

Regular Council Meeting
March 28, 2016

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Carla Lampe, Roger Jensen, and Amanda Milne. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, City Clerk Lila Whitmore and Interim Police Chief Shane Guggenmos.
2. **Minutes** from the March 14th meeting were distributed and read. There was one correction to the minutes. It was moved by Amanda and seconded by Carla to approve the minutes as corrected. Motion passed.
3. It was moved by Carla and seconded by Amanda for the Mayor to **appoint Darrell Thomas** as the Chief of Police. Motion passed.
4. **Visitors:** None
5. **Police Report:** **a)** It was moved by Roger and seconded by Amanda to authorize up to \$30,000 from equipment reserve for the purchase of a police vehicle and accessories. Motion passed. **b)** Chief Thomas presented to the Council the proposal from Enterpol RMS for implementation of the software/hardware package that would interface with the Sheriff's office. The total initial investment cost is \$5218.00. After the first year there would also be an annual support agreement costing \$1488.00. Chief Thomas will bring this back to the Council once the County approves the purchase for the Sheriff's department. **c)** There was discussion regarding hiring a person for the Police Department to assist with administrative tasks such as report filing and/or expanding the duties of the Municipal Court Clerk position. Another option would be hiring a person to be a part time officer and part time office worker. No decision was made. **d)** Chief Thomas informed the Council that he needs 32 hours of training and Officer Guggenmos needs 40 hours before the end of June. **e)** Chief Thomas, along with Sheriff Beeson, will be creating a memorandum of understanding to acknowledge and confirm the sharing of resources between the Police Department and the Sheriff Department. It was moved by Carla and seconded by Amanda to accept and file the police report. Motion passed.
6. **At 7:55pm** Council Member Bruce Swihart arrived.
7. **New Business:**
 - a. Adam Dees, with Goodland law firm Vignery, Mason & Dees and Sherman County Abstract, presented plans to establish a branch office at 115 E. First and requested a zoning variance. The Council determined the homeowners to be impacted by the business would be: Tina Kehl, Tadd Neitzel, Karen Neitzel, Bob Oschner, Torrey Whitney, and DF Packard. The Council pre-approved granting the variance contingent upon Mr. Dees obtaining the required 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 Vignery, Mason & Dees/Sherman County Abstract only.
 - b. Bike Across Kansas – Scott Jenkins and Helen Dobbs were both present to talk about the plans thus far for hosting the Bike Across Kansas group on June 4-5. Helen is the City's point of contact and has been busy working with community organizations to ensure the City is ready to accommodate the approximately 900 riders expected. The hospital is making plans to host a walk in clinic on Friday evening. Helen said that many groups are planning food booths and local restaurants have been notified of the event. Helen has met with emergency services, the sheriff department and the police department to ensure everyone is aware. The Council gave tentative approval for some areas of Washington street to be roped off if needed. Helen asked that the Council waive any permits that might be needed for food vendors. Helen will keep the Council updated on the plans.
 - c. Helen Dobbs with the Cheyenne County Development Corporation shared information about projects she is working on. It was moved by Carla and seconded by Bruce to pay \$1600 from the Travel & Tourism fund to Northwest Kansas Planning & Development for a full page advertisement in the "Ultimate Guide to Northwest Kansas". Motion passed. Helen will make changes to the ad to include attractions such as the Motorcycle Museum and Keller's Pond and will bring this back to the Council for approval before publication. Helen received a grant from Next Generation for Youth to hire an intern again for this summer. A new brochure has been created for the Arikaree Breaks to include information regarding the area being private property. Helen is still working on the roadside park project that we received a grant for.

- d. The Citizens for a New Pool committee was present. There was considerable discussion regarding the plans moving forward for the new pool. Attorney Day explained that the first step is the creation of a Public Building Commission. The Council agreed that the PBC should consist of 7 members, three from the City Council (Bruce, Carla, Roger), two from the Recreation Commission, and two at large as well as City Attorney Mike Day and City Superintendent JR Landenberger. Council members will come back to the next meeting with recommendations and appointments will then be made.

8. Old Business:

- a. **Property Cleanup** – no current updates. There is a pending matter with regards to Arden Schneider who is scheduled for a first appearance for a previous complaint. There was discussion about some other properties in town which JR will continue to investigate.

