

Regular Council Meeting
June 27, 2016

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Carla Lampe, Roger Jensen and Paula Keller. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, City Clerk Lila Whitmore and Police Chief Darrell Thomas. Council Members Bruce Swihart and Amanda Milne were absent.
2. **Minutes** from the June 13 meeting were distributed and read. It was moved by Carla and seconded by Paula to approve the minutes as presented. Motion passed.
3. **Police Report:** Chief Thomas indicated his planned computer purchase has been put on hold. He is checking into Municipal Court software that will interface with the Enterpol software. The Police Department has been busy with 42 cases thus far this year. There is a need for some additional equipment for the new police car but the cost will still be under what was previously authorized. He hopes to be able to advertise for sealed bids on the old police vehicles this week. He is still trying to find time to schedule in required training. Darrell indicates he might need a new desk for his office. The one he has is a small student sized desk. He will get estimates and bring this back to a future meeting. Chief Thomas states he has had only one response for the current police officer opening. There was further discussion on adding a 3rd police officer as well. No decision was made but the Council agreed that Darrell could go ahead and budget for a 3rd police officer so that the budget authority for 2017 is in place should the Council decide that a 3rd officer is needed. It was moved by Roger and seconded by Paula to accept and file the police report. Motion passed.
4. **Visitors:** Doyle Easter and Tina Kehl were present to talk about running a mobile hot dog stand business in town. They plan to set up at various locations a couple of times a week. They have all the paperwork needed from the State. The Council determined that they would need a street salesman license and would need to turn in an application to the City Clerk and pay the \$250 annual license fee. There was some discussion regarding waiving the fees. The Council agreed that the license and fees are typically waived for special events such as the Car Show but such exceptions require a motion from the Council. A business like the hot dog stand would need to pay the annual fee. There is also a mobile food business from Atwood that has been coming to town. They will need a license as well to continue selling in St. Francis. Clerk Whitmore will attempt to reach the owner of that business.
5. **New Business:**
 - a. **Options Domestic Violence** – Tiffany Kershner with Options Domestic and Sexual Violence Services was present to talk about the services the organization provides to communities in Western Kansas and to share statistics for Cheyenne County.
 - b. **Transportation Program** – Carol Sloper talked about the transportation van which should be delivered in November. The van will cost approximately \$59,000 and KDOT is funding 80% of that. The City's 2016 budget included \$5450 for the van as well as \$5250 for operating expenses. They will be hiring two part time drivers. The van will be housed at the REA Building in Bird City or the Emergency Building in St. Francis. Carol presented to the Council the proposed 2017 budget for the Transportation Program. The budget reflects a local match of 50%, of which the County's portion will be 50% of the match, City of St. Francis 30% of the match, and Bird City 20% of the match. For 2017 this would be \$8439.75 for the City of St. Francis.
 - c. **Christmas in July** – Jessica Nelsen was present to request a waiver of license fees for vendors participating in a Christmas in July event she is helping to organize. This is planned for July 9. Businesses on Washington Street will be hosting various vendors either inside or in front of their stores and many of the businesses will also be having sidewalk sales. It was moved by Carla and seconded by Paula to waive the license fees for all of the vendors participating in this event. Motion passed.
 - d. **Led Sign** – Carla had some concerns about the lack of current event notices being placed on the LED sign. Carla felt that the City should put some focus on the use of the sign and ensure that the public knows how to request the posting of notices via the led sign email sfledsign1@gmail.com. Responsibility for the sign was discussed.
 - e. **WAPA Agreement** – It was moved by Paula and seconded by Roger for the Mayor to sign the agreement to renew the contract with KMEA per JR's recommendation. Motion passed.

6. Old Business:

a. Property Cleanup – There are several property cleanup cases on the municipal court docket. Attorney Day indicated he spoke with Mike Hopper with KDWP regarding the turtles and reptiles housed at various locations in town and Mr. Hopper has not found any violations of the Department of Wildlife regulations. However, they could be considered a nuisance per City Code. The police department has received several verbal complaints. Attorney Day will continue to pursue what action could be taken. There was discussion regarding the William Farland property in the Industrial Park. In 2006 the City conveyed the property to William Farland with the provision that a storage facility be erected on the property within one year. This has not been done. Attorney Day will follow up with Mr. Farland.

b. Pending Projects:

Keller Pond – Carol Sloper let the Council know that the Kansas Health Foundation grant of \$25,000 was rejected but the Sunflower Foundation grant of \$42,000 was approved. Carol has submitted a grant request to the Hansen Foundation for \$25,000.

