

Regular Council Meeting
March 14, 2016

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Bruce Swihart, Carla Lampe, Roger Jensen, and Amanda Milne. Also present were City Superintendent JR Landenberger and City Clerk Lila Whitmore. Absent were City Attorney Mike Day, Council Member Paula Keller, and Police Chief Shane Guggenmos.
2. **Minutes** from the February 22 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 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 renew First National Bank CD #25918; Permission for Clerk to renew First National Bank CD #18620; Permission for Clerk to pay the 2016 Highway 36 Association Membership Dues of \$100; Permission for Clerk to pay the 2016 Kansas Municipal Judges' Association Dues of \$25. Motion passed.
4. **Visitors:** None
5. **Police Report:** None
6. **New Business:**
 - a. **Senior Citizen Center Report** – Art Krueger presented the financial report for the Senior Citizen Center. A motion was made by Bruce and seconded by Amanda to pay the Senior Center the budgeted allocation of \$8000. Motion passed.
 - b. **Fire Department Report** – Fire Chief Dan Blair discussed equipment needs of the Fire Department. It was moved by Amanda and seconded by Carla to authorize payment of \$1944 towards the purchase of cylinders and valves for 6 air packs. Motion passed. It was moved by Carla and seconded by Roger to authorize payment of \$467 towards the purchase of air compressor test kits. Motion passed. These amounts are half of the total cost and Fire Chief Blair will be asking the County to pay the remaining half. Chief Blair also told the Council about Firefighter I training that will be coming up in November which will cost \$200 per person. He expects 3 or 4 firemen to participate in the training.
 - c. **Tree Trim License** – It was moved by Roger and seconded by Carla to approve Tree Trim Licenses for TJ's Improvements/Travis Milne and Roy Schrader. Motion passed.
 - d. **Mobile Home Park License** – It was moved by Amanda and seconded by Bruce to approve the Mobile Home Park License application for Eldon Zimbelman. Motion passed.
7. **Old Business:**
 - a. **Property Cleanup** – no updates
 - b. **Personnel Policy Review** – Mayor Schultz recommended deferring review of the policy until Attorney Day and all Council Members are present.
 - c. **Projects Pending:**
 - Pool Painting** – JR will contact Torrey Brothers to ensure the pool painting will be completed this spring.
 - Library Roof Repair** – JR will need to get bids to move forward with the roof repair at the library.
 - Scout Hut Siding** – JR will get estimates for stripping and painting the siding.
 - Bandshell** – Roger will repair the hole that was cut in the wall of the bandshell. Roger will take pictures beforehand to show that there is no backerboard.
 - Washington Street Beautification Project** – The committee has met and is in the beginning stages of planning.
 - Internet Service** – Mayor Schultz asked to have this topic added to the projects pending list.
8. **Building Permits** – It was moved by Amanda and seconded by Roger to approve the following building permits: Danny Penton – 515 W. First, wood fence; Scott Carmichael – 529 E. Spencer, cedar fence; Gregory and Zona Potter – 534 First Street, add building to existing structure; Doug Ross and Mike Rogers – 519 E. Fourth, raze building; John Amack – 426 East Business HW 36, shed; Myra Northrup – 516 S. Benton, Repair/replace retaining wall (pending JR's approval). Motion passed.
9. **Superintendent Report** – a) It was moved by Roger and seconded by Amanda for JR to hire Miller & Associates for an amount not to exceed \$4000 to survey and provide legal descriptions for several properties

on the East side of town along First Street. Motion passed. The City Office will send letters to the property owners to notify them that the survey will be done. **b)** It was moved by Carla and seconded by Bruce to approve the purchase of a street sweeper attachment for the skidsteer from Yost Farm Supply for \$5760. Motion passed. **c)** It was moved by Bruce and seconded by Amanda to approve a chicken permit for Steve and Margaret Lister at 209 N. Scott. Motion passed. **d)** JR presented an electrical cost analysis for 2015. In 2014 the cost per KW was 7.2 cents. In 2015 it was 6.56 cents. **e)** It was moved by Roger and seconded by Amanda to sign a contract with Miller & Associates for \$4950 to provide preliminary engineering analysis for asphalt resurfacing of College Street between Spencer and Webster. Motion passed. This will be paid for from the street department in the general fund or capital improvement. **f)** It was moved by Carla and seconded by Roger to approve \$1800 for the Itron software upgrade, installation and training. Motion passed. The Council asked for a report showing the number of meters that are not remote read. Clerk Whitmore will ask the utility billing clerk, Jen Blair, to gather this data. **g)** JR presented estimates from Brock McAtee Construction for work on the following intersections: Fourth and Denison - \$12288; First and Quincy and First and Adams - \$22560; Angle Road and Washington - \$9120, for a total of \$43968. The majority of funds for this project were encumbered in 2015. It was moved by Bruce and seconded by Amanda to approve these. Motion passed. **h)** JR will be getting prices for the installation of four electric boxes in order to provide electrical hookups at the roadside park. The boxes will have connections on both sides. **i)** The Council gave approval for JR to sign the consent to allow AT&T Wireless to modify their existing equipment on the water tower. **j)** Roger Neitzel contacted JR with regards to what it would take to bring water to his shop located at Fourth and Frances. JR explained that Mr. Neitzel would be responsible for the cost of the infrastructure improvement to bring the line in, but the City would own and maintain it. Mr. Neitzel has not yet made a decision. **k)** JR is investigating the possibility of contracting the trash service out to a third party. It may be a better option for the city financially. **l)** JR talked about adding a Police Car to the 5 year plan. Officer Darrell Thomas will bring more options to the Council. JR also talked about a software package that the Sheriff's Department may be installing. There is a possibility that the city could piggyback on to this for approximately \$5000-\$6000. JR called for 5 minutes of executive session for personnel. It was moved by Amanda and seconded by Bruce to accept and file the Superintendent report. Motion passed