- b. **Pending Projects:**

Pool Painting – The pool has been power washed and is still scheduled to be painted this spring.

Library Roof Repair - JR spoke to EMC Insurance and has received an extension until June to complete the repairs.

Courthouse Park Reservation Process - Clerk Whitmore indicated that the Lions Club liked the idea of making their picnic shelter reservable. The club had already planned to install an enclosed lockable bulletin board which could be used to post reservation notices. Clerk Whitmore presented a proposed reservation process/application. Council members recommended a few changes. She will bring a final version to the next council meeting for approval. She will also touch base with the Shrine Club to see if they would be interested in allowing the Shrine shelter to be reservable as well.

9. **Pool Report** – Forrest Burr has been hired as the manager and three lifeguards have been hired. A few more applications have been received and will be reviewed. It was moved by Amanda and seconded by Roger to accept and file the pool report. Motion passed.

10. **Building Permits** – It was moved by Roger and seconded by Bruce to approve the following building permits: Cheryl Williams – 315 N. Scott, cedar privacy fence; Play Parts, Inc. – 710 S. Denison, tear down house, garage, cement and trees (razing permit); and pending JR's approval: Ana Enfield – 231 Birch Street, Metal and wood fence; Lois Rarick – 406 E. Spencer, cement and wood fence and basketball court; Darrel Ford – 321 W. First, wood porch. Motion passed.

11. **Superintendent Report** – JR shared some updated drawings from tenshon.com for the bandshell sail shades. They are simplified, less complicated and not as large as the first proposals. Council agreed that JR could ask the company for a complete materials list and a cost of installation. It was moved by Carla and seconded by Amanda to accept and file the Superintendent report. Motion passed

12. **Attorney Report** – Attorney Day recommended the police department consider hiring additional office help so that reports are being filed in a timely fashion. It was moved by Carla and seconded by Bruce to accept and file the Attorney Report. Motion passed.

13. **Clerk Report** – a) The estimate from Brock McAtee Construction for intersection work that was presented at the last council meeting was in the amount of \$43,968. There was \$36,000 encumbered last year for this project. Clerk Whitmore pointed out that per the auditors it is necessary to make a motion each year to re-encumber funds that were encumbered in a previous year. It was moved by Bruce and seconded by Amanda to encumber the following funds for 2016: \$36,000 plus an additional \$7,968 for street intersection work, \$12,600 for tankless reclosures; \$2769.50 to complete the pool painting project; \$75,000 allocated for the new swimming pool. Motion passed. b) The City received a franchise fee from Midwest Energy for \$1878.61. c) The City received reimbursement of \$2022.65 from the County for the recycling tonnage for 2015. Roger asked if any of the funds were transferred to Bird City. Clerk Whitmore stated that she was not aware this needed to be done and would check into how this was accomplished in the past. d) It was moved by Bruce and seconded by Amanda to appoint JR Landenberger as Director #2 for the KMEA Board of Directors for a two (2) year term expiring on April 30, 2018. Motion passed. e) The Mayor signed the Notice to Proceed for the Level Control Manhole project to be completed by BSB construction. f) It was moved by Carla and seconded by Amanda for Lila to move forward with establishing a credit and debit card payment option for utility customers through Payment Service Network. This software package will interface directly with the current software that the city office uses. There is a one time setup fee of \$99 and an annual fee of \$89.

The Council also agreed that offering e-billing would be an advantage and the cost for this is \$25 per month. Transaction fees would be paid for by the customer. Clerk Whitmore requested 10 minutes of executive session for personnel. It was moved by Amanda and seconded by Bruce to accept and file the clerk report. Motion passed.

14. Council comments: Amanda – , Roger – none, Carla –none, Bruce – none

15. Mayor Comments – none

16. Attorney Day and Superintendent Landenberger left the meeting.

17. At 9:50 it was moved by Amanda and seconded by Roger to adjourn to **executive session** for personnel.

18. At 10:00 it was moved by Amanda and seconded by Carla to come out of **executive session**. It was moved by Carla and seconded by Roger to change the wages for Darrell Thomas, Chief of Police, and Shane Guggenmos, Patrol Officer, to match their new job classifications with a salary review to be done in 6 months. Motion passed.

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

City Clerk