

Regular Council Meeting
July 13, 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 City Superintendent JR Landenberger, City Attorney Mike Day and City Clerk Lila Whitmore. Police Chief Shane Guggenmos was absent.
2. **Minutes** from the June 22 meeting were distributed and read. It was moved by Amanda and seconded by Roger to approve the minutes as read. Motion passed.
3. **Consent Agenda:** It was moved by Bruce 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. Motion passed.
4. **Visitors: Rodney and Vera Zwegardt** were present to talk about trash service outside of the city limits. There are several residents outside of the city limits who are currently not paying for or receiving trash service. The Zwegardts would also like to opt out of this service. However, section 15-502A of the City Code specifically states “A request for water and/or electric service or present connection with the city water or electric system, shall constitute a request for a city refuse collection service”. The Council agreed that customers who currently do not have trash service should in fact be paying for and receiving trash service. There is not an “opt out” option in the code. An ordinance would need to be passed in order to make any changes to the existing code. The Council requested Clerk Whitmore to generate a list of customers both in and out of the city limits who are not currently paying for trash service and to send the customers notice that they will be getting a dumpster and will be charged for trash service. There will be further discussion at the next Council meeting. **Ted McCoy** addressed the council with concerns primarily regarding a past issue with a transformer for the Empire Motel and with semis parking on the street. Councilman Jensen will meet with Mr. McCoy to address his concerns and will bring them back to the Council.
5. **Police Report:** Chief Guggenmos was absent. Mayor Schultz stated that Shane has been investigating damage at the band shell caused by fireworks. JR will check into the cost of security cameras for this area and also the recycling center. Mayor Schultz indicated he had been contacted by the Sheriff’s office regarding the lack of police coverage on the 4th of July. Both police officers were on vacation. The issue will need to be discussed with Chief Guggenmos.
6. **New Business:**
 - a. Fred Hambright, Inc. (Brandon Rudkin) Oil and Gas Lease - Attorney Mike Day presented the information for this to the Council. It was moved by Roger and seconded by Carla to approve a 3 year gas and oil lease at \$15 per acre for 85.6 acres in the industrial park, pending verification of the legal description of the property. Motion passed.
 - b. Audit Report / Budget Review – Angela Ketterl with Adams, Brown, Beran & Ball presented the 2014 Financial Statement and Auditors’ Report. The City had one statute violation pertaining to the annual publication of indebtedness which has not been done. Angela assured the Council this was a minor issue and one that the Clerk’s office was not aware of until now and it will be resolved this year. The auditor’s made several recommendations which the Council will take into consideration and discuss further at a future meeting. The Mayor called for a special meeting on July 20 at 1:00 pm to review a draft version of the 2016 Budget which the auditors will have completed very soon.
 - c. Housing Authority/HUD – It was moved by Bruce and seconded by Roger for Mayor Schultz to approve and sign the corporation warranty deed to deed the Housing Authority property back to the Housing Authority and to sign Resolution No. 2015-5: “A resolution delegating all powers conferred under the Kansas Municipal Housing Act under article 17 of Kansas Statutes annotated to the Housing Authority of the City of St. Francis, Kansas and further, ratifies any previous annual contributions, contracts or related amendments thereto with the U.S. Department of Housing and Urban Development concerning public housing in the City of St. Francis, Kansas”. Motion passed.
 - d. Trash – City Code Review / clarification – this was discussed during the visitor portion of the meeting.

