

Regular Council Meeting
May 8, 2017

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Carla Lampe, Roger Jensen, Amanda Milne and Kale Dankenbring. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, Police Chief Darrell Thomas and City Clerk Lila Whitmore. Council member Bruce Swihart was absent.
2. **Minutes** from the April 24th meeting were distributed and read. It was moved by Amanda and seconded by Carla to approve the minutes as presented. Motion passed.
3. **Consent Agenda** – It was moved by Roger 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 for Clerk to renew First National Bank CD #18355. Motion passed.
4. **Visitors:** Kelly Frewen, representing the Community Internet Committee, was present to let the Council know that the Eagle Fiber Internet signup was successful and the project is a go. Work is expected to begin in June.
5. **Police Report:** **a)** Chief Thomas completed state training on Peer Leadership in Hays during the week of April 24. **b)** The police department had a security camera fail during the power outage. Darrell has ordered a replacement. **c)** It was moved by Roger and seconded by Kale to authorize up to \$30000 for Darrell to purchase a 2015 charger from the KHP and to purchase the additional equipment that will be needed. Motion passed. **d)** It was moved by Amanda and seconded by Carla to approve 104 hours of vacation carryover for Darrell, to be used by the end of June. Motion passed. Darrell requested 5 minutes of executive session for non-elected personnel. It was moved by Roger and seconded by Carla to accept and file the police report. Motion passed.
6. **New Business:**
 - a. **EMS Building Agreement** – Clerk Whitmore had previously sent the Council the current agreement for their review. This agreement expires on May 31, 2017. It was moved by Carla and seconded by Amanda to renew the EMS Building Agreement with the County. Motion passed. Attorney Day will prepare a new agreement with an updated expiration date to present to the County Commissioners for their approval and signatures.
 - b. **Sunflower Foundation Letter of Agreement** – Clerk Whitmore had previously sent the Council the letter of agreement for their review. This agreement is for the grant from the Sunflower Foundation for the Keller Pond Trail Project. It was moved by Amanda and seconded by Kale for the Mayor and JR to sign the agreement. Motion passed.
7. **Old Business:**
 - a. **Property Cleanup** – There were no updates on property cleanup.
 - b. **Pending Projects:** **a)** Miller and Associates will be doing some additional survey work at Keller Pond. Once this is completed Brock McAtee will begin work on the trail. **b)** There was discussion about the next phase of the electrical infrastructure improvements. Well line 9 and 11 will be the next in the plan. **c)** Amanda indicated that Lacey Grogan had expressed an interest in volunteering to be on the Washington Street Beautification Committee. **d)** Roger will put together specifications for the library flooring so that the job can be put out for bids. **e)** Matt Grogan is waiting to hear back from Commercial Sign regarding the Highway 36 signs.
8. It was moved by Roger and seconded by Amanda to approve the following **Mayor Appointments:** City Attorney – Mike Day; City Superintendent – JR Landenberger; Police Chief – Darrell Thomas; Municipal Judge – Paula Keller; Substitute Municipal Judge – Robert Van Allen; City Clerk – Lila Whitmore; City Treasurer – Jennifer Blair; Freedom of Information Officer - Lila Whitmore; Fire Chief – Dan Blair; Assistant Fire Chief – Chris Labarge; Fire Department Treasurer – Keaton Frewen; Library Board – Linda Rogers, Karen Neitzel, Laura Pugh, Lisa Holzwarth, Glorianne Milne, Pete Davis, Amy Grace; Theater Board – Council member Amanda Milne, Robert Grace, Brent Rueb, Justin Lohr, Bridgette Antholz, Margyre Antholz; Roadside Park Board – Council member Roger Jensen, City Employee JR Landenberger, Janet Carmen, Mike Meyer, Kary Zwegardt; CCDC Board – Lila Whitmore; 911 Board – Amanda Milne; New Generation Committee – Carla

Lampe; City Representative to Internet Committee – JR Landenberger; Official Newspaper – St. Francis Herald; Official Depositories – Bankwest, First National Bank, Western State Bank. Motion passed.

