

Regular Council Meeting
June 22, 2015

1. **Mayor Scott Schultz called the meeting to order at 7:30pm.** Present were Council members Bruce Swihart, Carla Lampe, Roger Jensen, and Amanda Milne. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, Police Chief Shane Guggenmos and City Clerk Lila Whitmore. Absent was Council member Paula Keller.
2. **Minutes** from the June 8 meeting were distributed and read. It was moved by Carla and seconded by Amanda to approve the minutes as read. Motion passed.
3. **Visitors: Wade Krien** was present to discuss the 4th of July Celebration plans with the council and request the streets be blocked off as was done last year. Council approved. Mr. Krien also asked the Council if his trash service could be deferred during the months that his seasonal business is not open. The current City policy is that trash service is required if there is electric or water connections. The Council agreed to review the current trash code and will get back to Wade on any decision made. **Kris Rice** presented signatures for the zoning variance but has not yet received the 80% required signatures. She does believe she will have the necessary signatures soon and the Council did not have any concerns with this.
4. **Police Report:** Chief Guggenmos indicated that they are still working on the vandalism investigation. He had nothing else to report. It was moved by Bruce and seconded by Roger to accept and file the police report. Motion passed.
5. **New Business:**
 - a. Vicki Hubin with Western Kansas Child Advocacy Center was present to speak with the Council about her organization and the services it provides to children in the community. The Council agreed to consider designating funds for this organization when planning the budget for 2016.
 - b. Carol Sloper presented details regarding two grant opportunities for the City of St. Francis in partnership with the County. 1) Pre-Disaster Mitigation Grant to build a safe room in the community. Matching funds up to 25% are required with the City funding half and the County providing half. The amount would be up to \$5,962.50. 2) Kansas Department of Transportation Grant for public transportation. Matching funds of 20% for the vehicle and 35% for operating expenses are required, again split between the City and the County, with the City's share being up to \$5450 for the van and \$5250 for operating expenses for the first full year of service. Carol explained that matching funds sources need to be identified and confirmed prior to applying for these grants. It was moved by Carla and seconded by Amanda to budget \$5,962.50 for the safe house and \$10,700 for the transportation program in the 2016 Budget. Motion passed.
 - c. Laurie Velazquez presented her plans for a daycare at 521 South Adams and requested a zoning variance. The Council determined the residents to be impacted by the business would be: Braden and Hayley Schmid – 519 S. Adams, Melvin and Pat Confer – 520 S. River, Randy and Dorothy Smestad – 518 S. Adams, Jerry Toler – 600 S. Adams, and the 7th Day Adventist Church – 603 S. Adams. The Council pre-approved granting the variance so that she can move forward with her plans. However, this approval is contingent upon Ms. Velazquez 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 Laurie Velazquez only.
 - d. Fireworks Licenses - It was moved by Bruce and seconded by Carla to approve the following fireworks licenses: Anita Amack – Hilt's Fireworks, 710 Francis; Julie Brunk – Brunk Brats Fireworks, 709 S. Benton; Donna Stevens – Donna's Gift Palace, 212 W. Washington.
 - e. Helen Dobbs presented the Cheyenne County Development Corporation annual report and budget request. Last year the City budgeted \$24378 and she requested this amount or more if possible.
6. **Old Business:**
 - a. **"Ultimate Guide to Northwest Kansas" Advertisement** - The Council viewed a slideshow of pictures and selected several they would like for the advertisement along with a list of local attractions to be included in the verbiage of the ad.
 - b. **Property Cleanup** – Superintendent Landenberger re-inspected the Lampe Motorsports property and found that the majority of the issues in the code violation report have been addressed. The property owner is still working on improvements. The Council was pleased with the progress that has been made and directed JR to continue monitoring to ensure compliance. 2) JR has not had an

opportunity to inspect the Royce Neitzel property at 606 S. River but will do so prior to the next Council meeting.

