

Regular Council Meeting  
April 24, 2023

1. **Mayor Scott Schultz called the meeting to order at 7:00.** Present were Council members Kale Dankenbring, Amanda Milne, David Butler, Dara Carmichael, and Larry Finley. Also present were City Superintendent Dan Blair, and City Clerk Leann Lee. The City Attorney, Lauren Reyelts, was absent.
2. Council meeting **minutes** from the April 10<sup>th</sup>, 2023, were distributed and read. Amanda informed the Council of corrections that have been revised prior to the meeting. A motion was made by Amanda and seconded by Kale to approve the minutes. Motion passed.
3. **Sheriff Report – None**
4. **New Business:**
  - **Building Permits** for the Peace Lutheran Church at 202 N. College for concrete work, Enrique Lopez at 104 W Whitter for a fence, and Amber and Shannon Hughes at 503 S Valley for a vehicle structure were presented to the Council for review and approval. The Hughes' were present to discuss with the Council their plans of living on the property in their travel trailer during the building of the structure, estimated at 3 to 4 months, but not consecutively. The City ordinance only allows for the staying in a travel trailer up to 30 days. The Council discussed how to best approach approving the Hughes request to exceed the limit set by the City ordinance. Amanda will contact the City Attorney to see if there are any legalities of the Council granting an exemption from the Code. The Council will contact the Hughes after they hear back from Lauren. In the meantime, the Council has no issue approving the building permit. A motion was made by Larry and seconded by Kale to approve the building permits for the Peace Lutheran Church, Enrique Lopez, and for Amber and Shannon Hughes. Motion passed.
  - The Council reviewed two **tree trimming licenses** for renewal for Matthew Hanzlick and Lopez construction. A motion was made by Kale and seconded by Amanda to approve the renewal of the tree trimming licenses. Motion passed.
  - A motion was made by Amanda and seconded by Dara to approve the following Mayor Appointments to the Library Board: Pete Davis, Nancy Walraven, Sandy Bandel, Marilyn Hnizdil, Mary Morrow, Stella Draper, and Amelia Zuege. Motion passed.
  - The Library Board met and discussed an issue regarding service animal rules and guidelines. The Library Board has requested the Council's assistance in utilizing the City Attorney for any legal questions or research regarding setting a policy for service animals and signage to be posted. The Council agreed that the Library Board may contact Lauren for these matters.
5. **Old Business:**
  - **Property Cleanup**
    - a. Leann requested approval from the Council, on behalf of the City Treasurer, to pay the delinquent property taxes for 520 E. 4<sup>th</sup> St. out of cycle and requested the Council's direction of which fund account to utilize. A motion was made by Amanda and seconded by Kale to pay the property taxes out of the general fund and approved the City Treasurer to pay out of cycle. Motion passed.
    - b. Dara informed the Council that she believes that there are grants or funding options that can be applied for to help finance the demolition of dilapidated structures. She does not have all the information regarding the programs or grants though. The City budgets \$25,000.00 a year for work of this nature.
  - **Projects Pending**
    - a. Amanda was able to get in contact with Greg Kite who informed her to contact the State directly. Amanda has created an account and has submitted the details of our project along with pictures. She has also been in contact with Shelley Christainsen, at the Courthouse, about their experience with the repair of the front stairs. The time frame to hear back from the State Historical Society is 30 days from time of the project submittal. Unfortunately, the time frame

could put the repairs after Alumni weekend depending on when Diamond Stucco Remodels is available. The Council discussed the different reasons of why the City would need approval from the Historical Society.

