

Budget Hearing and Regular Council Meeting
September 26, 2016

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Bruce Swihart, Carla Lampe, Roger Jensen, and Paula Keller. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, Police Chief Darrell Thomas and City Clerk Lila Whitmore. The following members of the Public Building Commission were also present to address Agenda Item 4: Roger Jensen, Carla Lampe, Bruce Swihart, Penny Gienger, Kelly Frewen, and Holly Hingst.
2. **Minutes** from the September 12 meeting and the September 13 special meeting were distributed and read. It was moved by Bruce and seconded by Roger to approve the minutes as presented. Motion passed.
3. **Consent Agenda** – It was moved by Roger and seconded by Paula to approve the following item on the consent agenda: Permission for Clerk to renew Western State Bank CD# 1447000227. Motion passed.
4. **Bond Issuance and Passage of Resolution:** Attorney Day announced that the \$1.6 million in bonds had sold, \$190,000 to First National Bank with the remainder to Bankwest at an average interest rate of 3.33% over a 20 year term. The gross proceeds for the sale of the bonds including the premium is \$1,680,193.35. After the deduction of expenses for the underwriter, registration, bond council and other expenses for registering the bonds, the net proceeds available to the Public Building Commission to be used for the construction of the pool is \$1,640,163.33.
 - a. Attorney Day presented Public Building Commission Resolution PBC03, an agreement which authorizes the sale of the revenue bonds and establishes the procedures for the issuance of the bonds with the terms of the bond payment and redemption. A motion was made by Holly and seconded by Carla to adopt said resolution and the motion passed with a unanimous vote.
 - b. Attorney Day presented the Bond Purchase Agreement between the PBC, the City of St. Francis, and Piper Jaffray. For the PBC, a motion was made by Bruce and seconded by Roger to approve the agreement. Jensen – aye; Lampe – Aye; Swihart – Aye; Gienger – Aye; Hingst – Aye. Motion passed. For the City, a motion was made by Paula and seconded by Carla to approve the agreement. Keller – Aye; Jensen – Aye; Lampe – Aye; Swihart – Aye. Motion passed.
 - c. Attorney Day presented the lease agreement between the City and the PBC which provides for the lease of real property and pool improvements back to the City, from the PBC, for a 20 year term in exchange for payments from the City that match the debt service on the PBC bonds. For the City a motion was made by Roger and seconded by Bruce to approve the lease agreement. Keller – Aye; Jensen – Aye; Lampe – Aye; Swihart – Aye. Motion passed. For the PBC, a motion was made by Holly and seconded by Carla to approve the lease. Jensen – aye; Lampe – Aye; Swihart – Aye; Gienger – Aye; Hingst – Aye. Motion passed.
 - d. Attorney Day presented Ordinance #608: AN ORDINANCE AUTHORIZING THE CITY OF ST. FRANCIS, KANSAS TO ENTER INTO A LEASE WITH THE CITY OF ST. FRANCIS, KANSAS PUBLIC BUILDING COMMISSION WHEREBY THE CITY WILL LEASE FROM THE PUBLIC BUILDING COMMISSION CERTAIN PROPERTY, INCLUDING THE SWIMMING POOL FACILITY LOCATED THEREON; APPROVING THE FORM OF SAID LEASE; AND AUTHORIZING THE EXECUTION THEREOF AND CERTAIN RELATED DOCUMENTS. It was moved by Bruce and seconded by Carla to approve the ordinance. Keller – Aye; Jensen – Aye; Lampe – Aye; Swihart – Aye. Motion passed.
 - e. Attorney Day presented an interlocal agreement between the Recreation Commission and the City of St. Francis whereby the Rec Commission agrees to levy 5 mills over the period of time it takes to retire the bonds, which will be paid to the City for the purpose of reducing the bond issue. A motion was made by Carla and seconded by Roger to approve the agreement. Keller – Aye; Jensen – Aye; Lampe – Aye; Swihart – Aye. Motion passed.
 - f. In the interest of saving time, the Council and PBC members agreed that the preceding documents could be signed by the Mayor, City Clerk, PBC President and PBC Secretary at the office of Kite & Day on the morning of September 27. Attorney Day pointed out that the pool will need to be placed on the city's insurance policy with builder's risk insurance while in the process of being built and then converted to a regular policy once construction is complete. Mike will also touch base with Sondra Bracelin regarding title insurance.
5. **Visitors: none**

6. **Police Report:** a) The new software is up and running. Chief Thomas shared a report generated from the software showing statistics of calls since September 9. With the hiring of Matthew Grogan, he will need to purchase an additional Enterpol license at a cost of \$809. c) Chief Thomas and DeseRay recently gave a presentation to the St. Francis Grade School 1st grade class. d) On September 10 he participated in the Annual Torch Run in Goodland which benefits the Special Olympics. e) The St. Francis Community Church hosted an appreciation luncheon for law enforcement on September 11. A motion was made by Carla and seconded by Bruce to accept and file the Police report. Motion passed.

