

Regular Council Meeting
May 9, 2016

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Carla Lampe, Roger Jensen, Amanda Milne and Paula Keller. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, and City Clerk Lila Whitmore. Council member Bruce Swihart and Police Chief Darrell Thomas were absent.
2. **Minutes** from the April 25th meeting were distributed and read. It was moved by Amanda and seconded by Paula to approve the minutes as presented. 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 #18355. Motion passed. Council Member Swihart arrived.
4. **Visitors:** County Commissioner **Rodney Radcliffe** shared information from the EMS Organizational meeting held on Friday May 6. Options that the County is considering were discussed. **Betty Peterson** had questions regarding possible locations for the new swimming pool. The Public Building Commission is responsible for making decisions regarding the new pool, and after some discussion the Council recommended Betty attend the next PBC meeting which will be May 18.
5. **Police Report:** Chief Thomas was attending the KACP Conference and was not present. Superintendent Landenberger let the Council know that interviews for the police clerk position would be held the week of May 16. Also the police department will need to purchase one computer system to run the new Enterpol software. Mayor Schultz stated that he has asked the Chief of Police to open and close the motorcycle museum during the week.
6. **New Business:**
 - a. **Jessica Nelsen** – Ms. Nelsen shared her plans for a craft business that she would like to run out of a camper at the back side of the property where she lives at 521 S. Adams. She requested a zoning variance. The Council determined the property owners to be impacted by the business would be: Jeff Zwegardt, The Cheyenne County Clinic, Scott & Sara Houtman, Pam and Jim Bolin, Daryl and Keely Loyd, Keith and Shirley Bracelin, and Gale Pittman. The Council pre-approved granting the variance contingent upon Ms. Nelsen 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 Jessica Nelson only. Jessica also talked about plans for a Christmas in July vendor fair along Washington Street. The Council thought it sounded like a good idea and asked her to attend a future meeting with a list of vendors to request a waiver of the license fees.
 - b. **Bird City Recycling Agreement** – The Council would like to renew the current agreement as it is with no changes. Attorney Day will prepare an updated agreement to present to the Bird City Council.
 - c. It was moved by Bruce and seconded by Amanda to approve **Ordinance NO. 604, AN ORDINANCE ESTABLISHING SECTION 506 TO ARTICLE 14 OF THE 2015 CODE OF THE CITY OF ST. FRANCIS, KANSAS AND AUTHORIZING THE PARKING OF CERTAIN RECREATIONAL VEHICLES ON CITY STREETS DURING SPECIFIC TIMES DURING THE YEAR.** Keller – Aye; Milne – Aye; Jensen – Aye; Lampe – Aye; Swihart – Aye. Motion passed.
 - d. Superintendent Landenberger shared the proposed contract with **Hill Trash Pickup, Inc.** Council members will review the contract and make a decision at the May 23 meeting.
 - e. **Bee Keeping** in the city limits was discussed. A possible ordinance was reviewed. No decisions were made. Clerk Whitmore will check via the clerk link as to what other municipalities have done.
7. **Old Business:**
 - a. **Property Cleanup** – Weed letters have been sent to 20 property owners. JR will also touch base with the current owners of the old greenhouse to discuss their plans for cleanup of that property.
 - b. **Pending Projects:**
 - Pool Painting** – JR has not received a response from Torrey brothers. The painting will likely not get done before the pool needs to open.

Courthouse Park Reservation Process – Clerk Whitmore shared the updated forms. The Shrine Club will be meeting in June and will discuss making their shelter reservable. Attorney Day will touch base with Rodney Ritchey about it as well.

Scout Hut –JR has contacted KB Auto and Paint to do some test blasting of the siding to see if that will be a viable solution.