- b. The Washington Beautification Committee along with CCDC have been looking into grants for a pocket park and to possibly install one next to City Hall. The Mayor inquired if the committee has decided on anything further for the tree grates along Washington. The Council discussed the original idea that was to put giant flowerpots in areas; however, there were concerns regarding who would maintain them and the cost of the pots themselves. The Mayor suggested contacting Kristie out of Goodland on maintaining theirs. Larry will see if he can contact them. The Mayor has requested that the committee bring in ideas so the Council may decide on them and the possibility of helping contribute funds.
- c. Kale has requested pricing from Dan for the use of the City's loader, dump truck, and cost of clean dirt to partially fill in the old pool for the RC car track. The Council discussed the building structures, what could be done with them, or demolishing the structures. Kale will formalize a plan to present to the Council for the RC car proposal.
- d. The Council discussed the possible need to schedule a Special Meeting via Zoom to speak with Michael Baxter regarding the crossovers. Amanda will contact Attorney Baxter to find out his schedule's availability.

- **Streets Project**

## 6. Pool Report

- A motion was made by Amanda and seconded by Kale to recess into **executive session** at 7:35pm for 10-minutes for non-elected personnel for wages and hiring with Council, City Superintendent, and City Clerk, to resume the regular meeting at 7:45pm. Motion passed.
- The Council resumed from executive session at 7:45pm and no decisions were made.
- A motion was made by Amanda and seconded by David to approve the hiring of the employees for the pool. Motion passed.
- Kelley Milliken was appointed the pool manager with Tally Morrow as the assistant manager.
- Kelley has proposed closing of the pool on Mondays to help work with scheduling of the lifeguards. She proposed the new pool schedule for the 2023 season to be: Tuesday-Saturday 1pm – 5pm; Sundays 2pm-8pm; and closed on Mondays. Laps will be Monday-Friday 6am-7am; Swim Team Monday-Friday 7:30am-8:30am to last 4-6 weeks beginning in June; 2 Learn to Swim Lessons with Morgan Sherlock, 1<sup>st</sup> session in June and 2<sup>nd</sup> session in July; a 2<sup>nd</sup> swim practice from 11:30am-12:30pm; Aquacize to be Monday, Wednesday, and Friday from 5:30am-6:30am; private parties on Tuesday and Thursdays from 7pm-9pm, and Saturdays from 10am-12pm and 7pm-9pm. The Council discussed the hours proposed and any impact that the Monday closure would have on the community and the schedules of the lifeguards. The Council also discussed the issues around the lack of applicants during recruitment.
- Kelley has been in contact with Barb Bedore for the certifying of the lifeguards. Barb requires the names, addresses, and emails of the lifeguards to start the process. They will schedule the training to work with the schedules of the lifeguards, the last day of school, and when Barb will be available.
- Kelley has requested to open the Tuesday, May 30<sup>th</sup>, after Memorial Day.
- David inquired if the pool pass system is becoming more popular. The pool offers the community a family pass, an individual adult pass and an individual child's pass. The majority of passes sold are the family passes.
- The chemicals for the pool have increased by \$1,369.29 from the 2022 pool season.
- David has informed Kelley that if there are any families that are struggling, to contact him and he will take it to the Ministerial Alliance to petition for help in this area.
- The Council discussed the price of admission and raising the admission prices. Kelley has informed the Council that surrounding community pools have a higher rate.
- When the pool has a sponsored day by a company, the pool keeps track of how many adults and how many kids to let the company know after.

- The biggest issue in admission that the pool deals with, are the bystanders that are not there to swim, but to watch their family member or others, and do not wish to pay the admission fee.
- David brought an idea to the Council of possibly finding a way to incentivize the lifeguards to return for employment for the next season. Larry and Kelley do not know of any incentives at this time.
- The Council discussed increasing the admission prices based on surrounding areas admission prices. The increase in the admission prices will help offset the increased cost of the labor and the chemicals as well as incentivize the selling of more family passes. A motion was made by Kale and seconded by Dara to increase the admission costs to \$2.00 for children 17 years and younger and to \$4.00 for adults 18 years and older. Motion passed.
- Kelley will be in contact with Dan for when to fill the pool.
- Larry informed the Council that there are 11-12 lifeguards that will need to be certified but that the price is less than when the lifeguards had to travel to Colby for training.  
A motion was made by Amanda and seconded by Kale to accept and file the pool report. Motion passed.

