

Regular Council Meeting - Unapproved Minutes
October 24, 2016

1. **Council President Roger Jensen called the meeting to order at 7:30.** Present were Council Members Bruce Swihart, Carla Lampe, and Paula Keller. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, and City Clerk Lila Whitmore. Mayor Scott Schultz, Council Member Amanda Milne and Police Chief Darrell Thomas were absent.
2. **Minutes** from the October 11 meeting were distributed and read. It was moved by Bruce and seconded by Paula to approve the minutes as presented. Motion passed.
3. **Consent Agenda** – It was moved by Bruce and seconded by Paula to approve the following item on the Consent Agenda: Permission for Clerk to pay renew First National Bank CD #18340. Motion passed.
4. **Visitors:** none
5. **Police Report: a)** A written report from Chief Thomas was shared with the Council and approved.
6. **New Business:**
 - a. **Utility Incentive Resolution 2016-4** – Attorney Day presented an updated utility incentive resolution. Council members present were not in agreement with approving the resolution as written. After further discussion Attorney Day suggested he present two possible versions of the resolution for consideration at the next meeting when the full Council is present. Council agreed.
 - b. **Keller Pond Trail Project** – Carol Sloper and Tom Keller were present to talk about the project and to ensure that progress is being made. Mrs. Sloper spoke about the grants that have been received, the projected timeline for the project, and the requirements that must be met for the Sunflower Foundation grant. The next steps are to confirm bids, select vendors, and notify the Sunflower Foundation of decisions. Carol also wanted to confirm that funds previously allocated for the community safehouse would still be available in 2017. The safehouse proposal has been submitted to FEMA but it could be a couple of months before we hear back from them. Clerk Whitmore confirmed that this was included in the 2017 budget. Carol also shared a list of grants the City has received thus far from the Hansen Foundation totaling \$340,827.81, which includes a recent grant the Library received for \$7690 to create a community conference room and a youth activity center. The Council requested Clerk Whitmore draft a letter of appreciation from the Council to the Hansen Foundation to include pictures of completed projects and of the pool in progress.
 - c. **Cheyenne County Wildlife Lease** – The previous lease with the Cheyenne County Wildlife, Inc./Gun Club expired in 2001. Attorney Day presented a new lease between the City of St. Francis and the Cheyenne County Wildlife, Inc. The only change made to the original agreement was to extend the term from 5 years to 10 years. A motion was made by Paula and seconded by Carla to approve and sign the lease agreement. Motion passed.
 - d. **Tree Trim Licenses** - It was moved by Bruce and seconded by Paula to approve a Tree Trim License for Dallas Staples. Motion passed.
 - e. **Utility Incentive Applications** – It was moved by Paula and seconded by Carla to approve the application for Janice Skeers/Little Ladybug Daycare. Motion passed. The application from Steven Morris and Jim Jenkins with Morris Off-Road & Auto/High Plains Restoration was tabled until the next meeting in order for Clerk Whitmore to get clarification on the number of employees and hours they will be working.
 - f. **CMB License Application** – It was moved by Carla and seconded by Paula to approve the CMB License applications for Dustin Fromholtz/Old Iron Pub. Motion passed.
7. **Old Business:**
 - a. **Property Cleanup** – JR continues to work with several people regarding cleanup of their properties.
 - b. **Projects Pending :** **a) Friends of the Park** – Carla will be ordering 4 new kiddie swings at a cost of \$80 each which will be paid for from the grant funds previously received for playground equipment upgrades. There was further discussion regarding the pea gravel around the swings. Jr will look into it. **b) Roadside Park Electrical Hookups** – Carla and JR will meet with Kary Zwegardt to talk about this and how it can be worked around the frisbee golf course. **c) Washington Street Beautification** – Clerk Whitmore indicated we have received one inquiry from a contractor regarding the bid for

trimming the trees. JR will get in touch with them. No bids have been received yet for painting the doors at City Hall. **D)** Clerk Whitmore indicated that Michelle Wolff had received some citizen complaints regarding the exterior lighting at the library. JR will look into this.

