

Regular Council Meeting
November 14, 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 Treasurer Jennifer Blair, City Superintendent JR Landenberger, and Police Chief Darrell Thomas.
2. **Minutes** from the October 24 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 Paula and seconded by Amanda 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 pay Payment Service Network bills when due; Permission to renew First National Bank CD's 18355 and 18382. Motion passed.
4. **Visitors:** Quentin Tedford, Mande Miller St. Francis Herald
5. **Police Report:** **a)** Chief Thomas reported things have slowed down a bit. **b)** Chief Thomas will be helping the Sheriff's Department with an informational drug meeting in Bird City. **c)** Chief Thomas presented the Council with the statistics for the month of October. **d)** Chief Thomas will start pursuing quotes for a vehicle to be purchased in 2017. **e)** Chief Thomas reported that Officer Matt Grogan is doing well at KLETC. It was moved by Amanda and seconded by Paula to accept and file the Police report. Motion passed.
6. **New Business:**
 - a. **Alonzo Perez Property in Industrial Park** – Mr. Perez joined the meeting and agreed to remove the equipment he has on the property within 3 months. The Council agreed that if he needs more time he needs to communicate the need and the Council will work with him.
 - b. **Public Relations in Media Class** – Bruce explained that Rogie Wiswell, teacher for the class, would like to have her class create promotional literature and design a brand for the new pool. The class will come present their plans in December for review. The Council agreed to have Bruce tell her to move forward with the project.
 - c. **LED Sign** – Discussion was held regarding who will update the sign after employee Scott Houtman leaves in January. The Council would like for the LED Sign to remain on the agenda in December.
 - d. **Transportation Program Letter of Support** - It was moved by Amanda and seconded by Paula to sign the letter. Motion passed.
 - e. **Tree Trim and Door Painting Bids** – Two bids were received for the tree trimming work. JR will contact each company and meet with them to discuss their recommendations for the project. One bid was received from Melvin Confer in the amount of \$175.00 for the painting of the doors on City Hall. It was moved by Bruce and seconded by Roger to accept the bid from Melvin Confer. Motion passed.
 - f. **Trash Waiver Application** – After some discussion, it was determined that Alan Russ would not qualify for the trash waiver on his property at 315 S. College.
 - g. **Pest Control Service Agreement** – It was moved by Roger and seconded by Carla to sign the pest Control Service Agreement previously discussed from Hinkle Termite and Pest Control. Motion passed.
7. **Old Business:**
 - a. **Utility Incentive Resolution 2016-4** – A RESOLUTION AMENDING AND RESTATING THE EMPLOYEE BASED UTILITY CREDIT FOR NEW BUSINESSES. It was moved by Bruce and seconded by Paula to approve Resolution 2016-4. Keller – aye; Milne – aye; Jensen – aye; Lampe – aye; Swihart – aye. Motion passed.
 - b. **Utility Incentive Application Steven Morris/Jim Jenkins** – Due to the total hours worked, the business does not currently qualify for the Utility Incentive.
 - c. **Property Cleanup** – Mike asked Darrell to contact Roger Sauer regarding a broken window on the back side of his house. Mike and Darrell will meet to discuss the issue before Darrell contacts him. The Straub property on Washington Street was discussed. JR will inform the owners that if action isn't taken within 10 days to remove the vehicles a complaint will be filed.

