

Regular Council Meeting
January 11, 2016

1. **Council President Roger Jensen called the meeting to order at 7:30.** Present were Council Members Bruce Swihart, Carla Lampe, Amanda Milne and Paula Keller. Also present were City Superintendent JR Landenberger and City Clerk Lila Whitmore. Absent were Mayor Scott Schultz, City Attorney Mike Day, and Police Chief Shane Guggenmos.
2. **Minutes** from the December 28th meeting were distributed and read. Amanda pointed out one correction to be made to the minutes. It was moved by Bruce and seconded by Paula to approve the minutes as corrected. Motion passed.
3. **Consent Agenda** – It was moved by Carla and seconded by Amanda to approve the following items on 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; Permission for Clerk to pay the Kansas Mayor’s Association dues of \$50. Motion passed.
4. **Visitors:** None
5. **Police Report:** Clerk Whitmore, on behalf of Chief Guggenmos, reported that the police department would like to upgrade their cell phones. The Council requested price comparisons from possible vendors be brought to the next Council meeting.
6. **New Business:** None
7. **Old Business:**
 - a. **Property Cleanup** – There are 4 properties that will be receiving cleanup notifications.
 - b. **Pending Projects:**
 - Friends of the Park** – Carla has submitted a grant request to the St. Francis Community Foundation for playground equipment for the Courthouse Park.
 - Bandshell Sail Shades** – still waiting to get an updated plan from tenson.com. Paula will follow up.
 - Bird City Recycling** – Bird City is now baling cardboard and chipboard.
 - Roadside Park Update** – Carla has a group looking at the park who will make recommendations as to where electric hookups should be located.
 - Verizon / AT&T Lease** – Superintendent Landenberger reported that Verizon has responded with a proposal to increase the tower rent amount paid to the City to \$300 per month. This is a significant increase over the previous contract and is more in line with what Verizon currently pays other municipalities for comparable antenna installations. We have not yet heard from AT&T but are expecting a payment for the past due rent that is owed to the city.
 - Courthouse Park Reservation Process** – There was some discussion but no decisions made.
 - Sewer Leveling system** – The project has been approved by KDHE and the bid process has been put in place. Bids are due to Miller & Associates by January 28th. This can now be removed from the projects pending list per JR.
 - Electrical Infrastructure** – We are still waiting for a final bill from Prairie Land for the work that has been completed. Once we have this JR will have a better idea on how to proceed with next steps.
 - 5 Year Plan** – JR indicated he will be adding the purchase of a street sweeper for \$145,000 and a 4-wheeler for \$8000 to the 5 year plan for 2016. There are funds in the equipment reserve for these items. The Council gave approval for JR to seek pricing information for these. JR will also be looking at street improvements for this year which will be from the street budget. There was discussion regarding some intersections in town that had been planned for repair in 2015 but did not get done.
 - New Pool Update-** There were enough signatures obtained in the protest petition to move the issue to a special election on March 8th. There will be a public meeting on February 4th.
 - Washington Street Beautification Project** – committee is organized. They will be meeting soon.
 - Existing Business Electrical Upgrade Policy** – no updates but needs to remain on the list.
 - Fall Cleanup Review** – JR indicated that a review of the cleanup showed that there was some expense incurred from picking up and taking furniture to the dump, but it was not a significant amount. This may need to be revisited prior to the fall cleanup in 2016. JR stated it can be removed from the projects pending list.

- 8. Building Permits - None**
- 9. Superintendent Report – a)** The KRWA Conference is March 29-31. JR would like to send 4 employees for water certification training. **b)** JR will be doing a year end electrical cost survey. **c)** JR would like to check further into repairing College Street in front of the High School. Twenty feet of this is school property used for parking. It could be a costly project but the Council feels it should be a priority. JR will touch base again with Rob Schiltz, USD 297 Superintendent, and will try to come up with cost estimates. **d)** It was moved by Amanda and seconded by Bruce to approve the purchase of chemicals from the COOP in the amount of \$5,116. Motion passed. **e)** JR presented a Quit Claim Deed prepared by Attorney Day pertaining to two properties along Angle Road that had been deeded to Jett Fromholtz several years ago but the deed was lost and never filed with the Register of Deed's office. Superintendent Landenberger called Attorney Day to confirm that the deed is in only Jett Fromholtz's name. It was moved by Paula and seconded by Carla to sign the Quit Claim Deed. Motion passed. **f)** Jamie Patton has resigned from her cleaning position with the parks department. The city crew is currently doing the cleaning but JR will want to hire a replacement. It was moved by Amanda and seconded by Carla to accept and file the superintendent report. Motion passed.
- 10. Attorney Report - None**
- 11. Clerk Report – a)** The Council approved waiving the peddler's license fee for the Girl Scouts to sell cookies. **b)** It was moved by Bruce and seconded by Carla to approve utility incentives for Cheyenne Bowl/Kelsey Dunn and Robert Martinez, for up to \$100 a month for 6 months. Motion passed. **c)** It was moved by Carla and seconded by Amanda to approve the Cereal Malt Beverage license applications for Cheyenne Bowl/Robert Martinez. Motion passed. **d)** It was moved by Carla and seconded by Paula to approve payment of the KMEA power bill in the amount of \$985.10. Motion passed. **e)** Clerk Whitmore informed the Council that the City has received a Gold Star Trophy from Kansas Municipal Insurance Trust for the 2015 Loss Prevention Certification Program. This is the highest level we can achieve and for this we receive a 5% discount on our 2016 renewal. We also received a plaque in recognition of 10 years of membership in KMIT. **f)** Lila told the Council about an Assistance for Firefighters grant which Carol Sloper will be applying for on behalf of the fire department. This grant would be used to purchase radios and bunker gear. It is a 5% match with the match being shared between the City and the County. The City's share would be \$1,127.50. Fire Chief Dan Blair has confirmed that the necessary funds for this are included in the 2016 budget. **g)** On behalf of Helen Dobbs with the Cheyenne County Development Corporation, Lila requested the Council's approval for Helen to apply for a grant through the St. Francis New Generation Fund and Community Foundation to install additional insulation and a new garage door to the office building at 107 W. Washington. Since the CCDC is not a 501c3 the funds would need to be held by the City. Council approved. It was moved by Bruce and seconded by Amanda to accept and file the clerk report. Motion passed.
- 12. Council comments: Paula –** Tom Keller is stepping down as chairperson for the assisted living committee. Paula shared some upcoming events at the CC4C, **Amanda –** no comments, **Carla –** asked about the utility rates for the motorcycle museum. Following some discussion it was moved by Bruce and seconded by Paula to provide utilities for the Motorcycle Museum at cost. The museum will pay for the utilities, but they would be provided at the city's cost. Motion passed. **Bruce –** will soon be advertising for lifeguard and pool manager positions.
- 13. Council President Comments – none**
- 14. All bills on Ordinance #986** were reviewed. It was moved by Bruce and seconded by Amanda to approve the bills in the amount of \$141,370.76. Motion passed.
- 15. Adjournment:** A motion was made by Carla and seconded by Paula to adjourn the meeting. Motion passed.