7. **New Business:**

- a. **Siren Discussion** – Dispatch supervisor Eric Harper, Emergency Management Director Ryan Murray, and Hospital Board members Roxie Neitzel and Jane Young were present to talk with the Council regarding the location of the siren. Mr. Murray shared maps that showed 3 possible locations, the hospital, the city building, and the EMS building and the area that the new siren is projected to cover if placed in each of those locations. He also shared pros and cons of each location. Ms. Neitzel and Ms. Young clarified that the Hospital Board had agreed that the siren could be placed at the hospital as long as it was used only for emergencies and testing. They stated they would also allow a noon whistle but would want to retain the right to request discontinuing this if it was found to be disruptive. The Council thanked all for their input. There was discussion also regarding the generator that may be required for the new siren. The City does have a generator that could be used in the event of a power failure to the siren. After some discussion the Council affirmed the motion that had been made at the July 25th meeting to locate the siren at the Hospital.
- b. **EMS Lease Agreement Review** – It was moved by Paula and seconded by Carla to extend the current EMS Building Lease Agreement with the County through May of 2017. Motion passed. Clerk Whitmore will contact the County Clerk to let her know of the decision so that the agreement can be reviewed by the county commissioners at their next meeting.
- c. **Dan Blair** – Fire Chief Blair requested the Council's approval to send 1 and possibly two firefighters to the Firefighter 1/Hazmat Ops training in Goodland. This is a 6 month long course beginning in November. The cost per firefighter would be \$253.25 plus mileage. Mr. Blair will be asking the County to pay half of this cost as well. Clerk Whitmore confirmed there were funds in the fire department budget to cover this and the Council gave their approval.
- d. **Keller Pond/Tom Keller** – Mr. Keller informed the Council that we have received approximately \$107,000 in grant money for the Keller pond trail: \$25,000 from the Hansen Foundation, up to \$42,000 from the Sunflower Foundation, and up to \$40,000 from the St. Francis Community Foundation. At this point they are having a difficult time getting contractors to bid on the project. One bid was received but it is considerably higher than the project estimate from LDB landscape. The Keller Pond committee will need to meet to address this along with other concerns. There was also discussion about the upkeep of the Riverwalk. JR will look into this further.
- e. **Hansen Community Clean-Up Grant** – Information was shared with the Council about this grant opportunity. There was discussion regarding how the grant funds could be best utilized in the City. Carla and Paula will look into this further. Along these lines, Mayor Schultz let the Council know that Helen Dobbs along with Amanda Milne and Glori Milne had participated in the First Impressions program and visited Hill City. People from Hill City had visited St. Francis a few weeks ago. The report on their impressions of St. Francis will be shared in a community wide forum. Mayor Schultz asked Lila to contact Helen or Amanda to schedule this for a Tuesday or Thursday during the first part of November.

8. **Old Business:**

- a. **Property Cleanup** – There have been no new cases, but there are several pending cases, with two scheduled for court review on October 19th. The report from the Department of Agriculture regarding the Empire Hotel came back indicating the problem had been rectified. There have been no new complaints regarding the turtles.
- b. **Projects Pending** – The Siren and Library flooring were removed from the pending list. Clerk Whitmore let the Council know that she had spoken to the Bird City Clerk, Jill Paugh, who indicated that there had been no further progress on the potential recycling center in Bird City and she did not expect the project to be completed. There was some discussion regarding the electrical hookups at

the roadside park. The roadside park committee will meet to discuss this to take into consideration the frisbee golf course and the possible safehouse when deciding where to place the hookups.

