

Regular Council Meeting

April 11, 2016

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Bruce Swihart, Carla Lampe, Roger Jensen, Paula Keller and Amanda Milne. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, City Treasurer Jennifer Blair and Police Chief Darrell Thomas.
2. **Minutes** from the March 28th meeting were distributed and read. It was moved by Carla and seconded by Bruce to approve the minutes as presented. Motion passed.
3. **Consent Agenda** – It was moved by Amanda and seconded by Bruce 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 2016 IIMC Dues of \$155.00. Motion passed.
4. **Visitors:** **a)** Cynthia Poling, Tiernan Poling and Draven Houtman, representing the Class of 2019, were present to ask that the rental fee for the Bandshell be waived for their fundraiser to be held in the park during Bike Across Kansas. Paula moved to wave the fee. Roger seconded. Motion passed. **b)** Gary Hill, Hill Trash Service, was present to discuss the proposed contract for trash removal in the City. Mr. Hill and JR will get together and discuss final details and numbers so a contract can be drawn up.
5. **New Business:**
 - a. **Bob Muirhead, Midwest Energy,** was present to discuss the renewal of the franchise fee. The Council agreed that they would like to keep the fee equal to 2% of the gross revenue derived from the sales of natural gas and implement a fee increase of 1.5 cents per therm for gas transported to any customer within the corporate limits of said City. Mr. Muirhead will forward the proposed ordinance to be reviewed and presented at the April 25 meeting.
6. **Police Report:** **a)** It was moved by Roger and seconded by Amanda to authorize the purchase of the Enterpol RMS software/hardware package that would interface with the Sheriff's office for a cost of \$5218.00. Motion passed. **b)** Chief Thomas discussed a recent visit to NWKS Tech College. He and Sheriff Beeson toured the CSI department. The CSI department will be a good resource for helping in investigations if the need arises. **c)** It was moved by Paula and seconded by Roger to purchase three used iPads from NWKS Tech College at the cost of \$250 each. Motion passed. **d)** Chief Thomas requested 10 minutes of executive session for personnel. It was moved by Amanda and seconded by Carla to accept and file the police report. Motion passed.
7. **New Business (continued):**
 - b. **New Business:** The Council discussed Ordinance 602, AN ORDINANCE CREATING THE CITY OF ST. FRANCIS, KANSAS PUBLIC BUILDING COMMISSION AND ESTABLISHING THE PURPOSE, COMPOSITION, POWERS, FUNCTIONS AND DUTIES THEREOF. It was moved by Amanda and seconded by Paula to pass Ordinance 602. Swihart – Aye; Lampe – Aye; Jensen – Aye; Milne – Aye; Keller – aye. Motion passed. Attorney Day requested 20 minutes of executive session for personnel to discuss potential members.
8. **Old Business:**
 - a. **Property Cleanup** – no current updates.
 - b. **Pending Projects:**
 - Pool Painting** – no current updates.
 - Roadside Park Electrical Hookups** – JR, Carla and Kary Zwegardt will meet soon to discuss the Frisbee Golf course.
 - Bandshell** - JR will be making some modifications to the proposed sail shades.
 - Trailer Parking on Streets** – will discuss time frame for campers to be parked on streets at the next meeting.
 - Main Street Beautification** – still working on ideas.
9. **Pool Report** – Four guards have been hired including the manager. Three interviews will be held Thursday, April 14, 2016. The Pool Board will also discuss wages and fees that evening. It was moved by Paula and seconded by Amanda to accept and file the pool report. Motion passed.
10. **Building Permits** – none
11. **Superintendent Report** – **a)** JR would like to purchase 41 blue led bulbs for the pedestrian lights on main street. The cost would be \$2860 to replace all the bulbs. It was moved by Amanda and seconded by Paula to

purchase the bulbs. Motion passed. **b)** JR will be attending the KMU Conference in Wichita May 4-6. **c)** The Prairie Land billing regarding the well line work included sales tax. JR is having Attorney Day determine if we need to pay sales tax before we submit payment. **d)** The survey work on First Street will begin soon as the letters have been sent to the property owners. **e)** LDB Bids on the Riverwalk will start being taken. **f)** The pool will need to be sandblasted before painting and JR will continue to follow up and make sure it gets done before the pool opening. **g)** The new sweeper is working very well in the gutters. **h)** Miller and Associates will open up bids for the work on College Street on May 9. **i)** Bubble wrap and Styrofoam is becoming a problem at the recycle center. **j)** JR requested 10 minutes of executive session to discuss personnel. 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 Roger and seconded by Carla to accept and file the Attorney Report.

13. Clerk Report – **a)** The recycle rebate owed to the City of Bird City will be paid on Friday. **b)** Harvest America has asked the City if they would accept vouchers from them for utility bills. More information will be presented at the next council meeting. **c)** The staff in the Clerk’s office would like to close the office during the afternoon of June 3 to welcome Bike Across Kansas participants into town and present them with a bottle of water from the City. The Council liked the idea and more details regarding a closing time will be discussed at a future meeting. **d)** Hiring seasonal employees that are 15 was briefly discussed and will be discussed in depth when the personnel policy is updated. It was moved by Carla and seconded by Amanda to accept and file the clerk report. Motion passed.

14. Council comments: Paula –Paula noted the carpet and chairs needed attention in the Library meeting room. They are very dirty. She also reported that the Assisted Living Committee continues to meet. **Amanda** – none, **Roger** – none, **Carla** –discussed who was repairing the streets after new communications lines had been installed. JR said the City is repairing them but has sent a bill to the company. She also inquired about the compost pile. JR stated that the crews haul it to the sewer pond. **Bruce** – none

15. Mayor Comments – none

16. At 9:45 it was moved by Amanda and seconded by Paula to adjourn to **executive session** for personnel. At 9:55 it was moved by Roger and seconded by Amanda to come out of **executive session**. It was moved by Bruce and seconded by Carla to approve the wage recommendations presented by JR. Motion passed.

17. All bills on **Ordinance #989** were reviewed. It was moved by Roger and seconded by Paula to approve the bills in the amount of \$132,392.05. Motion passed.

18. At 10:00 it was move by Bruce and seconded by Roger to adjourn to **executive session** for personnel. At 10:10 it was moved by Carla and seconded by Amanda to come out of executive session. It was moved by Roger and seconded by Amanda to approve hiring Chief Thomas’ qualified applicant of choice as a full time employee with benefits. Motion passed.

19. At 10:15 it was moved by Roger and seconded by Amanda to adjourn to **executive session** for personnel. At 10:35 it was moved by Amanda and seconded by Paula to come out of executive session. It was moved by Paula and seconded by Amanda to appoint Bruce Swihart, Carla Lampe and Roger Jensen to the Public Building Committee as Council Representatives, Kelly Frewen and Penny Gienger as At Large Representatives and Holly Hingst and Susan Dinkel (contingent upon her accepting) as Recreation Commission Representatives. Motion passed.

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