

Regular Council Meeting
January 25, 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, City Attorney Mike Day, Police Chief Shane Guggenmos and City Clerk Lila Whitmore.
2. **Minutes** from the January 11 meeting were distributed and read. It was moved by Amanda and seconded by Paula to approve the minutes as read. Motion passed.
3. **Consent Agenda:** It was moved by Bruce and seconded by Carla to approve the following items from the Consent Agenda: Permission for Clerk to pay 2016 dues for Kansas Municipal Utilities membership, Northwest Kansas Planning & Development, and Kansas Rural Water Association. Motion passed.
4. **Visitors: None**
5. **Police Report:** Chief Guggenmos indicated there was not much to report and things have been pretty quiet. It was moved by Bruce and seconded by Paula for the Police department to upgrade their phones to a smart phone plan with Verizon Wireless. Motion passed. The Council advised Shane to go ahead and have the broken taillights on the spare police vehicles fixed. It was moved by Carla and seconded by Bruce to accept and file the police report. Motion Passed. Chief Guggenmos left the meeting.
6. **New Business:**
 - Prior to new business Council President Jensen initiated a discussion regarding the motion that had been made and passed at the January 11 meeting for the city to provide utilities at cost for the Motorcycle Museum. Roger stated that the motion had been made based on the assumption that the motorcycle museum building was to remain a city owned property. Attorney Day stated that the property had originally been deeded to the city in trust until such time as the motorcycle museum obtained their 501c3 at which time it would be deeded back to the museum. The museum has obtained their 501c3 but the deed to the land is currently still held by the City. The consensus of the Council was that the intent from the beginning was for the motorcycle museum to be city owned property although a review of past meeting minutes found that there had been no official action taken by the Council to approve this. The Council agreed that the Motorcycle Museum board should be invited to the next meeting in order to clarify ownership of the building and details regarding insurance and utilities.
 - Representatives from the **Cheyenne County Historical Society** addressed the Council with a request for utilities at the Cheyenne County Museum to be provided at cost. It is the Historical Society's belief that reduced utility rates would put the museum in a more favorable position when applying for grants to update their heating and air conditioning systems. These upgrades are needed to ensure that the contents of the museum are not lost to the effects of extreme temperature fluctuations in the rooms where the artifacts are on display. Attorney Day pointed out that the land where the Museum is located is owned by the City and leased to the Historical Society for \$1 a year but the building itself is owned and maintained by the Historical Society. Janet Carmen explained the finances of the museum. The County provides an allotment of funds to the Historical Society to assist with paying their utility and other bills but the Historical Society is responsible for their own bills. Ms. Carmen stated the amount from the County has not changed in years. The Council will take their request for reduced utility rates into consideration. However, Council President Jensen suggested the Historical Society might consider asking the County Commissioners for an increase in their allotment as well. No action was taken at this time.
 - **Airport Authority** - There was discussion regarding the Airport Authority appointments that are usually done in January. In the past the Mayor has appointed Dave Yost and Bruce Swihart. Clerk Whitmore pointed out that the County had appointed six members to the Airport Commission at their January 11 meeting, one of whom was Mr. Yost. Clarification is needed to confirm how members are appointed to the Commission and how many city representatives there should be. Clerk Whitmore will follow up with the County Clerk.
 - **Housing Authority Board** - With the advice and consent of the Council, Council President Jensen made the following appointments to the Housing Authority Board: Richard Grace, Carol Rogers, Lynette Nolan, Eric Fiala, and Leslie Hook.

- **Water Emergency Plan** - The Council reviewed the plan. It was suggested to add Jared Sowers' business, Comfort Source, to the list of local plumbers and to add Prairie Land Electric's local address. It was moved by Amanda and seconded by Paula to approve the Water Emergency Plan with these changes made. Motion passed.
- **Resolution 2016-1** - It was moved by Bruce and seconded by Amanda to pass Resolution 2016-1: (GAAP) A WAIVER OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES. Keller – Aye; Milne – Aye; Lampe – Aye; Swihart – Aye. Motion passed.
- **Resolution 2016-2** - A motion was made by Paula and seconded by Carla to pass Resolution 2016-2: A RESOLUTION BY THE CITY OF ST. FRANCIS, KANSAS, ADOPTING THE NORTHWEST KANSAS (REGION A) MULTI-HAZARD, MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN. Keller – Aye; Milne – Aye; Lampe – Aye; Swihart – Aye. Motion passed.
- **Library Report** - It was moved by Amanda and seconded by Paula to accept and file the library report as submitted by librarian Pat Leibbrandt and the library board. Motion passed.

