

Regular Council Meeting  
May 26, 2015

1. **Mayor Scott Schultz called the special meeting to order at 7:00pm.** Present were Council Members Bruce Swihart, Carla Lampe, Roger Jensen, Amanda Milne and Paula Keller. Also present were City Attorney Mike Day and City Clerk Lila Whitmore. Absent were City Superintendent JR Landenberger and Police Chief Shane Guggenmos. The purpose of the special meeting was a Public Hearing for the Community Block Development Grant. There were no visitors present. Steve Hanson from the Northwest Kansas Planning and Development Commission answered questions about the grant and then presented the Council with the necessary documents to move forward in the grant application process. It was moved by Roger and seconded by Bruce to approve Resolution 2015-3, a resolution certifying legal authority to apply for the 2015 Kansas small cities Community Development Block Grant Program and authorizing the Mayor to sign and submit such an application. Motion passed. Mayor Schultz signed the letter stating that the City has \$39,000 available for funding the City's share of the project. It was moved by Bruce and seconded by Amanda to approve Resolution 2015-4, a resolution assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements to the parks system to be financed with community block development grant funds. Motion passed. It was moved by Paula and seconded by Carla to approve the mayor's signature of the engineering contract with Miller & Associates. Motion passed. The NKP&DC will send final copies of the documents to the City Clerk. Mr. Hanson left the meeting.
2. **Mayor Scott Schultz called the regular meeting to order at 7:30pm.**
3. **Minutes** from the May 11 meeting were distributed and read. It was moved by Bruce and seconded by Roger to approve the minutes as read. Motion passed.
4. **Consent Agenda:** It was moved by Paula and seconded by Amanda to approve the following item from the Consent Agenda: Permission for Clerk to renew First National Bank CD #18382. Motion passed.
5. **CDBG Contracts/Resolutions:** Discussed during special meeting
6. **Visitors:** There were no non-agenda visitors present.
7. **Police Report:** Police Chief Guggenmos was absent.
8. **New Business:**
  - a. Rodney Ritchey with the Housing Authority presented a letter requesting the Council to waive the Payment in Lieu of Taxes for Fiscal Year 7-1-2013 to 6-30-2014 in the amount of \$5,135.79. It was moved by Bruce and seconded by Paula to grant the request. Motion passed.
  - b. Helen Dobbs with the Cheyenne County Development Corporation handed out copies of the "Ultimate Guide to Northwest Kansas" and asked if the City would like to purchase a full page advertisement as they did last year. Helen will make changes to the ad to reflect new attractions such as the Motorcycle Museum. Helen indicated the ad would cost \$1600. The Council asked Clerk Whitmore to check the available money in the Travel & Tourism fund and report back at the next meeting before a decision is made. Helen also introduced Erik Nelson, a recent SFCHS graduate, who will be working at the Development Corporation as an intern for 9 weeks through the NEX-Generation Round Up for Youth program. Helen introduced Simone Elder who presented information to the Council about the benefits of becoming a Network Kansas E-Community. The Council agreed to review the information and make a decision at the next meeting.
  - c. Dan Blair, Fire Chief, addressed the Council with concerns regarding the Fire Department Budget. The Fire Department purchased new bunker gear and the Council had previously agreed to pay for half of the cost in 2014. However, the 2015 budget had been reduced and this has left the Fire Department with low funds for the remainder of 2015. The Fire Department fund is part of the General Fund. It was moved by Roger and seconded by Paula to move \$5786.50 from the Capital Outlay Fund to the Fire Department Fund. Motion passed. Mayor Schultz thanked Dan for attending the Regional Hazard Mitigation Plan Kickoff meeting as the City's representative. Dan will be meeting with Clerk Whitmore to go over the information he received.
  - d. It was moved by Bruce and seconded by Amanda to approve the following committee and board appointments by Mayor Schultz: Safety Committee – JR Landenberger, Dan Blair, Jamie Patton, Carla Lampe; Library Board addition – Julie Wolters. Motion passed. The Council also approved the following members of the Theater Board: Robert Grace, Jamie Patton, Brent Rueb and Justin Lohr.

- e. It was moved by Carla and seconded by Amanda to nominate Roger Jensen for City Council President. Voting was unanimous to elect Roger Jensen as City Council President.
- f. Mayor Schultz reported that Jerol Debor, with Penco Engineering, contacted the city with regards to a no-matching funds grant of \$1 million that can be used to widen Highway 36 to 4 lanes from the Catholic Church to the city limits. The installation of the newly purchased highway lights will be put on hold until this highway plan has been reviewed and approved. More details about this should be available at a future council meeting.

**9. Old Business:**

- a. **Property Cleanup** – Mayor Schultz reported that 24 weed letters have been sent out.
- b. **Lampe Motorsports** – City Attorney Mike Day shared before and after aerial photographs of the property located at the corner of Jackson and Quincy along with an Enforcement Report Affidavit from City Superintendent JR Landenberger. JR's opinion is that the property is in violation of Article 2A of Chapter 8 of the City Code. The City Council reviewed the report and affidavit and based upon their review the Council directed the City Attorney to prepare an Order of Violation to be served by the City Police on the property owner(s).
- c. **EMS Building Contract Update** – Attorney Mike Day has been in contact with County Attorney Karan Thadani. There are a couple of minor changes that the County would like to make in the EMS contract. The County Commissioners will be updating the contract at their next meeting and will submit it back to the City Council for approval.
- d. **Band shell vandalism/reward** – There was nothing new to report.

