

Regular Council Meeting
October 26, 2015

1. **Mayor Scott Schultz called the meeting to order at 7:30.** 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 October 12th meeting were distributed and read. It was moved by Amanda and seconded by Bruce to approve the minutes as read. Motion passed.
3. **Consent Agenda:** It was moved by Roger and seconded by Carla to approve the following item from the Consent Agenda: Permission for Clerk to renew First National Bank CD #18340. Motion passed.
4. **Visitors: None**
5. **Police Report:** **a)** Chief Guggenmos reported that he has changed his shift to covering 4:00pm – midnight Tuesday through Saturday. The Sheriff's department will respond to 911 calls. There was considerable discussion about the coverage currently provided by the Sheriff's department and the need for additional coverage. **b)** It was moved by Bruce and seconded by Carla for Shane to begin the search for one police officer with a starting wage of \$12 per hour for applicants with no prior experience or training or a starting wage of \$15-\$20 for experienced applicants, depending on qualifications. Motion passed. **c)** Shane asked the Council about campers being parked on the street. There is nothing specific to campers in the current city code. This will be considered when the Council reviews the city code chapters. **d)** Shane suggested the City give the Sheriff's office one of the extra police cars. It had previously been discussed at the September 28 meeting to sell one of the vehicles. The Council decided that Shane should proceed with trying to sell the higher mileage vehicle and put the other one in storage for now. It was moved by Paula and seconded by Carla to accept and file the police report. Motion passed. Police Chief Guggenmos left the meeting.
6. **New Business:**
 - a. **Ron Krien** – Mr. Krien was unable to attend the meeting. On his behalf, JR presented to the Council Mr. Krien's interest in purchasing a 30' x 370' section of city owned property adjacent to his property south of town. JR will check into easements and utility right of way. The matter is tabled until further clarification is obtained.
 - b. **Patti Williams** – Mr. and Mrs. Williams presented their plan for a business selling essential oils, candles, soap and similar items at 321 N. Benton and requested a zoning variance. The Council determined the residents to be impacted by the business would be: Carol Rogers – 404 N. Benton, Marti Schlittenhardt – 118 and 120 E. Whittier, Marlin Rueb - 201 E. Whittier, January Phillips - 115 E. Whittier, Dallas Walz - 202 E. Emerson, and Jolene Dodd - 120 E. Emerson. The Council pre-approved granting the variance so that they can move forward with their plans. However, this approval is contingent upon the Williams' 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 Patti and Don Williams only.
 - c. **Review/Approval of Ordinance No. 600** – A motion was made by Carla and seconded by Roger to approve Ordinance No. 600: AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CODIFICATION OF THE GENERAL ORDINANCES OF THE CITY OF ST. FRANCIS, KANSAS, AND THE PUBLICATION OF SUCH CODIFICATION IN PERMANENTLY BOUND OR LOOSELEAF BOOK FORM. Keller-aye; Milne-aye; Jensen-aye; Lampe-aye, Swihart-aye. Motion passed.
7. **Old Business:**
 - a. **Property Cleanup** – The court has granted an additional 30 days for the cleanup of the Royce Neitzel property at 606 S. River. The Council requested JR tour the city and document with photos other properties that are in need of attention as well as abandoned/inoperable vehicles that are in violation of city code.
 - b. **Bird City Recycling** – Roger reported that the Bird City Council has signed a contract to accept the baler. It will be housed temporarily at the old REA building in Bird City.
 - c. **"Friends of the Park" Update** – The project is moving along. The borders have been placed and the pea gravel is in the process of being put in. It should be completed soon.
 - d. **Bandshell Sail Shades Update** – JR has not yet heard from tenshon.com. Paula will follow up with her contact.