## 7. Superintendent Report

- The Gun Club has requested a 4-yard dumpster and trash services to be reinstated. The cost of 1 dumpster is \$1,033.00. Dan has requested to order 2 dumpsters from Downing Sales for a total of \$2,066.00 to have a spare on hand. Delivery of the dumpsters is \$325.00; however, Dan will be going to Wichita and can haul the trailer to get them. A motion was made by Kale and seconded by Amanda to approve the purchasing of the 2 dumpsters. Motion passed.
- Mike Hanson has contacted Dan inquiring if the City would like to utilize his services this year for spraying chemicals on the grass. Dan will discuss the areas with the City's Park & Recreation head, Mike Meyer, and confirm which areas the City would like Mike Hanson to complete.
- The sidewalk at the courthouse park that was being lifted by tree roots has been fixed without damage.
- It will be 2-3 weeks before Derek Fromholtz's machine to bind the cans is operational again. Currently there is an abundance of cans at the recycling center.
- Dan has contacted Atwood regarding their means of recycling cardboard. Atwood uses a company called ABC Recycling out of North Platte, Nebraska. Atwood hauls the cardboard to them. He has also left a message for a company called Centennial Recycling out of Aurora, Colorado. Both options would require the City to haul it to them. The City will need to purchase more baler wire if we continue to accept cardboard which is a cost of approximately \$425.00. The Council discussed the options of how to proceed. Amanda and the Mayor will be attending the County Commissioners meeting on Friday, April 28<sup>th</sup> to discuss how they would like to proceed. Dan will contact Super's to inquire how they are disposing of their cardboard.
- The City received its order of cold patch from APAC. The order was for 12 tons; however, the City was delivered 24 tons which increased the cost from \$1,960.00 by an additional \$1,953.60 for a total of \$3,914.60. A motion was made by Amanda and seconded by Larry to approve the increase in cost and to keep the extra material. Motion passed.
- The previous Theater renovation quote that was estimated by Architectural Design Associates, P.C. was \$190,320.00, dated April 19<sup>th</sup>, 2022. Dan only foresees an issue of who will be able to complete the scope of work.
- The City has received the new contract from Ward Electric. The contract has been revised per the City Attorney's notes; however, the updated contract has not been reviewed by Lauren. A motion was made by Amanda and seconded by Kale to approve the updated contract contingent on the City Attorneys approval. Motion passed.
- Dan has contacted Tyler Hillmer with Miller & Associates regarding the concrete in the sewer from the previous street project. Tyler has informed Dan that he received a quote from Johnson Service to perform the concrete removal using their camera system. The scope of work is estimated to be between 4-1/2 to 5-1/5 hours at \$375.00 an hour. This would be invoiced to McCormick Excavation. Johnson service has availability to schedule the work in the fall of this year. If the work

is necessary to be performed sooner, it will cost \$7,000.00 to pull Johnson Service's crew from another project.

- The City's new refuse truck is requiring a new in-and-out cylinder for the hydraulic arm. A new cylinder is approximately \$2,500.00 with shipping. The Council discussed purchasing spare parts that could possibly be easily damaged. A motion was made by Amanda and seconded by Kale to approve purchasing 2 in-and-out cylinders with shipping not to exceed \$6,000.00. Motion passed.
- Dan informed the Council that KDOT had sent an email regarding the EV charging stations grant but has not been able to review it more in depth.
- Dan has arranged for Prairieland to cover any lineman emergency issues while he is attending training in Wichita.
- Dan has purchased and installed 2 new tires for the City's trailer for \$230.00 as well as replacing 4 tires on the Street Departments pickup for \$400.00 which were on sale from the Co-Op.
- Dan has requested 5 minutes of executive session for all non-elected personnel for wages. A motion was made by Kale and seconded by David to accept and file the superintendent report. Motion passed.