10. Attorney Report – None

11. Clerk Report – a) It was moved by Carla and seconded by Roger to authorize the Mayor to sign the contract with LDB Landscaping for landscape architecture services for the Trail Project at Keller Pond. Tom Keller has indicated via email to Clerk Whitmore that Bill Keller will reimburse the \$2200 fee. Motion passed. **b)** It was moved by Bruce and seconded by Carla to allocate \$5000 from the capital improvement fund to be used specifically for the Trail Project at Keller Pond and to provide a letter of support for the grant application. Motion passed. **c)** Lila indicated she had received an email from Tom Keller stating that several of the trees and shrubs that were planted last year at Keller Pond did not survive the winter. It will cost \$675 to replace them which would be paid for from the budgeted funds for Keller Pond. **d)** The Board of Tax Appeals has granted the City's request for tax exemption status for the Motorcycle Museum and the Housing Authority. **e)** It was moved by Carla and seconded by Amanda to approve the Occupational Tax Receipt for U-Save Liquor. **f)** Lila relayed an update from Attorney Mike Day regarding the motorcycle museum insurance. The city will be able to maintain comprehensive insurance for the building, with the museum added as an additional insured. The motorcycle museum will need to carry their own liability insurance with the city as an additional insured. Mike will be drawing up a lease agreement that will have this information and other details such as responsibilities for utility payments. **g)** The Council gave approval for Goodwill to park a trailer at the recycling center for collection of donations for two weeks beginning May 6th. **h)** It was moved by Carla and seconded by Roger to authorize Clerk Whitmore to pay the Cheyenne County Development Corporation the 2016 budgeted allocation of \$24378. **i)** The State of Kansas has accepted the safe house project as a candidate for funding. The next step is Carol Sloper will submit an application to the Kansas Division of Emergency Management, who will include our application with the State's proposal to FEMA for funding. **j)** Clerk Whitmore provided the Council ~~will~~ with documents regarding transient guest tax collections for the past several years. **k)** Mayor Schultz signed the contracts for BSB Construction to complete the sewer work

that was approved at the February 8 Council meeting. **l)** Mayor Schultz and Council President signed the signature cards for the First National Bank accounts as was authorized at the February 22 meeting. **m)** Lila reminded the Council that she will be attending the CCMFOA Spring Conference in Wichita from March 15 through the 18th. **n)** Lila pointed out that the window gaskets around the front windows of City Hall may need replacing. The Council instructed her to contact Bob Rohr in Goodland. It was moved by Bruce and seconded by Amanda to accept and file the Clerk report. Motion passed.

- 12. Council comments: Amanda – Roger – Carla – none, Bruce –** He will be placing another ad in the paper for lifeguards as they have not yet received enough applications for the number of lifeguards needed.
- 13. Mayor Comments –** called for 10 minutes of executive session for personnel.
- 14. All bills on Ordinance #988** were reviewed. Clerk Whitmore explained that the Treasurer's check for \$300,000.00 was a transfer of funds from Bankwest to First National Bank. It was moved by Roger and seconded by Bruce to approve the bills in the amount of \$639,107.13. Motion passed.
- 15.** It was moved by Amanda and seconded by Carla to adjourn to **executive session** for 5 minutes for personnel.
- 16.** It was moved by Roger and seconded by Carla to come out of **executive session**. It was moved by Amanda and seconded by Carla to hire current employees Mike Meyer and Paul Larson for the roadside park janitorial job at a rate of \$10 per hour. They will share in the duties and submit separate time cards for this work. It is considered a part-time position and not subject to overtime. Motion passed.
- 17.** Clerk Whitmore and Superintendent Landenberger presented wage projections based on the 2016 budgets for the various funds/departments. The council approved a total increase of 3.5%. This is not an across the board raise for each individual, but an overall authorized amount from which raises can then be determined. JR and Lila will bring individual salary recommendations to the next Council meeting.
- 18.** It was moved by Amanda and seconded by Carla to adjourn to **executive session** for 10 minutes for personnel.
- 19.** It was moved by Roger and seconded by Amanda to come out of executive session. Mayor Schultz accepted the resignation of Police Chief Shane Guggenmos and appointed Darrell Thomas as interim Police Chief at his current salary. Shane will continue working as a Police Officer at his current salary until the Council has had the opportunity to consult with City Attorney Mike Day on the best way to proceed. A decision will be made at the next Council meeting.
- 20. Adjournment:** A motion was made by Amanda and seconded by Paula to adjourn the meeting. Motion passed.

City Clerk