- 9. Public Building Commission Report** – The construction contract with Carrothers Construction has been signed and groundbreaking should be very soon. It was moved by Paula and seconded by Bruce to accept and file the PBC report. Motion passed.
- 10. Building Permits** – It was moved by Roger and seconded by Paula to approve the following building permits: J.W. Milliken – 203 E. Spencer, wood fence; Charles Graves – 509 S. Denison, change garage roof; Rhonda Born – 602 S. Denison, replace section of sidewalk; Wesley Cooper – 217 W. Webster, garage; Merlyn Yonkey – 403 E. First, remove garage door and enclose with a wall and door; Gabriel and Cherish Born – 312 N. Denison, shed; Michelle Wolff – 212 W. Spencer, shade structure; Robert & Tiffany Ochsner – 402 S. Scott, fence; First Christian Church Parsonage – 533 E. Spencer, replace garden shed and fence; Dwight Rose – 422 S. Adams, concrete slab; Dennon Flemming – 202 S. Scott, garage; Gary Wickwar – 510 E. Whittier, sidewalk; Darris Keller – 221 Birch, fence; John Guthmiller – 530 E. Second, fence; Russ Christensen – 519 W. Webster, awning; Gene & Jolene Dodd – 120 E. Emerson, move sidewalk; Phyllis Roelfs – 425 E. First, patio; Michael Blehm – 423 S. Quincy, fence. Motion passed.
- 11. Superintendent Report** – **a)** It was moved by Bruce and seconded by Roger to encumber \$24160 in 2017 in either the sewer fund or capital improvement fund for sewer cleanup and to contract with Johnson Service Company to complete the work. This company has done the work in the past and their price has not changed. Motion passed. **b)** JR had received complaints regarding wheat trucks causing damage to some of the streets in town. JR has been in communication with the Co-op and has determined that the condition of the streets in question has not been made worse by the wheat haulers. There are a couple of small places that JR is keeping an eye on. **c)** The Council gave approval for JR to request bids for the pest control service for the power plant, roadside park and City Hall. **d)** KDHE was here to inspect the sewer and we have not yet received their report. **e)** JR let the Council know that the Theater Board had applied for and received a grant for \$7500 from the Dane Hansen Foundation to upgrade the climate control in the theater lobby. They have received a bid from Heartland to complete the work. There will be no additional cost above the amount of the grant. It was moved by Bruce and seconded by Carla to authorize the work to be done and the grant funds to be paid to Heartland. Motion passed. **f)** There will need to be some survey work completed at Keller Pond in the amount of \$3500 for which Bill Keller will reimburse the city. It was moved by Roger and seconded by Bruce to approve the work. Motion passed. It was moved by Paula and seconded by Roger to accept and file the Superintendent report. Motion passed.
- 12. Attorney Report** – Attorney Day reported that the police department is generating a lot more activity.
- 13. Clerk Report** – **a)** A motion was made by Carla and seconded by Roger for Clerk Whitmore to create a new non-budgeted fund for all revenue and expenses associated with the Keller Pond Trail Project. Motion passed. **b)** On behalf of Janice Skeers, Clerk Whitmore presented a variance request for a daycare at 521 S. Adams. There is already an existing daycare at this location which Ms. Skeers has purchased. The Council determined the residents to be impacted by the business would be: Rick and Deanna Kreigh – 519 S. Adams, Melvin and Pat Confer – 520 S. River, Randy and Dorothy Smestad – 518 S. Adams, Jerry Toler – 600 S. Adams, and the 7th Day Adventist Church – 603 S. Adams. The Council pre-approved granting the variance. However, this approval is contingent upon Ms. Skeers obtaining the necessary 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 Janice Skeers only. **c)** Michelle Wolff, head librarian, wanted the council to know that she is applying for a Hansen grant in the amount of \$7465 for technology upgrades and to create a meeting place for children, teens and public meetings that would be equipped with conference room technology. The Council gave their approval. **d)** The City received a franchise fee from Midwest Energy for \$434.64. **e)** The Friends of the Park committee will meet to discuss how to best spend the \$625 in grant funds that were previously received from the St. Francis New Generation Fund earmarked for upgrading playground equipment. We also received \$40 from the First National Bank as a donation for parks. **f)** Lila shared the latest Ultimate Guide to NW Kansas magazine and the scenic byway brochure and reminded everyone about the Land & Sky Scenic Byway Dedication which begins October 5 in Wallace and ends on October 6 in St.

Francis with cake and drinks at Sawhill park at 3 pm followed by bus tours of the Arikaree Breaks. Helen also applied for and received a grant from the Hansen Foundation for \$5982.81 for the Land and Sky Scenic Byway information kiosk project at the roadside park. **g)** Lila let the Council know that she had attended the Regional Clerks meeting in Hays on August 26, the Regional Mayors Association meeting in Colby on September 7, and a Worker's Compensation Supervisor training in Goodland on September 15. **h)** Lila informed the Council of a small change that had been made in the delinquent utility agreement to specify that payments must be in made in cash or check. There isn't a way to set up debit or credit card payments online to allow for payment arrangements so this needed to be clarified in the agreement form. **i)** Monday October 10 is a Federal Holiday, Columbus Day, so the next Council meeting will be Tuesday October 11. **j)** Lila will start sending out draft agendas in advance to allow for Council input for the final agendas. It was moved by Paula and seconded by Bruce to accept and file the Clerk report. Motion passed.

14. Council comments: **Paula** – commented on the issues with the County funding for the Senior Living, **Roger** – none, **Carla** – none, **Bruce** – none.

15. Mayor Comments: none

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

City Clerk