- c. **Highway 36 Lane Extension** – There was some discussion but nothing new to report.
 - d. **EMS Building Contract Update** – JR met with County Road and Bridge Supervisor Dave Flemming and they agreed that maintenance and upkeep of the EMS building will remain unchanged from the prior agreement. Mike Day will contact the County Attorney to ensure the contract has been signed by the county commissioners.
 - e. **Keller Pond Update** – Councilman Jensen reported that Carol Sloper will be applying for a grant on the cities behalf to upgrade the walking trail at Keller Pond. Carol gave details about the grant. It is a dollar for dollar match up to \$55,000 from the Sunflower Foundation. Some of the match can be “in kind”. She also believes funding for the match portion will be available from other sources and the city’s contribution may be very small, if any at all. However, in order to move forward with the grant process, a design needs to be created. It was moved by Roger and seconded by Amanda to pay \$650 to LDB Landscape for architectural services for the trail project at Keller Pond. Roger indicated to the Council that he expects the City will be reimbursed for this amount from Bill Keller as has been done in the past.
7. **Pool Report:** Bruce reported that swimming lessons began today. He and Jenny Busse had met with the pool staff to address some issues and things are better now. It was moved by Carla and seconded by Roger to accept and file the pool report. Motion passed.
 8. **Building Permits:** It was moved by Roger and seconded by Amanda to approve the following building permits: Good Samaritan Village – 820 S. Denison, flag pole; Greg Potter – 417 S. Denison, back garage approach; Church of Christ/Brock McAtee – 502 W. Spencer, parking lot. Also approved contingent upon JR’s inspection: Stan Wahrman – 513 E. 3rd, reduce patio; Daniel Korf – 218 E. Emerson, patio cover; Dan Hoard – 206 E. Spencer, wood/cement shed; Hal Griffin – 314 S. Frances, replace driveway. Motion passed.
 9. **Superintendent Report:** a) JR indicated that he would like to purchase a Ditch Witch FX30 vacuum excavator for \$15,000 and he explained how the equipment would benefit the City. It was moved by Roger and seconded by Carla to approve the purchase with funds from the equipment reserve fund. Motion passed. b) It was moved by Bruce and seconded by Amanda to authorize JR to hire Eagle Urethane to repair the roof at the reservoir pump house for \$4152. Motion passed. c) The landfill will no longer accept loose cardboard. A notice will be in the paper regarding this and the council requested that the City Clerk include a notice in the next utility billing letting customers know that the refuse employees will not pick up loose cardboard and to reiterate that all trash must be bagged and placed inside the blue trash containers. d) JR presented a bill from Miller & Associates in the amount of \$1,971.60 for the preliminary engineering report for the CDBG the city has applied for. It was an oversight during the grant application process that this fee was not presented for pre-approval. However, the work needed to be done in order to apply for the grant. It was moved by Carla and seconded by Bruce to pay the bill. Motion passed. e) JR would like to hire someone to prime and paint the Scout Hut exterior. The Council would like to know what this will cost and instructed JR to put the job out for bids before a decision is made on how best to proceed. It was moved by Carla and seconded by Amanda to accept and file the superintendent report. Motion passed.
 10. **Attorney Report:** a) Attorney Day asked Clerk Whitmore to check with Neitzel and/or Frewen insurance to ensure that the builders risk insurance has been obtained for the motorcycle museum and also insurance for the storage shed at the ball park. b) Mike hopes by the next meeting he will have a blueprint of how to proceed with the financing of the new pool project. It was moved by Bruce and seconded by Carla to accept and file the attorney report. Motion passed.
 11. **Clerk Report** – a) On behalf of Kelley Milliken, who lives out of town and was unable to attend the meeting, Clerk Whitmore read a letter presenting Ms. Milliken’s plans for a Massage Therapy business at 115 W. Spencer. The Council determined the residents to be impacted by the business would be: Ernie Lebfrom – 108 W. Spencer, Douglas and Carol Sloper – 112 W. Spencer, Jackie Oathout – 116 W. Spencer, Art Krueger – 120 W. Spencer, Ilone Ketter – 109 W. Spencer, Lyle Cook – 121 W. Spencer, and Rodney and Sondra Bracelin – 115 W. Spencer. The Council pre-approved granting the variance so that she can move forward with her plans. However, this approval is contingent upon Ms. Milliken 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 Kelley Milliken only. b) Clerk Whitmore contacted the Kansas Department of Revenue regarding the transient guest tax distribution being lower than expected. Per the KDOR there was a

lag in processing payments for a couple of the hotels, which means that payments normally included in the January – March 2015 distribution were not processed until the current quarter of April-June. Those payments will be included in the next distribution in July. **c)** The City received an insurance dividend from EMC insurance for \$9,365.63. **d)** The City received a franchise tax fee from Midwest Energy for \$780.43. **e)** Lila reported that the City Clerk Fundamentals course in Ness city was excellent and she received very useful training in several important topics. **f)** Clerk Whitmore and City Treasurer Jennifer Blair would like to look into the possibility of accepting debit cards at the city office for utility payments and other payments. Lila reported on the fees that are associated with the square program that the theater is now using. The council instructed Clerk Whitmore to investigate other possible solutions in addition to square and report back with data showing specifics with regards to the transaction fees and how this might impact revenue. Attorney Day stated that an ordinance would be required for this as well. It was moved by Amanda and seconded by Carla to accept and file the Clerk report. Motion passed.

12. Council comments:

Amanda - none

Roger - none

Carla - Carla asked about the new trash cans. They will be installed soon. There was also some discussion about the tree removal.

Bruce - none

13. Mayor Comments - none

14. At 10:27pm it was moved by Bruce and seconded by Amanda to adjourn to executive session for 10 minutes for personnel. Motion passed

15. At 10:37pm the Council came out of executive session.

16. Jamie Patton has resigned from her position at the City Clerk office and as the Police Clerk. It was moved by Carla and seconded by Amanda to authorize Jamie to continue working part time as the Parks and Scout Hut Janitor and as the Municipal Court Clerk at the salary she is currently paid for these positions. This arrangement will be re-evaluated after a three month trial period. Motion passed. Jamie's position in the clerk's office will not be filled at this time. This will also be re-evaluated after a 3 month trial period.

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

City Clerk