Bird City Recycling – Bird City is working on establishing their own recycling center.

Scout Hut – A bid of \$3500 from KB Body & Paint was presented for the cob blasting of the siding along with a bid of \$1000 from Melvin Confer for restaining. It was moved by Roger and seconded by Paula to approve the bids. Motion passed.

5 Year plan - JR shared an updated 5 Year Plan which includes moving the purchase of a digger derrick truck from 2018 to 2017 and moving the street sweeper purchase from 2016 to 2018.

Electrical Infrastructure – It was moved by Paula and seconded by Roger to authorize up to \$100,000 for the next phase of the well line project. Motion passed. JR will be in touch with Prairie Land.

Verizon Lease – Attorney Day is still working with Verizon on finalizing the contract.

Library Landscaping – The Council agreed that the overgrown evergreen tree at the Library should be removed. JR will look into getting this done.

7. Pool Report – none

8. Public Building Commission Report – Soil sampling has been completed but they have not received the results. Everything is on schedule.

9. Building Permits – It was moved by Paula and seconded by Carla to approve the following building permits: Travis Milne – 520 E. Third, wood/metal/concrete building; Gilbert Carol – 610 S. Frances, House. Motion passed.

10. Superintendent Report – **a)** JR reported that the transition to Hill Trash Service has gone very well with very few issues. **b)** JR talked about a Community Development Block Grant that the City could apply for to improve the restrooms at the back roadside park. The grant is for up to \$30,000 with an up to 50% match. The application deadline is in November. **c)** Miller & Associates have completed the survey of East First Street and the reports have been given to Mike Day for review. **d)** JR has been in discussion with emergency management and the siren company regarding placement of the siren. It needs to be placed on a 55' pole. Emergency management would like to move it further away from dispatch and to a more central location, possibly near the hospital. The consensus of the hospital board is that they would only allow it to be utilized as a noon whistle and in emergencies. After some discussion, Council members agreed they were not in favor of this location. JR will take this feedback to the emergency management team. **e)** Brock McAtee Construction has completed the intersection work at Denison & Fourth. The hospital intersections will be next. **f)** JR talked about the need to increase the budget next year for healthcare. With the expected increase in premiums and the need to hire additional employees, the associated health care costs will also increase. The Council gave approval to increase the healthcare budget in 2017. JR also explained that the general fund is the only fund supported by a tax levy. JR's opinion is that the general fund should be primarily funded by transfers and not by an increase in taxes. The Council agreed and this will be relayed to the auditors for budget preparation. **g)** JR requested 5 minutes of executive session. It was moved by Roger and seconded by Carla to accept and file the Superintendent report. Motion passed.

11. Attorney Report – none

12. Clerk Report – **a)** Clerk Whitmore shared the transient guest tax report that had been requested at the last meeting. **b)** Clerk Whitmore requested the Council's permission to enforce the utility bill due date as per City Code. Code specifies the due date as being the 15th of the month but for several years we've allowed

customers until noon on the 16th to pay. The Council agreed that enforcement of the code as written would be appropriate. **c)** On behalf of Helen Dobbs from the Cheyenne County Development Corporation, Lila presented to the Council a framed picture of the Arikaree Breaks and a framed copy of the Highway 36 Bypass Resolution. These will be on display in the Council Chambers. **d)** Clerk Whitmore pointed out that budget requests need to be submitted to the auditors next week. It was moved by Paula and seconded by Roger to allocate \$1000 for the Options program and \$1000 for the Child Advocacy program. Motion passed. It was moved by Carla and seconded by Paula to allocate \$8500 for the transportation van. Motion passed. **e)** The Council agreed that Kite & Day Legal fees that are associated with the Public Building Commission should be paid for by the PBC. Attorney Day stated that these fees could be split out and billed to the PBC. Clerk Whitmore will contact the office of Kite & Day for a credit of the fees that the City has already paid. It was moved by Roger and seconded by Carla to accept and file the Clerk report. Motion passed.

13. Council comments: **Paula** – none **Roger** – Roger informed the council that the Dollar General store has had record sales, **Carla** – a citizen expressed concerns about the grass pile. The issue is finding an appropriate place to which to transport the clippings. JR is aware of it and is working on a solution.

14. Mayor Comments: none

15. At 10:10 It was moved by Carla and seconded by Paula to adjourn to executive session. At 10:18 it was moved by Paula and seconded by Carla to come out of executive sessions. The Council gave approval for JR to advertise for a part time employee.

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

City Clerk