9. It was moved by Roger and seconded by Amanda to approve the **Mayor appointments to the following standing committees:** Streets & Alleys – Roger Jensen, Scott Schultz; Utility – Bruce Swihart, Scott Schultz; Parks, Recreation and Refuse – Kale Dankenbring, Carla Lampe, Amanda Milne; Safety – JR Landenberger, Dan Blair, Carla Lampe, Lila Whitmore. Motion passed.
10. It was moved by Carla and seconded by Amanda to nominate Roger Jensen for **City Council President**. Voting was unanimous to elect Roger Jensen as City Council President.
11. **Public Building Commission Report** – Attorney Day gave the City Council a binder which contains copies of all of the PBC documents. There is also a copy for the PBC and one in Mike’s office. Kale asked if the documents are available in pdf format. Mike will find out. Brock McAtee’s crew has started work on the building. Carrothers is getting close to being able to paint the pool. There will be a construction meeting on May 22 and a PBC meeting on May 31. It was moved by Amanda and seconded by Kale to accept and file the PBC report. Motion passed.
12. **Theater Report** – Amanda did not have anything to report. Mayor Schultz indicated there was a musty smell in the theater Saturday night. It may be due to the AC being turned on. JR will check into it.
13. **Pool Report** – Bruce was not present. JR let the Council know that the pump for the old pool will need to be rebuilt before the pool can open. Everything else seems to be ok.
14. **Building Permits** – It was moved by Carla and seconded by Kale to approve the following building permit: Jennifer Cravens – 205 S. College, cedar and sheet metal fence. Motion passed.
15. **Superintendent Report** – **a)** American Boiler will be here to work on the boiler on May 15. **b)** JR updated the Council on the electrical outage caused by the spring snow storm. The work on the compressor that is in Denver is completed. However, because of the load during the outage, another compressor went out and is in need of repair. Parts are on order. Kale asked if there is routine testing of the engines. JR explained that once every 2 months there is an equipment test and they also try to start the engines every 6 months to a year as a test. Roger commended JR’s employees as well as Jen Blair for the work they did in handling the outage. **c)** JR updated the Council on the water leaks along Jackson Street. They discovered a section of water line and valves that should have been retired in 1947. Repairs will be completed on Wednesday. **d)** JR had to order chemicals to spray the islands, the frontage road, and the roadside parks in order to manage the weeds before they got out of control. The hope is to minimize the need for mowing. It was moved by Roger and seconded by Carla to authorize the previous purchase of chemicals for \$2630 and for JR to order additional chemicals as needed. Motion passed. **e)** Roger asked about the work that AT&T is doing from the Good Samaritan Village to the roadside park where they are tearing up the buffalo grass. They are authorized to do the work, but JR will touch base with them regarding minimizing the damage to the grass. **g)** Well 9 was tested last year and had been put on a watch status. During a normal switch of the wells, well 9 failed. They switched back to Well 11 and it too failed. Sargent Drilling is onsite today working on both wells. JR believes we may have insurance on Well 9. **g)** It was moved by Bruce and seconded by Kale for JR to purchase a Stihl chop saw from Yost Farm Supply for \$1910. Motion passed. **h)** It was moved by Roger and seconded by Amanda for McAtee Construction to repair a low spot on the street in the 200 block of East Spencer at a cost of \$2178. Motion passed. **i)** With the Mayor’s permission, JR hired Vic Dankenbring to do some needed one-time mowing for the city while the parks department employees were busy helping with the water leak. The bill is \$262.50. It was moved by Roger and seconded by Amanda to pay this bill out of cycle. Motion passed. **j)** JR had purchased a chemical for the Eurasian milfoil problem at Keller Pond. The previously authorized amount was \$2800, but the bill came to \$3150. It was moved by Amanda and seconded by Carla to approve the additional \$350. Motion passed. **k)** JR presented a bill from T&R Electric for two transformers for approval. One is for the pool, the other for the siren. These are normal infrastructure expenses but because of the amount, \$7330, Clerk Whitmore felt this needed to be approved and in the minutes. The Council approved the purchase. **l)** Some of the expenses incurred during the outage have been submitted to Ryan Murray for consideration for reimbursement from FEMA since the storm was declared a disaster. **m)** JR discussed the fees that the City charges for water rates and how it affects the City’s opportunities to apply for grants. The rates the City currently charges are well below the threshold that is used to determine qualifications for grant funds. **n)** JR will submit the application for extended water rights for the ball field.

The \$200 fee will need to be submitted along with the application. Council approved. It was moved by Roger and seconded by Amanda to accept and file the Superintendent report. Motion passed.

16. Council member Swihart arrived at the meeting. He presented the pool report. The pool board will meet Wednesday May 10. The old pool will open Memorial Day weekend. There was discussion about offering free admission to the pool. It was moved by Bruce and seconded by Roger that general admission be free for the summer of 2017. Motion passed. There will still be a fee for aquasize, swimming lessons and private parties. The free admission will be revisited next year. It was moved by Amanda and seconded by Carla to accept and file the pool report. Motion passed.