7. Old Business:

- a. **Bandshell Sail Shades** – Paula shared with the Council information from tenshon.com with plans and costs for sail shades. JR will request an engineering review of the designs by Miller & Associates.
 - b. **New Pool Update** – Attorney Day reported that the Recreation Commission has rescinded their vote to raise their mills. Mike talked about other options that could be considered. On advice from Kevin Cowan with Gillmore & Bell the Council agreed that the best way to move forward would be to hold a special election and put to vote whether to adopt a charter ordinance to provide for the establishment of a public building commission comprised of members of the Rec Commission and the City Council. The charter ordinance would authorize the PBC to issue bonds. Clerk Whitmore will invite members of the Recreation Commission and the Citizens for a New Pool Committee to attend the Council meeting on July 27th in order to obtain their input and share any concerns.
 - c. **“Friends of the Park” Grant** – The Cheyenne County Advisory Committee approved the City’s Dane G. Hansen Foundation Community Grant Application for \$4,836 to refresh the Courthouse Park playground equipment. JR will order the border and check into making the area ADA accessible. Roger has been checking into sandblasting and will order the pea gravel. Carla will take care of the shrubs and perennials to be planted around the shelter. The grant money might not be enough to cover all of the expenses if the playground equipment needs to be sandblasted. JR will be attending the next County Commissioners meeting to request additional funding of \$2400 from the County.
 - d. **Community Improvement Proposal – no new updates**
 - e. **Keller Pond Update – no new updates**
- 8. Pool Report:** Bruce reported that the pool has had some water loss issues, partially as a result of a valve problem that has since been resolved. The baby pool has a drainage problem as well. It was moved by Bruce and seconded by Carla to adjourn to executive session for 5 minutes for personnel. It was moved by Roger and seconded by Paula to come out of executive session. No action was taken. It was moved by Amanda and seconded by Roger to accept and file the pool report. Motion passed.
- 9. Building Permits:** It was moved by Amanda and seconded by Carla to approve the following building permits: Paul and Nancy Morrison – 203 S. Benton, concrete patio, sidewalk and cedar fence; Rob Schiltz – Industrial Park, mini warehouse – metal buildings; Deb Gohl – 320 E. Spencer, lattice fence; Michelle Wolff – 212 W. Spencer, wood fence; Dave and Sharon Penton – 321 E. Spencer, handicap ramp. Motion passed. The building permit for Priscilla Grice for a pallet fence at 306. E First was denied. The Council agreed that pallets are not an acceptable building material for within the city limits.
- 10. Superintendent Report:** **a)** The Kansas Department of Transportation will be holding a meeting on July 23rd at 10:45am regarding the three lane extension of Highway 36. **b)** JR discussed the ditch witch purchase and how it has been very useful and well worth the money spent. **c)** Tree removal on Washington Street is progressing. **d)** There is a sewer cleaning crew in town cleaning portions of the city’s sewer lines. **e)** Prairieland Electric will be attending the July 27th meeting to present their proposal. **f)** The roof at the reservoir pump house has been replaced. **g)** There continues to be trash issues. The Council requested that a memo be included with the utility bills to remind people to bag all trash. **h)** JR reported on issues with loaning out the large dump truck and people using it for construction debris which is against the policy. It was moved by Carla and seconded by Roger to discontinue this service with a revisit of the issue at a later time. Motion passed. It was moved by Carla and seconded by Bruce to accept and file the Superintendent’s report. Motion passed.
- 11. Attorney Report:** none
- 12. Clerk Report – a)** Clerk Whitmore reported that Laurie Velazquez had submitted the required number of signatures needed to approve her variance request for a day care at 521 South Adams. This is not a zoning change and the re-designation from residential to commercial is for Laurie Velazquez only. **b)** Per Attorney Day’s request at the last meeting, Lila confirmed with Neitzel Insurance that we do have the builder’s risk insurance for the motorcycle museum in place. There is also \$20,000 coverage for the building at the ball park as well as \$5,000 coverage for the contents. **c)** Lila indicated that she, along with Helen Dobbs, are working on a grant request to update the sign at the roadside park. It is through the Century II Development Foundation and there would be no matching funds required. The amount requested was \$2380. Carol Sloper wrote the grant application and CCDC will be in charge of the actual work to be done if the grant is awarded. The city crew may need to assist with installation of the sign. **d)** It was moved by Carla and seconded by Roger to authorize the Clerk to issue a check for \$300 to the County towards the purchase of a

hydraulic jack for the Cheyenne County rescue truck. The funds for this were previously received from the Firefighters Charitable Foundation. Motion passed. **e)** It was moved by Bruce and seconded by Amanda to authorize the Clerk to issue a check for \$1582.46 to the County for the EMS building generator project. These funds were received by the City from the St. Francis Community Foundation in January and now need to be dispersed to the County. Motion passed. **f)** Clerk Whitmore has been working with County Clerk Deb Lindsten and County Treasurer Dolores Jenik regarding the County taking over responsibility for the EMS Building. It was moved by Paula and seconded by Bruce to authorize the Clerk to transfer funds from the EMS Building Maintenance Fund to the County as soon as the County has their accounting setup to accept such a transfer. Motion passed. **g)** Clerk Whitmore shared a thank you letter from the Western Kansas Child Advocacy Center. It was moved by Roger and seconded by Amanda to accept and file the Clerk report. Motion passed. The Council also approved the donation of \$50 to the VFW Memorial established for Jennifer Blair's father.

13. Council comments:

Paula – shared a poster from the CC4C with upcoming events which will be posted on the City Hall bulletin board

Amanda - none

Roger – commented that he likes the new trash cans

Carla – none

Bruce – none

14. Mayor Comments - none

15. All bills on Ordinance #980 were reviewed. It was moved by Roger and seconded by Carla to approve the bills in the amount of \$344,658.88. Motion passed.

16. At 10:43pm it was moved by Paula and seconded by Roger to adjourn to executive session for 5 minutes for personnel. At 10:48pm the Council came out of executive session. No action was taken.

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

City Clerk