

Regular Council Meeting
August 24, 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, Police Chief Shane Guggenmos and City Clerk Lila Whitmore.
2. **Minutes** from the August 10 meeting were distributed and read. It was moved by Amanda and seconded by Roger to approve the minutes as read. Motion passed.
3. **Visitors: Helen Dobbs** - Helen shared with the Council several publications about Northwest Kansas and gave the City a poster size version of the St. Francis ad that appears on page 13 of the Ultimate Guide to Northwest Kansas. Helen also shared a draft copy of the "High Plains Scenic Byways" Resolution that will need to be approved and passed by the Council to designate the portion of HW 36 and K-27 that runs through Cheyenne County as a state byway. This will be put on the agenda in September which will give the Council members time to review the resolution.
4. **Police Report:** Shane shared the police schedule with the Council. There was further discussion regarding the current situation due to the shortage of deputies in the Sheriff department. It was moved by Paula and seconded by Bruce to hire a third police officer. The motion failed on a three to two vote. It was then moved by Bruce and seconded by Paula to authorize on-call pay each week for each police officer because of the additional on-call hours that they are now covering. Motion passed with all in favor. The Council also agreed that the police department can be paid overtime instead of comp time until the staff shortage issue is resolved. This will be reviewed again once the sheriff department has hired additional deputies. There was some discussion about unlicensed vehicles parked on city streets. Shane will continue to follow-up on the issue. It was moved by Paula and seconded by Carla to accept and file the Police Report. Motion passed. Chief Guggenmos left the meeting
5. **New Business:**
 - a. **Ben and Vicki Killingsworth** – presented their plans for an eating establishment which would be located in a small building behind their primary residence at 116 N. College. It would be a takeout type dining with outside seating. There would also be off-street parking with access from Jackson Street. At one time this building was a separate home with it's own meter but the address of the building is not known. Since this is in a residential area they are requesting a zoning variance. The Council determined those to be impacted by the business would be: Tim and Robyn Raile - 523 E. Jackson; Ron and Betty Louden - 511 E. Jackson; Rick and Linda Rogers - 528 E. Jackson; Clay and Mary Keller - 614 E. Jackson; The Lutheran Church (Pastor Randy Nelson) - 202 N. College; and St. Francis Community High School (Rob Schiltz, Superintendent) - 100 S. College. The Council pre-approved granting the variance so that they can move forward with their plans. However, this approval is contingent upon Mr. and Mrs. Killingsworth 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 Ben and Vicki Killingsworth only.
 - b. **Ty Faulkender/Bankwest** - On behalf of Mr. Faulkender, Mayor Schultz presented a request to install a new sign on the West side of the Bankwest building at 117 W. Washington as well as sidewalk improvements on the corner. The Council approved the request. No variance is needed. There was also some discussion regarding the bank's request to install planters to replace the trees that have been removed from in front of the bank. Attorney Day shared some drawings that Bankwest had commissioned to be drawn by Leon Volk with Commercial Sign Company of Colby. Paula, Carla and JR will work with Leon to develop a beautification plan for all of Washington Street that could include both trees and planters. Attorney Day believes that Bankwest would likely pay for Mr. Volk's services.
6. **Old Business:**
 - a. **Trash – Review/Approval of Ordinance #597 and Waiver Application.** A motion was made by Roger and seconded by Amanda to approve Ordinance No. 597: AN ORDINANCE AMENDING SECTION 502A OF ARTICLE 5 OF CHAPTER 15 OF THE 2003 CODE OF THE CITY OF ST. FRANCIS, KANSAS AND ESTABLISHING SECTION 502B ADDRESSING THE IMPOSITION OF REFUSE COLLECTION FEES ON CITY SERVICE AND SPECIAL USE SITUATIONS. Keller–aye; Milne–aye; Jensen–aye; Lampe–aye; Swihart–aye. Motion passed. The waiver application was also approved.
 - b. **Keller Pond Trail Update** – JR and Roger reported that the grant application for the trail improvement has been postponed until March. This will allow more time for Carol Sloper, grant

writer, to obtain clarification on what will qualify as “in-kind” matches and also identify other sources of funding for the project.

