

Regular Council Meeting
April 25, 2016

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Bruce Swihart, Carla Lampe, Roger Jensen, Amanda Milne and Paula Keller. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, Police Chief Darrell Thomas and City Clerk Lila Whitmore.
2. **Minutes** from the April 11th meeting were distributed and read. It was moved by Amanda and seconded by Roger to approve the minutes as presented. Motion passed.
3. **Consent Agenda** – It was moved by Carla and seconded by Amanda to approve the following item on the Consent Agenda: Permission for Clerk to renew First National Bank CD #18340. Motion passed.
4. **Visitors:** None
5. **Police Report:** **a)** Chief Thomas will be gone from May 9-12 for training in Dodge City. He is also traveling to Topeka on May 2 to pick up the new police car. The 5 year plan includes the purchase of another vehicle in 2017. In the meantime the Council recommended Chief Thomas get the expedition to a point where it can be used as a second vehicle. It has most of the lighting that is required but would need graphics which should not be a large expense. **b)** Chief Thomas is working on a new shoulder patch design for the police department. **c)** He has met with County Attorney Romine to review old case files. **d)** He has placed a help wanted ad in the St. Francis Herald for the records clerk/municipal court clerk position. **e)** The police department had a dog bite case recently. Chief Thomas handed out information regarding new KDHE requirements for rabies quarantine. **f)** Chief Thomas reported that a dead python had been found at the roadside park and is being investigated along with several other ongoing investigations. **g)** Chief Thomas reported that his anniversary date is May 13 and based on our current vacation policy he will lose 96 hours of accumulated vacation unless it is used before his anniversary date. It would be a hardship on the department and the City for him to take vacation at this time. It was moved by Bruce and seconded by Amanda to allow Chief Thomas an additional 6 months to use his accumulated vacation time. Motion passed. It was moved by Carla and seconded by Roger to accept and file the police report. Motion passed.
6. **New Business:**
 - a. **Midwest Energy – Bob Muirhead.** At the last meeting the Council agreed that they did not want to increase the amount that Midwest Energy collects from consumers and pays to the City and opted to keep the percentage collected at 2% of the gross revenue from sales of natural gas and 1.5 cents per therm for gas transported to customer's within the city limits. Per the ordinance, this amount can be renegotiated each 5 year period. It was moved by Roger and seconded by Bruce to approve Ordinance 603, AN ORDINANCE GRANTING TO MIDWEST ENERGY, INC., A KANSAS CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NATURAL GAS FRANCHISE PRESCRIBING THE TERMS THEREOF AND RELATING THERETO, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT WITH OR IN CONFLICT WITH THE TERMS THEROF. Keller – Aye, Milne – Aye, Jensen – Aye, Lampe – Aye, Swihart – Aye. Motion passed.
 - b. **Western Kansas Child Advocacy Center** – Vicki Hubin was present to speak with the Council about the organization and the services it provides to children in the community. The Council agreed that funds would be allocated for the organization when planning the budget for 2017. Clerk Whitmore will ensure that it does not get overlooked this year.
 - c. **Lions Club** – Elmer Kellner extended an invitation to the Council to attend the annual Lions Club picnic on June 13 to celebrate 65 years of Lions Club in St. Francis. Elmer talked about the sign that has been recently installed at the picnic shelter and gave Clerk Whitmore a key so that it can now be reserved. Mr. Kellner was also present to ask the Council for permission to install a Lions Club sign on city property along Highway 36. JR will meet with Elmer at the location and ensure that the site would be an appropriate location for the sign. The Council approved installation of the sign pending JR's inspection.
 - d. **Library Board Appointments** – It was moved by Bruce and seconded by Carla to approve the library board appointments by Mayor Schultz: Marti Schlittenhardt, Laura Pugh, Karen Neitzel, Julie Wolters, Lisa Holzwarth and Glorianne Milne. Motion passed. The Council talked about the need to replace the flooring at the library and will discuss this further at a future meeting. The Council asked Clerk Whitmore to contact Librarian Michelle Wolff to have the carpets and upholstered chairs cleaned.

- e. On behalf of the **Senior Living Committee**, Councilwoman Keller presented information regarding the Kansas Community Tax Credit Program for the Senior Living Center. Council members signed a letter of support.

7. Old Business:

- a. **RV Parking on City Streets** – The Council agreed to a timeframe of April 1 to October 1 to allow the parking of RVs, travel trailers, boats, etc. on city streets. Attorney Day will present an ordinance for review and approval at the next council meeting.
- b. **Property Cleanup** – Attorney Day presented 4 letters for the police officers to serve to residents regarding property cleanup. There are many more properties needing attention that will need addressed at some point. JR will attend the next County Commissioners meeting to find out the latest information on the tax sale and to address concerns regarding properties along the east entrance to the City that need attention but are not in the city limits.

c. **Pending Projects:**

Pool Painting – JR has had difficulties reaching Torrey Brothers. The painting needs to be completed before the pool can open. The original contract with Torrey Brothers had a 3 year guarantee. Attorney Day will send a letter to Torrey Brothers for possible breach of contract.

