

Special Council Meeting
Regular Council Meeting
July 23, 2018

1. **Mayor Scott Schultz called the special meeting to order at 7:00.** Present were Council members Amanda Milne, Roger Jensen, and Larry Finley. Also present were City Superintendent JR Landenberger and City Clerk Lila Whitmore. JR explained the changes made in the budgeted transfers for the 2019 budget. Clerk Whitmore pointed out that the proposed budget had also been updated with the other changes that the Council had discussed at the budget review meeting. The Council approved the proposed budget and the budget hearing has been scheduled for 7:15 on August 13. A motion was made by Roger and seconded by Larry to publish the notice of budget hearing. Motion passed. A motion was made by Larry and seconded by Amanda to adjourn the special meeting. Motion passed.
2. **Mayor Scott Schultz called the regular meeting to order at 7:30.** Present were Council members Amanda Milne, Roger Jensen, and Larry Finley. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, Police Chief Darrell Thomas and City Clerk Lila Whitmore. Council members Kale Dankenbring and Dara Carmichael were absent.
3. **Minutes** from the July 9th meeting were distributed and read. There was one correction. It was moved by Amanda and seconded by Larry to approve the minutes as corrected. Motion passed.
4. **Minutes from the July 17 special meeting** were distributed and read. It was moved by Amanda and seconded by Roger to approve the minutes as written. Motion passed.
5. **Visitors** - none
6. **Police Report – a)** The blue charger was taken to Colby for a recall on a drive shaft problem. The white charger also needs a pcm reflash. **b)** Chief Thomas has received quotes for ammunition from Sig Sauer and Frontier Arms. He will be able to save approximately \$10 a case from Frontier Arms. **c)** Darrel mentioned again needing to purchase battery backups. **d)** A motion was made by Larry and seconded by Amanda to approve payment of 3 unitemized meal receipts. Motion passed. **e)** Chief Thomas updated the Council on the progress Makayla and Jon have made. Makalya will graduate from KLETC on August 10th and Darrell is hopeful that Jon will be able to start in September. **f)** Roger thanked the police department for their work in solving the broken windows case at the band shell. It was moved by Amanda and seconded by Roger to accept and file the Police report. Motion passed.
7. **New Business:**
 - a. Cheyenne County Development Corporation – Tammy Grice, CCDC Board President, Jason Padgett, CCDC Board Vice President, and Helen Dobbs, CCDC Director shared the 2018 CCDC Update and talked about the projects and programs that the CCDC is involved with and their plans for the upcoming year.
 - a. A motion was made by Amanda and seconded by Roger to approve **Ordinance No. 613:** AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF ST. FRANCIS, KANSAS; INCORPORATING BY REFERENCE THE “UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES,” EDITION OF 2018, AMENDING SECTION 101 OF ARTICLE 11 OF THE 2015 CODE OF THE CITY OF ST. FRANCIS, KANSAS AND REPEALING ORDINANCE NO. 609. Milne-aye; Jensen-aye; Finley-aye. Motion passed. A motion was made by Larry and seconded by Amanda to approve **Ordinance No. 614:** AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF ST. FRANCIS, KANSAS; INCORPORATING BY REFERENCE THE “STANDARD TRAFFIC ORDINANCE FOR KANSAS CITITES,” EDITION OF 2018, AMENDING SECTION 101 OF ARTICLE 14 OF THE 2015 CODE OF THE CITY OF ST. FRANCIS, KANSAS AND REPEALING ORDINANCE NO. 610. Milne-aye; Jensen-aye; Finley-aye. Motion passed.
8. **Old Business:**
 - a. A motion was made by Roger and seconded by Larry to approve **Charter Ordinance 2018-2:** A CHARTER ORDINANCE EXEMPTING THE CITY OF ST. FRANCIS, KANSAS, FROM THE PROVISIONS OF K.S.A. 15-731 AND PROVIDING SUBSTITUTE AND ADDITIONAL PROVISIONS ON THE SAME SUBJECT RELATING TO STREET IMPROVEMENTS AND THE ISSUANCE OF BONDS FOR THE PURPOSE OF PAYING FOR SAID IMPROVEMENTS. Milne – aye; Jensen – aye, Finley – aye; Schultz – aye. Motion passed.