- c. **Property Cleanup – a)** Royce Neitzel has received an extension until September 3rd to clean up the property at 606 S. River and JR reports some progress has been made. **b)** JR has inspected Ted McCoy’s properties at 417 E. Jackson and 534 E. Second and determined that they are now in compliance with city code. **c)** There was further discussion regarding trailers and vehicles parked for extended periods of time on city streets. Attorney Day indicated they are in violation of section 93 of the Standard Traffic Ordinance of Kansas. The Council agreed that it will be up to the discretion of the Police Officers to enforce the ordinance, issuing warnings and, if necessary, tickets to offenders. Clerk Whitmore will have a notice put in the St. Francis Herald regarding the Ordinance.
 - d. **“Friends of the Park” Update –** Carla reported that the soda blasting of the playground equipment was finished. They received an estimate for the pea gravel that was more than was initially budgeted for in the grant application. JR, Roger and Carla will meet to discuss this further. Clerk Whitmore will check to see if there are any funds in the parks budget that could possibly be used for the project.
 - e. **Bandshell Sail Shades –** JR reported that he had not received the specifications that had previously been sent from tention.com. Clerk Whitmore will forward the specs to JR who will then contact Miller and Associates for an engineering review.
 - f. **New Pool Update –** JR is working on an updated 5-year plan which will include the new pool. Attorney Day talked about the information that had been discussed at the July 27th Council meeting regarding funding for the pool. The Council agreed to wait until the 5 year plan is complete and more information on the next steps is available from Gillmore & Bell before encumbering additional funds for the new pool. This topic will remain on the agenda for future meetings.
 - g. **Electrical Infrastructure Update –** Most of the materials for the well line project have been obtained and JR expects the project to be completed in the near future. Electrical infrastructure upgrades are included in the 5 year plan that JR is working on. Carla requested to see a graph chart showing the end of year cash reserve balance for the past several years. Clerk Whitmore will get this for the next Council meeting.
7. **Pool Report:** Bruce reported that the pool is now closed. He will have financial reports to share with the Council at the September 14th meeting.
 8. **Building Permits:** None
 9. **Superintendent Report:** **a)** JR stated that the re-closure controllers need upgrading at a cost of \$15900, but he will present this for approval at a later date pending the Council’s decision on the Prairie Land offer. **b)** The insurance adjuster has completed his work but the estimate has not yet been received. JR has contacted Kip Rethke to look at the roof damage. There was also hail damage on the water tower **c)** The Council discussed plumbing and heating repairs that are needed at the roadside park. JR will get estimates for a new heating unit and other needed repairs. **d)** It was moved by Roger and seconded by Amanda to authorize JR to purchase 25 blue dumpsters at a cost of \$2481.25. Motion passed. **e)** BSB will be finished with the work at the sewer ponds by next week. JR will get an estimate for the leveling system repair. **f)** It was moved by Paula and seconded by Amanda to authorize JR to purchase a locator from Barco for \$3090. Motion passed. It was moved by Bruce and seconded by Carla to accept and file the Superintendent Report. Motion passed.
 10. **Attorney Report:** Attorney Day presented two ordinances for approval. A motion was made by Roger and seconded by Amanda to approve Ordinance No. 598: AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF ST. FRANCIS, KANSAS; INCORPORATING BY REFERENCE THE “UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES,” EDITION OF 2015, AMENDING SECTION 101 OF ARTICLE 11 OF THE 2003 CODE OF THE CITY OF ST. FRANCIS, KANSAS AND REPEALING ORDINANCE NO. 593. Keller-aye; Milne-aye; Jensen-aye; Lampe-aye; Swihart-aye. Motion passed. A motion was made by Bruce and seconded by Carla to approve Ordinance No. 599: AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF ST. FRANCIS, KANSAS; INCORPORATING BY REFERENCE THE “STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES,” EDITION OF 2015, AMENDING SECTION 101 OF ARTICLE 14 OF THE 2003 CODE OF THE CITY OF ST. FRANCIS, KANSAS AND REPEALING ORDINANCE NO. 594. Keller-aye; Milne-aye; Jensen-aye; Lampe-aye; Swihart-aye. Motion passed. It was moved by Roger and seconded by Amanda to accept and file the Attorney Report. Motion passed.

11. Clerk Report: **a)** Clerk Whitmore read a letter from Rodney Shay regarding his real estate business which he has recently moved to his home. The Council agreed that because of the nature of the business it could be classified as professional per the ordinance and a variance would not be needed. **b)** The Council gave approval for Lila to attend the CIC User's Symposium in Wichita on September 16th and 17th. There is no charge for the symposium and the only cost will be hotel, meals and travel. **c)** The Council agreed to have Brian Strother with Strother Insurance Services present what his company can offer the City with regards to Health Insurance. He is an independent agent representing various health insurance companies. The Council requests he send information which they can review and then decide if they are interested in a formal presentation. **d)** Kip Weise had previously paid for rental of the bandshell for Labor Day weekend but does not need it now. The Council approved a refund of the rental fee of \$150. **e)** The City received a franchise fee from Midwest Energy for \$412.19. **f)** The EMS Building Maintenance Fund money has been transferred to the County. The County still needs to take out insurance on the building, per the contract that was signed. Clerk Whitmore will cancel the insurance that the City carries once the County has theirs in place. It was moved by Bruce and seconded by Carla to accept and file the Clerk report. Motion passed.

12. Council comments:

Paula – requested Amanda, as the Council representative on the Theater Board, to provide the Council with the minutes from the theater minutes.

Amanda – none

Roger – will be absent from the next meeting. Roger let the Council know that Bird City is setting up their own recycling center. Roger will be delivering a baler to them on Friday. The Council agreed that the recycling contract the City currently has with Bird City could be cancelled whenever they make that request.

Carla – none

Bruce - none

13. Mayor Comments: none. Attorney Day left the meeting.

14. At 10:13 the Mayor called for executive session for Personnel and Clerk Whitmore was excused. At 10:20 the Council came out of executive session and called Clerk Whitmore back to the meeting. A motion was made by Bruce and seconded by Amanda to give a wage increase to City Clerk Lila Whitmore who completed her six month probation period on July 31. Motion passed.

15. Adjournment: The Mayor adjourned the meeting.

City Clerk