**10. Pool Report** – The pool was filled on May 20<sup>th</sup>. Painting of the pool will have to be completed in the fall. Lifeguard training will start June 1<sup>st</sup>. There are no lifeguards able to participate in the Water Safety Instructor training this year. The pool board is working on a plan for offering swimming lessons. Margaret Poling has expressed an interest in becoming WSI certified. The Council felt splitting the cost of Mrs. Poling's expenses with the Recreation Commission would be reasonable. Bruce talked to JR about replacing the pool rule sign. They have hired Hot Brush to create a 4'x5' sign that will cost roughly \$525. It was moved by Carla and seconded by Amanda to accept and file the pool report and to authorize Bruce to pay half of Margaret Poling's WSI training expenses of approximately \$250.00. Motion passed.

**11. Building Permits** – None submitted for approval

**12. Superintendent Report** – The Superintendent report was given by Mayor Schultz. **a)** Two bids were presented for the painting of the Firehouse on College Street: \$1090 from Keith Peters and \$728 from Melvin Confer. It was moved by Carla and seconded by Roger to accept the lower bid from Melvin Confer. Motion passed. **b)** Darrell Thomas has requested additional part time summer help and would like to hire Wyatt Landenberger who worked last summer. JR will need to confirm that the budget will allow hiring another person. After some discussion the council agreed that a help wanted ad should be placed in the St. Francis Herald for this position.

**13. Attorney Report:** **a)** Attorney Day reported that Kevin Cowan from Gilmore & Bell has recommended that a Building Commission be formed to move forward with funding of the new pool. Mike will be working with Kevin to create a white paper/memorandum that will detail the various procedures and processes which can be reviewed by the Recreation Commission and the City Council. This memorandum will also make it easier for the general public to understand the funding options. It was moved by Roger and seconded by Amanda to accept and file the Attorney report. Motion passed.

**14. Clerk Report:** **a)** Clerk Whitmore reported that the auditors had been at City Hall on Thursday May 21. She felt that it had gone very well. Information is still being gathered and submitted to the auditors for review. The auditors had asked for clarification on the purpose of the Weinstein Recognition Fund. Mayor Schultz explained that this fund had been established with the purpose of gathering donations to purchase a highway sign in recognition of Medal of Honor recipient and St. Francis resident Jack Weinstein. However, the Highway Designation Bill first needs to be initiated by Representative Billinger. Nothing more can be

done with the fund until the bill passes **b)** Brandon Coffee, a Risk Control Specialist from IMA/KMIT, visited on May 14 to review a checklist of safety activities and ensure we are meeting goals. Jamie Patton is our Safety Coordinator and through her efforts we achieved Gold status which is the highest rating. This will qualify the City for reduced rates on our Workers Compensation Insurance. **c)** CC4C has requested two parking spots in front of their building to be designated as handicapped parking. JR has stated there should be no problem with this. The Council gave their approval. **d)** We received a franchise fee of \$1221.74 from Midwest Energy. It was moved by Bruce and seconded by Carla to accept and file the Clerk's report. Motion passed.

**15. Council comments:**

Paula – none

Amanda – The class of 2005 has donated ~~flowering fruitless crabapple trees~~ a flowering fruitless crabapple tree to be planted in the Courthouse Park in honor of Amanda's brother, Mike Milne. It was moved by Bruce and seconded by Roger to accept the donation.

Roger – asked about the recycling reimbursement from the County. Lila confirmed that Glori had sent the tonnage report to the County Clerk Deb Lindsten in February but Deb could not remember receiving it. Lila sent it again a couple of weeks ago.

Carla – Carla shared with the Council 3-step Community Improvement Proposal that she and JR have developed. The plan includes 1) an arched welcome/event sign at the south end of College Street, 2) developing shade for the band shell stage and bleachers, and 3) a redesign of the Highway 36 signage spotlighting the community. Before giving approval the Council requests JR to contact Miller & Associates for a cost estimate to design the arched sign as well as a cost estimate to design the band shell shades. The Council also requested Lila check the transient guest tax fund and the travel and tourism fund for money that could be used to pay for the Highway 36 signs. Carla also indicated that Carol Sloper will be applying for a \$4500 grant from the Hansen Foundation for the "Friends of the Park" project.

Bruce – asked the Council to think about the possibility of a reservation process for the Courthouse Park similar to what we have for the band shell.

**16. Mayor Comments:** none

**17.** At 10:10pm Mayor Schultz moved to adjourn to executive session for 5 minutes for personnel.

**18.** At 10:15pm the Council came out of executive session.

**19.** It was moved by Carla and seconded by Roger to authorize Department Head JR Landenberger and Lila Whitmore, as payroll administrator, to make an exception to the Vacation Policy and allow an extension until June 30, 2015 for a specific employee to use up previously accumulated vacation time. Motion passed.

**20.** Adjournment: It was moved by Paula and seconded by Amanda to adjourn the meeting. Motion passed.

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City Clerk