

Regular Council Meeting  
October 11, 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 Attorney Mike Day, City Clerk Lila Whitmore and Police Chief Darrell Thomas. City Superintendent JR Landenberger was absent.
2. **Minutes** from the September 26 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 Carla 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 25<sup>th</sup> of the month; Permission for Clerk to pay theater bills when due; Permission for Clerk to pay Payment Service Network bills when due. Motion passed.
4. **Visitors:** none
5. **Police Report:** **a)** It was moved by Bruce and seconded by Roger to approve two bills from Galls for uniforms, boots and equipment for police officer Matt Grogan in the amounts of \$1,261.73 and \$541.62. Motion passed. **b)** Chief Thomas reported that new police officer Matt Grogan will be attending the police academy beginning October 31. **c)** DeseRay attended Municipal Court Clerk training in Manhattan recently. **d)** An arrest has been made in a stolen vehicle case and the suspects will be extradited from Colorado. **e)** Darrell will take a week vacation at the end of October to use up vacation time which was carried over from last year. It was moved by Amanda and seconded by Paula to accept and file the Police report. Motion passed.
6. **New Business:**
  - a. **Pest Control Bids** – Two companies presented bids for exterminating services for the city power plant, City Hall, and roadside park. The bid from Pest Away Inc. was \$1054.64 for 6 month service from April through September plus an additional \$68.43 per month if service is needed at the roadside park during the winter months. The bid from Hinkle Termite & Pest Control was \$720 for 6 month service from April through September and no charge for service at the roadside park during the winter months. It was moved by Roger and seconded by Bruce to accept the low bid. Motion passed.
  - b. **Ordinance No. 607** – Clerk Whitmore explained that she recently discovered there had been no ordinance passed to establish the Theater Board. She had requested Attorney Day to create an ordinance in order to clearly define the responsibilities of the Theater Board, similar to what we have for the Pool Board. The Theater Board was given the opportunity to review and provide input for the document at their last meeting. It was moved by Amanda and seconded by Paula to approve Ordinance No. 607: AN ORDINANCE ESTABLISHING ARTICLE 5 OF CHAPTER 12 OF THE 2015 CODE OF THE CITY OF ST. FRANCIS, KANSAS AND ESTABLISHING A THEATER BOARD. Keller – aye; Milne – aye; Jensen – aye; Lampe – aye; Swihart – aye. Motion passed.
  - c. **Bird City Recycling Agreement Review** – Roger explained that Bird City is still working on establishing their own recycling center. They will be receiving financial assistance from the Century II organization. The Council reviewed the current agreement and determined that it could be renewed on a month to month basis while the Bird City Council works to establish their own recycling program. Once established, the funds that the city currently receives from the County in support of the recycling program will be prorated and shared between Bird City and St. Francis with the amounts determined by tonnage percentages.
  - d. **Tree Trim Licenses** - It was moved by Bruce and seconded by Amanda to approve Tree Trim Licenses for the following: Dennis Dearing, JM Tree & Lawn Service, and Quinton Crow/Crow Construction. Motion passed.
  - e. **Property Tax Exemption Request** – Attorney Day presented the application for property tax exemption for the new pool property at 301 E. Washington. It was moved by Paula and seconded by Carla to approve and for the mayor to sign the application. Motion passed.
  - f. **Animal Shelter/Dog Pound License** – It was moved by Amanda and seconded by Bruce to renew the Dog Pound License and pay the fee of \$200. Motion passed.

