)** It was moved by Bruce and seconded by Roger to waive the band shell rental fee for the Relay for Life to be held on June 6. **b)** Lila provided the Council additional information regarding the IIMC (International Institute of Municipal Clerks). This organization sponsors the Certified Municipal Clerk training that is offered every fall and the past City Clerk Glorianne Milne felt this was important training for the Clerk's position. It was moved by Paula and Seconded by Bruce to approve paying the \$155 membership dues. Motion passed. **c)** It was moved by Paula and seconded by Roger to approve the Mayor to sign the CIC Computer Information Concepts support agreement renewal for maintenance, emergency backup and technical support for \$3,135.00. Motion passed. **d)** Lila informed the Council that the auditors will be here on May 21-22. **e)** We received a franchise check from Eagle communications for \$789.55 **f)** We received a \$350 refund of the 2014 premium paid for Kansas Municipal Insurance Trust – worker's compensation insurance **g)** We received a payment of \$772.50 from the Communities fisheries Assistance Program. **h)** The Council approved offering Child Group Life Insurance that is now available through KPERS optional group life insurance. It is an employee elective coverage and there is no cost to the City for this. It was moved by Roger and seconded by Bruce to accept and file the Clerk's report. Motion passed.
- 14.** All bills on Ordinance #978 were reviewed. It was moved by Paula and seconded by Bruce to approve the bills in the amount of \$192,726.86. Motion passed.
- 15. Council comments:**
Paula – none
Roger – Roger mentioned that he has seen several unregistered recreational vehicles in town (Golf carts/4-wheelers/3-wheelers) and would bring this up with Shane.
Bruce – none
- 16. Mayor Comments:** none
- 17.** At 9:55pm Mayor Schultz moved to adjourn to executive session for 5 minutes for personnel.
- 18.** At 10:00pm the Council came out of executive session.
- 19.** It was moved by Bruce and seconded by Roger to authorize JR to hire a part time employee for the refuse department. Motion passed.
- 20. Adjournment:** It was moved by Bruce and seconded by Paula to adjourn the meeting. Motion passed.

City Clerk