7. Old Business:

- Motorcycle Museum** – Based on the earlier discussion, a motion was made by Paula and seconded by Amanda to ensure the minutes reflect that the deed for the motorcycle museum is being held in trust by the City for the Motorcycle Museum until the determination is made as to who will eventually hold the title to the property, and that currently the museum is reimbursing the city for the cost of insurance and will, for now, continue to pay for utilities at the business rate. Motion passed.
 - Property Cleanup** – JR shared some pictures of properties needing attention. Many of these properties are on the delinquent tax sale list.
 - Pending Projects:**
 - **Roadside Park Electrical Hookups** – Carla has identified 5 possible locations for electrical hookups. JR will take these suggestions and determine approximate costs.
 - **Verizon / AT&T Lease** – JR is still in negotiations with Verizon. The city's contract with AT&T is for \$500 a month. Verizon has offered \$300 per month. Clerk Whitmore confirmed that the City received a payment from AT&T in the amount of \$6951.61 for the rent that was owed to the City for December 2014 through January 2015.
 - **New Pool Update** – On February 4th the New Pool Committee is hosting a fundraiser meal and open forum for the public to ask questions regarding the new pool and the upcoming election.
- Building Permits:** It was moved by Amanda and seconded by Carla to approve the following building permit: Enrique Olivares – 508 S. Adams, metal shed. Motion passed.
 - Superintendent Report:** **a)** Bids for the sewer leveling system are due by January 28th and Superintendent Landenberger will have them ready for review at the February 8th meeting. **b)** A representative from Fairbanks Morse inspected the 8 cylinder generator at the plant and determined that it would cost approximately \$250,000 to rebuild. JR states that this generator is not required for operation of the power plant for emergency purposes and it is his opinion that there would be no harm to the City to not have it repaired. The other generators were also inspected and found to be ok. **c)** It was moved by Bruce and seconded by Amanda to authorize JR to trade in the skid steer for a newer one at an approximate cost of \$14000, to be paid for from the equipment reserve fund. Motion passed. **d)** We have not yet received the final bill from Prairie Land for the well line project work that was completed. It was moved by Bruce and seconded by Carla to accept and file the superintendent's report. Motion passed.
 - Attorney Report:** Attorney Day reported that Amanda Milne has prepared tax exemption applications to be presented to the state board of tax appeals for both the Motorcycle Museum and the Housing Authority properties. It was moved by Amanda and seconded by Paula to authorize the mayor pro-tem to execute the applications. Motion passed. It was moved by Paula and seconded by Amanda to accept and file the attorney report. Motion passed.
 - Clerk Report – a)** It was moved by Bruce and seconded by Carla to authorize Mayor Pro-tem Roger Jensen to sign an agreement letter from Adams, Brown, Beran & Ball confirming the services that they will be providing to the City for the audit of 2015 and budget preparation. Motion passed. **b)** It was moved by Carla and

seconded by Paula to approve a Mobile Home Park License for Kathy Woodcox, 626 S. Valley, 3 spaces. Motion Passed. **c)** The City received a franchise fee from Midwest Energy for \$1269.34. **d)** The Council gave permission for City Treasurer Jennifer Blair to attend the KRWA Conference in Wichita. She will be taking various courses that will help us enhance the operation of City Hall. **e)** The Council gave permission for Jennifer Blair to attend a Wellness at Work session presented by Blue Cross Blue Shield. The intent is to get various employer groups together to share ideas on employee wellness initiatives and how other communities are involving their employees in wellness activities. **f)** Clerk Whitmore informed the Council that we finished 2015 with no worker's comp claims. It was moved by Carla and seconded by Paula to give Safety Awards, up to \$25, to the employees. Motion passed. The Safety committee will meet to decide on the recognition awards with input from the employees as well. It was moved by Paula and seconded by Bruce to accept and file the Clerk report. Motion passed.

12. Council comments: Paula – Updated the Council on the Senior Living Committee, Amanda – none, Carla – none, Bruce – none

13. Mayor Comments – none

14. Adjournment: A motion was made by Paula and seconded by Carla to adjourn the meeting. Motion passed.

City Clerk