## 7. Old Business:

- a. **EMS Lease Agreement** – The County Commissioners approved and signed the EMS lease agreement. It was moved by Carla and seconded by Paula for the mayor to also sign the agreement. Motion passed.
  - b. **Property Cleanup** – There are several cases on the docket for October 19.
  - c. **Projects Pending :** a) **Washington Street Beautification** – There was some discussion regarding the Clean Up Grant opportunity. Paula indicated that she had spoken to JR about it and he felt that the trimming of the trees on Washington Street wouldn't meet the criteria for this particular grant. There was agreement that the trees on Washington Street are a priority and they need to be trimmed regardless of finding a grant to help with the cost. The Council instructed Clerk Whitmore to place an advertisement in the Herald to request bids for trimming/pruning the trees on Washington street. There was also discussion about the need to trim trees at the roadside park and other city parks if grant funds could be obtained. The Council agreed that once bids are received for the Washington trees a decision could be made on how best to proceed. b) **Keller Pond** - Roger gave an update on the Keller Pond Trail project. The County will be dredging the East pond soon. The committee has divided the project into three priorities, with the trail around the pond being the first priority. The second priority is the bridge and the third is the parking lot. There are a couple of contractors interested in bidding on the trail portion. Roger gave details about the materials that will be used for the trail. Roger expressed gratitude for all of the help that the County has offered with regards to the Keller Pond project. c) **Friends of the Park** – Carla talked about the need to add more pea gravel to the area under the swings. She also talked about using the grant funds that we have received to purchase a bench or possibly upgrading the kiddie swings.
8. **Pool Report** – Bruce gave a final report comparing year over year salaries. He expects the salary expense to increase next year as more lifeguards will be needed to adequately staff the new pool. It was moved by Amanda and seconded by Paula to accept and file the pool report. Motion passed.
  9. **Theater Report** – With the newly established ordinance, a theater report will be presented by Amanda as needed. Clerk Whitmore will be sharing the Theater Board Meeting minutes with the Council each month. It was moved by Paula and seconded by Carla to accept and file the theater report. Motion passed.
  10. **Public Building Commission Report** – The funds from the bonds will be received on October 13<sup>th</sup> and construction of the pool has begun. The commission has voted on the amenities and the final plan has been approved. It was moved by Amanda and seconded by Paula to accept and file the PBC report. Motion passed.
  11. **Building Permits** – none
  12. **Superintendent Report** – On behalf of JR, Mayor Schultz presented the superintendent report. a) JR has received two bids for the purchase of a mule: John Deere - \$9200, Kawasaki - \$9969. JR prefers the Kawasaki. The Council had questions regarding this and a decision will be deferred until the next meeting when JR is present. b) Sargeant Drilling performed an inspection of the wells and have found issues with well number 7. It is unknown at this time how serious the problem is. However this is an important well. The Council agreed that JR should move forward with whatever work needs to be done. c) The KDHE Sewer Inspection report has been received and there were no major issues reported. d) The City will need to pay a \$1000 fine for overusage of water from the well at the ball diamond. JR is looking into possibly abandoning this well and using other sources of water for the ball diamond.
  13. **Attorney Report** – Attorney Day asked the Council to take a look at the Farland property that has been deeded back to the City so that a decision can be made on how they would like to proceed with regards to the person who is currently using the property for storage. At the July 25 meeting the Council had given this individual six months to vacate the property.
  14. **Clerk Report** – a) The Council agreed that the evening of November 3 would be a good date for the First Impressions public forum. A specific time and location has yet to be determined. b) It was moved by Carla and seconded by Roger to pay the library the September tax allocation of \$2140.52. Motion passed. c) It was moved by Bruce and seconded by Amanda to transfer \$75,000 from the electric utility fund to the capital improvement fund to pay McCormick Excavation for the resurfacing of college street. Motion passed. This is a budgeted transfer. d) The Council agreed to waive the peddler's license fee for the Girl Scouts and the FFA

club. **e)** Clerk Whitmore asked the Councils' permission to have Attorney Day review the utility incentive resolution 2006-3 to include a section addressing forfeiture of incentives if an account has been assessed a late fee or goes to disconnect. Council approved. **f)** Clerk Whitmore let the Council know that Janice Skeers had returned the required number of signatures for her day care variance at 521 S. Adams for Little Ladybugs Daycare. **g)** Clerk Whitmore indicated that Michelle Wolff, head librarian, had requested the councils' input on an issue they are having with people using the external power outlets at the library for charging of phones and computer equipment, especially after hours. Police Chief Thomas pointed out that there is inadequate external lighting at the library which, if improved, could potentially discourage people from loitering there after hours and using the power outlets. JR will be asked to look into this. It was moved by Roger and seconded by Bruce to accept and file the Clerk report. Motion passed.

**15. Council comments:** **Paula** – gave an update on the Senior Living project, **Amanda** – had a citizen complaint regarding the condition of the alley behind City Hall. People using the drop box to pay their utilities drive thru this alley and it has deep ruts following the heavy rain we received in September, **Roger** – none, **Carla** – brought to the Council's attention that the 3 exterior doors at City Hall need to be painted and repaired. The Council instructed Clerk Whitmore to advertise for bids for this work. **Roger** – none **Bruce** - none

**16. Mayor Comments:** Mayor Schultz will not be at the October 24 meeting.

**17.** All bills on **Ordinance #995** were reviewed. It was moved by Bruce and seconded by Amanda to approve the bills in the amount of \$288,914.96. Motion Passed.

**18. Adjournment:** A motion was made by Bruce and seconded by Amanda to adjourn the meeting. Motion passed.

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City Clerk