- 8. Public Building Commission Report** – Attorney Day indicated the new pool will need to be covered by the City’s insurance with a builders risk policy while the pool is being built. Frewen Insurance is working on this. There was further discussion about the progress being made on the pool. The PBC will meet again on October 26.
- 9. Building Permits** – It was moved by Bruce and seconded by Paula to approve the following building permits: Sean Straub – 117 E. Jackson, cement work; St. Francis Catholic Church – 625 S. River, masonry work; Kole Moberly – 409 Parkway, shed; Torre Whitney – 110 E. First, retaining wall; Robert Ochsner – 501 S. Felzein, grain bin; Tony Howard – 301 W. Webster, fence; Scott Northrup – 208 E. First, raze a building. Motion passed.
- 10. Superintendent Report** – **a)** JR presented two quotes for purchase of an ATV, one for a John Deere from American Implement at a cost of \$9200 and the second for a Kawasaki from Lewis Motor Sports for \$9969. JR explained the details as to why he prefers the Kawasaki. It was moved by Bruce and seconded by Paula to purchase the Kawasaki based on JR’s recommendation. Motion passed. **b)** JR asked the Council to think about what we might want to do with the 1964 firetruck that is housed in the old firehouse. It is taking up space that could be better utilized for other equipment. **c)** The 926E cat loader has several leaks and will cost approximately \$7330 to fix. **d)** We received an estimate of \$21000 from McGuire Iron to repair and paint a portion of the water tower damaged by hail. This estimate is much higher than the \$2400 that was allocated from the insurance company. JR will contact another vendor to receive another estimate. **e)** The City crews have been upgrading the power at the St. Francis Equity and ran into a transformer issue. **f)** JR has not received an estimated price yet from Sargeant Drilling for the repairs on well 7. It was moved by Bruce and seconded by Carla to accept and file the superintendent report. Motion passed.
- 11. Attorney Report** – Attorney Day talked a bit about the expenditures that the police department will incur with regards to jail and attorney fees and what affect these may have on the 2016 budget. These fees were not included in the 2016 budget, although they are a line item in the police department budget for 2017. Clerk Whitmore will prepare a report for the council with regards to the current police department budget. There was also a written complaint shared with the Council from a citizen regarding a neighbor. Attorney Day indicated that unless there is a violation of a city ordinance it would be considered a civil matter between the neighbors and the City should not be involved in property disputes. It was moved by Paula and seconded by Carla to accept and file the attorney report. Motion passed.
- 12. Clerk Report** – **a)** Clerk Whitmore let the Council know that she will be absent from the November 14th meeting as she will be gone the entire week for Clerk Institute in Wichita. **b)** A motion was made by Bruce and seconded by Paula to approve an out of cycle payment of \$660.00 for the Enterpol Maintenance Agreement. Motion passed. It was moved by Carla and seconded by Paula to authorize Chief Thomas to purchase a bullet proof vest for Matt Grogan at an approximate cost of approximately \$909.99. Motion passed. **c)** The Council gave approval for the Goodwill truck to park at the recycling center from October 28 until November 10. **d)** Lila let the Council know that the City has received a gold star recognition in the KMIT Loss Prevention Certification Program. This recognition is given to cities who meet various safety requirements including providing regular safety training to employees, keeping and updating safety policies and procedures, and taking into consideration the overall safety record of the city employees. **e)** The First Impressions public forum will be held November 3 at the grade school cafeteria. **f)** Lila expressed appreciation to the Council from Jen for the invoice scanner that was authorized for purchase for the clerks office. It has increased her productivity and made the bill paying process much easier. **g)** Clerk Whitmore gave a demonstration to the Council on the dropbox application and how it can be used for the sharing of

files and documents. She is developing a process to utilize this application for Council meetings and hopes to be able to purchase tablets, chromebooks or something similar in the next year for all Council members which would make the sharing of information at Council meetings much easier and would also allow for easy storage and retrieval of documents. It was moved by Paula and seconded by Carla to accept and file the Clerk report. Motion passed.

13. Council comments: **Paula** – gave an update on the Assisted Living project. She also had a citizen ask about what is being done with the Houtman property on Main Street. The owner will be given another verbal warning followed by a formal complaint if nothing is done. There was some discussion about the court docket being open record and Attorney Day indicated that Council members were welcome to request the information from the Municipal Court Clerk. **Carla** – none. **Bruce** – There was discussion about Christmas bonuses. No decisions were made and it will be discussed further at the next meeting.

14. Council President Comments: none

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

City Clerk