Keller Pond – Councilman Jensen indicated the design from LDB Landscape for the trail project was too broad and did not include measurements and other details which made it difficult for contractors to provide a bid. Roger measured the trail and this information has now been added. There are two contractors interested in bidding the project. JR and Roger have spoken to Carol Sloper and are working hard to meet the deadline for the Sunflower Grant.

Bandshell Sail Shades – JR shared the latest drawings from Tenshon.com for the sail shades and recommended one in particular to move forward with. The Council asked JR to proceed with getting prices.

Scout Hut – JR will check into the possibility of sand blasting and painting the building.

Prairie Land Electric – The bill for the well line project was \$71,261.72. The initial bid that the Council approved was not to exceed \$70,000. JR explained that some of the additional cost was for taxes and some was for work that he had approved that was not in the initial bid. It was moved by Bruce and seconded by Carla to approve payment of the bill. Motion passed. JR will bring the itemized invoice to the next meeting for review. JR would like Prairie Land to provide a proposal for the next section of the well line.

- 8. **Pool Report** - Seven lifeguards have been hired including the manager and they have received a few more applications. The board has decided to allow hiring of 15 year olds as lifeguards. It was moved by Amanda and seconded by Paula to accept and file the pool report. Motion passed.
- 9. **Public Building Commission Report** – Attorney Day indicated the PBC held an organizational meeting on April 20 and elected officers. They will be touring the pools in Atwood and Oberlin on May 3 and plan to meet regularly twice a month. It was moved by Paula and seconded by Amanda to release the encumbered funds of \$75,000 to the PBC. Motion passed. Clerk Whitmore presented an agreement letter for the Dane G. Hansen grant that was awarded for the new pool. It was moved by Amanda and seconded by Paula for the Mayor to sign the agreement. Motion passed
- 10. **Building Permits** – It was moved by Bruce and seconded by Amanda to approve the following building permits: Callicrate Feedyard - 700 and 710 S. Frances, raze buildings; Terry Rieger – 419 E. First, wood storage shed; Daryl Loyd - 404 S. Quincy, replace concrete patio; Stan Wahrman - 503 E. Third, replace concrete patio; Bill Peter - 308 W. Webster, frame roof, add walls and footings; and a Chicken Permit: Michael Blehm - 423 S. Quincy. Motion passed.
- 11. **Superintendent Report** – a) Details are still being worked out but JR is moving forward with the plan to contract out the trash service to Hill Trash Service with a proposed start date of June 7. It would be a one year contract initially. Hill Trash Service will pick up residential trash once a week on Tuesday, and business trash twice a week on Tuesday and Friday. It was moved by Roger and seconded by Paula to authorize the purchase of 24 trash containers at a cost not to exceed \$4000. Motion passed. b) JR asked the Council to take a look at the landscaping around the library so a decision can be made on what to do about it. The north side in particular needs some work. c) The replacement bushes and trees for Keller Pond should be planted this week. d) The LED sign is currently out of order and needs replacement of the wireless radio. JR is working

on this. **e)** It was moved by Bruce and seconded by Carla to hire Able Tree Service to remove the tree stumps on Washington Street and the roadside park at a cost of \$2000. Motion passed. **f)** JR would like to hire one person for the street department. Several job applications have been received at the City and the Council approved he could move forward with interviews. **g)** JR reported that only 12% of the current water and electric meters are not radio read. It was moved by Paula and seconded by Amanda to accept and file the Superintendent report. Motion passed.

12. Attorney Report – Attorney Day had nothing to report.

13. Clerk Report – **a)** Clerk Whitmore indicated that she had an inquiry from a resident regarding the keeping of bees within the city limits. Currently there are no specific restrictions for bees in the City Code book. The most recent edition of the Kansas Government Journal has an article about the subject. Clerk Whitmore requested the council review the information along with a sample ordinance she provided and discuss the topic at the next council meeting. **b)** Lila explained a bit more about Harvest America Corporation and handed out brochures. The organization provides vouchers to qualified individuals to be used as cash to assist with utility payments and other needs. The vouchers can be valued up to \$50 and are only issued once a year to any one particular person. Attorney Day suggested Lila contact the auditors to discuss how the voucher system might be implemented. **c)** The City received a franchise fee from Midwest Energy for \$1400.59 and a franchise fee from Eagle Communications for \$777.71. **d)** It was moved by Carla and seconded by Bruce to approve the small business utility incentive for Classic Rose and the Rustic Garden/Jan Fortin for \$100 a month for 6 months. Motion passed. **e)** Clerk Whitmore brought to the Council’s attention that the 2015 payroll audit for workers compensation had been completed and it was found that the 2015 payroll estimate that had been completed in 2014 had not included the Police Department so there is an additional premium of \$3669 owed for 2015. It was moved by Carla and seconded by Amanda to accept and file the Clerk report. Motion passed.

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

15. Mayor Comments: none

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

City Clerk