8. **Theater Report** – Amanda reported that the Theater Board was trying to decide what hours it would be open during the weekend of Christmas. Scott didn't think anyone should work on the 24th or the 25th but it was decided that the Board could make the decision.
9. **Public Building Commission Report** – JR reported that progress was being made with the drain pipe in the deep end of the pool. The water is now being diverted to Spencer Street. The pool is a little behind schedule but it is progressing. It was moved by Amanda and seconded by Paula to accept and file the PBC report. Motion passed.
10. **Building Permits** – Ilene O'Leary – 235 Birch, retaining wall; Becky Roberson – 306 S. College, enclose walkin with siding and add new roof on cooler. It was moved by Bruce and seconded by Carla to approve the building permits. Motion passed.
11. **Superintendent Report** – **a)** JR reported that he and Tom Keller will be attending the County Commissioner meeting to discuss the work on excavating the channels at Keller's Pond. They would like some clarification on how much work is going to be done. **b)** The next big project to be completed is the new siren. **c)** The City's portion of the work at the St. Francis Equity Station is complete. **d)** JR will be ordering approximately \$7,000.00 worth of cold mix as soon as it becomes available. **e)** H & H Boring will be completing the water line work to a property on River Street. **f)** The Council would like to take bids for the old City Fire Truck. **g)** There has been a great deal of discussion regarding the newly placed stop sign at the Good Samaritan Village. **h)** JR is currently waiting to hear from Cunningham regarding the water tower work. **i)** The Christmas lights are up and turned on. **j)** Mark Mills removed some shrubs from his property at 104 E. Whitter and ended up having to remove a sidewalk. He will present at a future meeting to discuss replacing the sidewalk. **k)** JR requested 10 minutes of executive session for a legal matter. It was moved by Amanda and seconded by Bruce to accept and file the Superintendent Report. Motion passed.
12. **Attorney Report** – none
13. **Clerk Report** – **a)** The Council agreed to meet at 6:30 pm on November 28, 2016 to review the proposed Personnel Policy. **b)** The Council reviewed and signed the letter to the Hansen Foundation thanking them for their many donations to the City. **c)** It was moved by Roger and seconded by Carla to transfer \$5,000 from the capital improvement fund to the Keller Pond Trail Project fund. Motion passed with Paula abstaining from the vote. **d)** The Council agreed to schedule a Christmas party on either December 2 or December 9 at Fresh 7. Treasurer Blair was instructed to schedule the party with the owners and send an e-mail to the Council regarding what date will work. There will also be a short party at City Hall on the corresponding date to hand out Service Awards. **f)** It was moved by Bruce and seconded by Roger to give each employee a Christmas bonus of \$200 in Chamber Bucks and to also award 3 service awards of \$25. Motion passed. **g)** It was moved by Paula and seconded by Bruce to issue the check on Friday November 18 for the Chamber Bucks and service awards. Motion passed. It was moved by Amanda and seconded by Roger to accept and file the Clerk report. Motion passed.
14. **Council comments:** **Paula** – mentioned that at the First Impression Forum, library signage was discussed. She also felt like more signage was needed for the Art Gallery and clarification was needed on the Arickaree Breaks signs. Paula requested 10 minutes of executive session to discuss a legal matter, **Amanda** – had a citizen come to her with a concern about the construction area on Washington Street. JR will review the area, **Roger** – congratulated Paula on being elected Cheyenne County Magistrate Judge, **Carla** – stated how great the new lights at the library looks. The Roadside Park committee has come up with a good plan for electrical outlets for campers. She also stated how well the new kiddie swings look at the park, **Bruce** - none
15. **Mayor Comments:** Mayor Schultz stated that Librarian Michelle Wolff appreciates all the work the City Crew has done at the library. He would like Library Flooring added to the Projects Pending list.
16. All bills on **Ordinance #996** were reviewed. It was moved by Carla and seconded by Bruce to approve the bills in the amount of \$191,436.16. Motion Passed.
17. **Executive Session:** At 9:33 it was moved by Amanda and seconded by Bruce to adjourn to **executive session** for a legal matter. At 9:40 it was moved by Bruce and seconded by Amanda to come out of **executive session**. No decisions were made. At 9:40 it was moved by Roger and seconded by Carla to adjourn to

executive session for a legal matter. At 9:52 it was moved by Amanda and seconded by Paula to come out of **executive session**. A building permit will be reviewed at the next Council Meeting.

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

City Clerk