- e. **New Pool Update** – Attorney Day met with the Recreation Commission and the board has determined that its current levy is insufficient to support the repayment of a bond issuance to contract a new pool. The Rec Commission will request USD 297 Board of Education to adopt a resolution declaring it necessary to increase the levy. The resolution will be published and then subject to protest which will result in the question being put to the voters of USD 297. The Rec Commission and City Attorney are scheduled to meet with the school board on November 12.
 - f. **Electrical Infrastructure Update** – The wire has been received. Waiting on Prairieland to proceed.
 - g. **5-year Plan** – no new updates.
 - h. The Council agreed that they would like to see a “**Projects Pending**” section added to the meeting agenda to keep track of issues that are still in progress. Clerk Whitmore will send a list to council members of current items and will add this to future agendas.
- 8. Building Permits:** It was moved by Bruce and seconded by Amanda to approve the following building permits: Dallas Walz – 202 E. Emerson, new garage; Victor Zwegardt – 520 E. Second, remodel front steps; Krista Juenger – 315 W. First, wooden fence; Helen Louise Spratford – 402 E. First, extend building higher for storage; pending JR’s approval: Neva Wahrman – 513 E. Third, mailbox. Motion passed with Roger abstaining.
- 9. Superintendent Report:** **a)** The permit for the three street lights on highway 36 has been approved by the state. They should be installed soon. **b)** JR has received one bid/proposal for the leveling system at the sewer ponds. He is waiting to see if other proposals will be received before presenting to the Council. **c)** The Council determined that Brent Henderson’s request for no trash service at his residence outside the city limits does not fall within the guidelines for the trash waiver as the residence has both electric and water. **d)** JR reports that the hydrants have all been flushed and checked and are being prepared for winter. **e)** The roadside park furnace has been installed. There was discussion about possibly installing electric hookups at the campsites at the roadside park. This would take some infrastructure work. JR will investigate the cost. **f)** Regarding the two hydrants located at College and by the Smull’s house, JR indicates they spent a lot of time trying to come up with a more cost effective solution but have determined they are going to have to put hot valves right on the hydrants. **g)** Water Tower Antennas - JR had checked into using a lease advisor but found it would cost too much. The lease the City has with Verizon for water tower space for cell sites doesn’t expire until August 2016. The contract itself is acceptable except for the compensation to the city. Currently Verizon pays \$30 per month. Clerk Whitmore checked with other communities and found that compensation ranges from \$460 to over \$2000. JR feels the current amount we receive is too low and should be negotiated. JR also found that AT&T renewed their contract with the city in December for \$500 a month but thus far the City has not received these payments. Mike will review the contracts and JR will follow up on this. **h)** The Council gave approval for JR to look into selling the drymax oil cleaner. It was purchased in 2011 for approximately \$35,000. **i)** It has been determined that the paint that had been used on the pool was incompatible and was the reason for it peeling. Torrey Brothers Construction has agreed to sandblast and repaint at no cost to the city as part of their guarantee of work. Mike will draw up a letter or memorandum for this agreement. **j)** Gordon Ross with Ross Manufacturing will be making a sample of a square metal covering to be used as a temporary fix to cover the holes where the trees have been removed on Washington Street. They would cost approximately \$30 each at 35 holes for a cost of \$1050.00. The Council will look at the sample before authorizing all of the holes to be covered. It was moved by Bruce and seconded by Paula to accept and file the Superintendent report. Motion passed.
- 10. Attorney Report:** Progress is being made on the recodification. The Council agreed that there was no need to update the Universal Building Code, Fire Code, Electrical Code, Plumbing Code and Housing Code. The Council will shoot for the December timeframe for a special work-session to review and update the city code chapters. It was moved by Roger and seconded by Amanda to accept and file the Attorney’s report. Motion passed.
- 11. Clerk Report – a)** Clerk Whitmore reminded the Council that she will be gone all of next week for the Certified Municipal Clerk training in Wichita. **b)** Lila reported that Mrs. Swihart had brought the 2nd and 3rd grade students in for a tour of the Council Chambers and City Hall. The Council enjoyed reading letters that the students had written to Mayor Schultz. **c)** Lila discussed the theater cash flow concern. She spoke to the auditors who recommended that the theater fund be dissolved and the theater be made a department in the general fund. An amendment to the budget would need to be done in order for this to happen for 2016.

However, Lila found that we have a CD designated for the theater with a current balance of \$3668.04. It was moved by Paula and seconded by Amanda to redeem this CD prior to the November renewal date and add this to the cash balance for the theater. Motion passed. This will be enough to avoid a cash violation through the end of 2015 as well as 2016 barring any unexpected expenses. The Theater fund can then be dissolved for the 2017 budget. **d)** Lila brought to the attention of the Council that four employees have reached milestone work anniversaries this year. It was moved by Bruce and seconded by Paula to recognize the employees with their names on a plaque in City Hall and to recognize the employees at the Christmas party and be presented with \$25 in scrip money as a service award. Motion passed. **e)** Mayor Schultz has offered to host a Christmas gathering for employees and their spouses/significant others. A date will be determined later. It was moved by Bruce and seconded by Paula to also give employees \$200 in scrip money as a Christmas bonus as has been done in the past. Motion passed. **e)** The city received a franchise fee of \$416.20 from Midwest Energy. **f)** Lila reported receiving Wes Guggenmos's resignation letter. She also received a letter from Pete Davis opposing the proposed reptile sanctuary. It was moved by Amanda and seconded by Bruce to accept and file the clerk report. Motion passed.

12. Council comments:

Paula – none, Amanda – none, Bruce – none, Carla – none, Roger – requested 5 minutes of executive session for personnel. JR shared some information he has gathered concerning the County budget.

13. Mayor Comments – none

14. Executive Session - At 9:37pm it was moved by Paula and seconded by Amanda to adjourn to executive session for personnel. At 9:50 it was moved by Paula and seconded by Amanda to come out of executive session. No action was taken.

15. Adjournment: A motion was made by Bruce and seconded by Roger to adjourn the meeting. Motion passed.

City Clerk