- b. **Website Content Manager Proposals** – Elevation Design has withdrawn their proposal. There was one other proposal received from Kim Hanke of Waterville Kansas. After some discussion the Council chose not to accept the proposal. Clerk Whitmore indicated she had contacted Elevation Design to ask if they could create a User's Guide and cheat sheets so that she would be able to update and manage the site. They indicated they could provide this for \$400. A motion was made by Roger and seconded by Amanda to accept the proposal from Elevation Design for the creation of a user's guide. Motion passed.
 - c. **Property Cleanup** – Progress is being made on most of the properties. Several have come into compliance. Some are subject to the tax sale.
 - d. **Projects Pending** – **a)** Amanda reported that the Washington Street beautification committee had met last week and will meet again on August 22nd to come up with a game plan. **b)** The City website will be removed from the projects pending list. **c)** Amanda asked about identifying which city streets can be used as truck routes, a subject that had previously been discussed but with no action taken. The topic will be added to the projects pending list.
- 9. Pool Report** – Pool Manager Forrest Burr asked if they could purchase a sign to display the pool hours. Roger suggested a digital sign that could be easily changed and updated. The hours could also be posted on the city's website and the led sign. The Rec Commission will be sponsoring free swimming on August 4 from 1:30 to 5:00. Larry expressed thanks to the fire department for sponsoring a free night of swimming at the pool on July 18. It was moved by Amanda and seconded by Roger to accept and file the pool report. Motion passed.
- 10. Building Permits** – none
- 11. Superintendent Report** – **a)** JR reported that the estimated storm damage to city buildings is approximately \$40,000. Larry asked if the pool chairs could be turned in on the claim since the damage they sustained was due to the storm. Clerk Whitmore will get a copy of the invoice to JR. **b)** JR reported that Midwest Energy had been doing some work on corroded gas lines in the alleys. There may be additional work that needs to be done and JR will be looking into this. **c)** The power plant will need to generate power one day between August 6-8 due to power line maintenance/repair. **d)** The Council approved allowing City employees to take off the afternoon of August 3 for the fair. **e)** JR requested 2 minutes of executive session for non-elected personnel. It was moved by Larry and seconded by Amanda to accept and file the Superintendent report. Motion passed.
- 12. Attorney Report** – The Council discussed municipal court costs. Judge Keller and Court Clerk Matt Hill believe the current fees of \$158 are too high for minor traffic offenses. Chief Thomas agreed that a fee of \$50 to \$75 would be more appropriate. Attorney Day will draft an ordinance to reduce the current fees from \$158 to \$75. Attorney Day requested 10 minutes of executive to discuss a legal matter. It was moved by Amanda and seconded by Larry to accept and file the attorney report. Motion passed.
- 13. Clerk Report** – **a)** Clerk Whitmore notified the Council that the contract with Tri-State Exterminating/Hinkle Pest Control had expired. Richard Winter with Pest Away LLC had asked about submitting a bid for this work. The Council instructed Clerk Whitmore to advertise for bids. **b)** Lila asked the Council's permission to spend up to \$1500 to purchase a new high capacity high speed laser printer for the office. The one they have is about 6 years old and is constantly jamming. This is a critical printer that is heavily used for printing bills and reports. The Council asked that she bring three bids back to the next meeting. **c)** Lila let the Council that there will be a KOMA/KORA training on August 10 in Oakley. This is presented by the League of Kansas Municipalities. Lila will be attending and asked Council members to let her know if they would like to register for the training as well. It was moved by Amanda and seconded by Roger to accept and file the Clerk report. Motion passed.
- 14. Council Comments: Amanda** – asked about identifying which city streets can be used as truck routes, a subject that had previously been discussed by with no action taken. The topic will be added to the projects pending list. **Roger** – will not be at the August 13th meeting. **Larry** – asked who maintains the grass and takes care of weed control at the pool. JR confirmed it is the city crew.
- 15. Mayor Comments** – none
- 16. Chief Thomas left the meeting.** A motion was made by Amanda and seconded by Roger for the Council along with Superintendent Landenberger, Attorney Day, and Clerk Whitmore to recess into **executive session** for the nonelected personnel exception to discuss an employee's salary, the open meeting to resume in the

Council chambers at 8:30. At 8:30 the open meeting resumed. The Council requested Clerk Whitmore track the time she spends updating the website.

17. A motion was made by Larry and seconded by Amanda for the Council along with Superintendent Landenberger, Attorney Day, and Clerk Whitmore to recess into executive session for the legal matter exception to discuss property cleanup, the executive session to resume at 8:42. At 8:42 the open meeting resumed and it was then moved by Larry and seconded by Amanda to go back into executive session until 8:55. At 8:55 the open meeting resumed. No decisions were made.

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

City Clerk