17. Attorney Report – Attorney Day had nothing to report.

18. Clerk Report – **a)** Clerk Whitmore presented a bill from Brock McAtee Construction for \$21,095.25 for intersection work. This amount had already been approved, but Clerk Whitmore requested permission to pay this bill out of cycle. It was moved by Amanda and seconded by Kale to approve paying the bill. Motion passed. **b)** Clerk Whitmore shared prepared scripts for the Council to use when making a motion to recess to executive session. **c)** The Council approved the Health Insurance section of the Personnel Policy. The Council also agreed to add Martin Luther King Day as a City Holiday. Clerk Whitmore will make these changes and finalize the Personnel Manual. She will bring it to the next Council meeting for final approval. **d)** Clerk Whitmore talked about the recent workers compensation safety review. Because of a couple of small claims last year our experience modification rating was lower and dropped the City to a Silver Rating, which qualifies for a 3% discount on worker's compensation insurance. There was a new item on the review related to training for employees on detection and prevention of heat illness. Lila has created a document to satisfy this requirement. Extra points can be received if this document is approved and submitted before August. This could boost our rating to a Gold Status which would then qualify the city for a 5% discount on the workers compensation premium. It was moved by Bruce and seconded by Roger to approve the document. Motion passed. **e)** Clerk Whitmore spoke to Darci Shields regarding the community clean-up grant opportunity. Ms. Shields thought that the roadside park cleanup could qualify for the grant. Carla and Lila visited the roadside park and developed a plan, such as painting the restroom and shelter, grinding tree stumps, tree trimming, and general cleanup. There are two more deadlines for submission, May 15 and June 1. Clerk Whitmore will work on getting the application completed and submitted. **f)** Clerk Whitmore let the Council know that the domain name, stfranciskansas.com is the City's registered domain name, although the registrant is listed as Terri Richardson. This can be changed. The annual registration fee is paid for by VIP Design as part of the fee we pay for website hosting. Lila attended a demonstration from a website design company called Municode. They specialize in websites for municipalities. Clerk Whitmore was very impressed with what they offered. However it is a little expensive and Clerk Whitmore would like to look into other options. She asked the Council for permission to create a committee of 5 to 6 people to research and come up with plans for a new website. Council agreed. Lila recommended the committee consist of herself, Helen Dobbs, Kale Dankenbring, and 2 to 3 additional members. Matt Grogan may be interested but he has also expressed an interest in actually creating the website and submitting a bid which would be a conflict of interest if he is on the committee. The Council suggested possibly Rogie Wiswell or Brenda Day. Lila and Kale will work on putting together a committee. **g)** Lila read a letter from Lacey Grogan regarding the flowers she is planting at the City Park and thanking the Council for allowing her to do this. **h)** We received a franchise tax from Midwest Energy for \$1701.26. **i)** Clerk Whitmore shared a thank you from Options Domestic Violence for the \$1000 donation from the City. **j)** Clerk Whitmore had a citizen inquire about the regulations regarding streets salesmen and where they would be allowed to set up a food stand. Clerk Whitmore will get with Attorney Day to go over this section of the City Code. It was moved Bruce and seconded by Amanda to accept and file the clerk report. Motion passed.

19. Council comments: Kale – none, Amanda – none, Roger – none, Carla – none, Bruce - none

20. Mayor Comments: Mayor Schultz requested executive session for non-elected personnel

- 21.** All bills on **Ordinance #1002** were reviewed. It was moved by Bruce and seconded by Amanda to approve the bills in the amount of \$215,721.88. Motion Passed.
- 22.** A motion was made by Bruce and seconded by Amanda for the Council, along with Police Chief Darrell Thomas, to recess into executive session pursuant to the non-elected personnel exception in order to discuss wages, the open meeting to resume in the City Council chambers at 9:55 p.m. Motion passed.
- 23.** At 9:55 p.m. the Mayor declared the open meeting back in session. No decision was made. The Mayor asked Clerk Whitmore for confirmation of the employee raises that were given at the last Council meeting. The Mayor then excused Darrell and Lila and the Council went back into executive session to continue to discuss wages, with the open meeting to resume in the City Council chambers at 10:05 p.m.
- 24.** At 10:05 the Council came out of executive session and then went back into executive session with the open meeting to resume at 10:20 p.m.
- 25.** At 10:20 p.m. the mayor declared the open meeting back in session. A motion was made by Amanda and seconded by Kale to approve the raises for Matt Grogan and DeseRay Headrick as discussed in executive session. Motion passed. A motion was made by Kale and seconded by Roger to approve the raises for Darrell Thomas and JR Landenberger as discussed in executive session. Motion passed. A motion was made by Carla and seconded by Kale to approve a raise for Lila Whitmore as discussed in executive session. Motion passed.
- 26. Adjournment:** A motion was made by Amanda and seconded by Roger to adjourn the meeting. Motion passed.

City Clerk