8. It was moved by Paula and seconded by Amanda to approve the following **Mayor Appointments**: City Attorney – Mike Day; City Superintendent – JR Landenberger; Police Chief – Darrell Thomas; Municipal Judge – Robert Van Allen; City Clerk – Lila Whitmore; City Treasurer – Jennifer Blair; Freedom of Information Officer - Lila Whitmore; Fire Chief – Dan Blair; Assistant Fire Chief – Chris Labarge; Fire Department Treasurer – Scott Houtman; Pool Board – Council member Bruce Swihart, City Superintendent JR Landenberger, Margaret Poling, Larry Finley, Jenny Busse, Kevin Lampe; Theater Board – Council member Amanda Milne, Robert Grace, Brent Rueb, Justin Lohr, Bridgette Antholz; Roadside Park Board – Council member Roger Jensen, City Employee JR Landenberger, Janet Carmen, Mike Meyer, Kary Zwegardt; Airport Authority – Bruce Swihart; CCDC Board – JR Landenberger; 911 Board – Amanda Milne; New Generation Committee – Carla Lampe; Official Newspaper – St. Francis Herald; Official Depositories – Bankwest, First National Bank, Western State Bank. Motion passed.
9. It was moved by Paula and seconded by Amanda to approve the **Mayor appointments to the following standing committees**: Streets & Alleys – Roger Jensen, Scott Schultz; Utility – Bruce Swihart, Scott Schultz; Parks, Recreation and Refuse – Paula Keller, Carla Lampe, Amanda Milne; Safety – JR Landenberger, Dan Blair, Carla Lampe, Lila Whitmore. Motion passed.
10. It was moved by Carla and seconded by Amanda to nominate Roger Jensen for **City Council President**. Voting was unanimous to elect Roger Jensen as City Council President.
11. **Pool Report** – The board will be meeting this week to discuss salaries, hours of operation and hiring additional part time lifeguards. The pool is scheduled to open on Memorial Day weekend. It was moved by Carla and seconded by Roger to accept and file the pool report. Motion passed.
12. **Public Building Commission Report** – Members of the PBC toured the Oberlin and Atwood swimming pools. The PBC meets every other Wednesday with the next meeting scheduled for May 18. It was moved by Bruce and seconded by Carla to accept and file the PBC report. Motion passed.
13. **Building Permits** – It was moved by Roger and seconded by Bruce to approve the following building permits: Tina Kehl – 212 W. Emerson, fence; pending JR’s approval: Terry Rieger – 419 E. First, replace front porch; Gilbert Carroll – 610 S. Frances, 30x40 metal building; Darrell Schultz – 202 W. Emerson, cedar fence and paver patio; and a Chicken Permit: Dianna Padgett. Motion passed.
14. **Superintendent Report** – **a)** The replacement trees have been planted at Keller Pond. **b)** One bid has been received on the Keller Pond trail project. The Sunflower Grant application has been submitted. **c)** LED lights have been installed along Washington Street. **d)** The library has asked for a trash can and a bench to be installed. The City has one extra trash can like the ones on Washington Street that can be used. The bench would cost approximately \$730. The Council asked JR to check with the library to see if they have memorial funds that can be used to purchase the bench. **e)** Three bids were received for the College street asphalt resurfacing. JR will meet with the school board regarding the 12’ of the parking area owned by the school district that would need to be repaired as well. It was moved by Bruce and seconded by Paula to accept the low bid of \$89,538.05 from McCormick Excavation & Paving, contingent upon the School District approving funding of the parking area. Motion passed. **f)** JR shared with the Council the itemized bill from Prairie Land Electric detailing the charges that were above the original authorized amount for the well line project. **g)** JR requested 5 minutes of executive session for personnel. It was moved by Roger and seconded by Bruce to accept and file the Superintendent report. Motion passed.
15. **Attorney Report** – Attorney Day had nothing to report.
16. **Clerk Report** – **a)** It was moved by Amanda and seconded by Carla for the mayor to sign the Computer Information Concepts support agreement for \$3265.00. Motion passed. **b)** The Council agreed that the highway signs for the motorcycle museum promote tourism and the cost of \$486.01 can be paid out of the Travel and Tourism Fund. **c)** It was moved by Roger and seconded by Carla to waive the special event permit fee for the alumni association beer garden on June 18, 2016. Motion passed. The Alumni Association has paid the Cereal Malt Beverage License fee of \$25. **d)** In August of 2015 the Council had made the decision to

pay overtime in lieu of comp time for the police department. This was due to the staffing issues at the time. After discussion, the Council agreed to continue paying overtime with a review in six months. e) The Council agreed that the City will accept the Harvest America vouchers for utility bill payments and waive any late fees as long as the total utility bill is paid in full by the due date of the 15th of the month. It was moved by Carla and seconded by Bruce to accept and file the Clerk report. Motion passed.

- 17. Council comments:** Paula – none, Amanda – Showed the Council ID cards that can be used for identification of public employees and officials in the event of an emergency. Amanda will check into the cost. Roger – none, Carla – asked about the status of the LED sign repair. JR indicates they are waiting on the part. Bruce – none
- 18. Mayor Comments:** Mayor Schultz commented that people are accessing the library wifi after hours from the parking area. JR is looking into this.
- 19.** All bills on **Ordinance #990** were reviewed. It was moved by Roger and seconded by Amanda to approve the bills in the amount of \$418,110.32. Motion Passed.
- 20.** It was moved by Bruce and seconded by Amanda to adjourn to executive session for 5 minutes for personnel.
- 21.** It was moved by Paula and seconded by Roger to come out of executive session. It was moved by Amanda and seconded by Paula to authorize JR to hire Blaine Werner for the water department at a wage of \$13.50 per hour with an increase to \$14.00 once he receives his water certification. Motion passed.
- 22. Adjournment:** A motion was made by Bruce and seconded by Roger to adjourn the meeting. Motion passed.

City Clerk