#### **8. Attorney Report – None**

#### **9. Clerk Report**

- The additional cost for St. Francis Redi Mix of \$1,260.00 that was previously approved by the Council was not delegated to be paid out of a certain fund account. The original estimate of \$7,000.00 was encumbered to be paid from the capital improvements fund. A motion was made by Amanda and seconded by Kale to pay the additional \$1,260.00 out of the general fund account.
- The St. Francis Senior Center has given the City a "Thank You" card for the allocated funds and continued support.
- Leann presented a letter of support to the Council to review regarding the Concert in the Park. A motion was made by Amanda and seconded by Kale to approve the letter of support and for Council to sign. Motion passed.
- Leann shared with the Council a current list of email users utilizing the @cityofstfrancis.net domain. The City is not the current owner of the domain as they had given it to Eagle Broadband. Eagle has approved returning the domain to the City. The City Treasurer has been working through the email list to verify which accounts are still active and in use. Leann has reached out to Matt Wilson with Reach Solutions to obtain the City's options on how to proceed with those in the community who are still using the emails on this domain but has not heard back yet. The Council would like City Hall to reach out to those with the emails.
- The Theater manager, Jessica Lee, contacted City Hall to ask the Council on the minimum age requirements for theater personnel. The Council discussed the ages and capability of hiring 14-year-old students. Amanda mentioned that it is a Department of Labor statute but that it would need to be verified with the City Attorney due to the regulations that they have in place.
- Will Arthur with Cigna/Attentive was going to be at City Hall on Thursday, April 27<sup>th</sup>, to offer the City employees his cafeteria plan, per the Council's approval in 2022. Unfortunately, the City will need to contact Will to reschedule. The City Attorney had requested some revisions to the Master Service Agreement and has not been able to review the revised agreement yet to give the Council her professional opinion.
- Cheyenne County Hospital contacted City Hall to bring to the Council a grant or program that they would like to participate in through ROZ, which is the Rural Opportunity Zones and is a sponsorship. The hospital would like to know if the City would be open to becoming a sponsor, in which sponsorship has a 5-year term of \$1,500.00 a year. This program is to incentivize individuals to relocate to our area to work for the hospital. The Council was presented with additional information to review. The Council has tabled this topic to review and will discuss it at a later time.
- City Hall has a warning letter template completed regarding the dog at large issue. The template is currently awaiting review from the City Attorney before it is placed into effect.

- Leann requested 2 minutes of executive session for non-elected personnel for wages. This can be combined with the City Superintendents request.
- Council encumbered \$12,900.00 for the remainder of the design fees for Miller & Associates that were more than the remaining 2020 bond funds. The funds were encumbered under the assumption that the City would not have received the newest bonds in time; however, since the new bonds were received, the invoice for Miller & Associates was entered towards the current year and project. Leann requested direction from the Council if they would like to leave the payment as is, or to change it in the system to use the encumbered amount. The Council has directed that the system be updated with the encumbered funds to be utilized.
- Amanda was able to look up the child labor law restrictions for those between the ages of 14-16 and shared the information with the Council. The Council had a brief discussion and would like the City Attorney to verify still.

A motion was made by Kale and seconded by Larry to accept and file the Clerk report. Motion passed.

- 10. Council Comments:** David – None; Kale – Would like to include a stipulation regarding the off-road RC track idea for the old pool be that it is for electric RC cars so there are no noise complaints; Amanda – None; Dara – None; Larry – None.
- 11. Mayor Comments:** The Mayor presented information from Ted Weber regarding alternative ways of doing street work. He believes the City may want to look into this for future street projects but does not think grant funds can be used. The Council discussed the option briefly. The Mayor brought up the sales tax in legislative session and Amanda has informed the Council that it is not going to go through this year.
- 12.** A Motion was made by Amanda and seconded by Kale for the Council, City Superintendent, City Attorney, and City Clerk to recess into **executive session** for 7 minutes to resume at 9:00pm for non-elected personnel to discuss wages. Motion passed. The open meeting resumed at 9:00pm and no decisions were made. The Council has approved wages as recommended.
- 13. Adjournment:** It was moved by Amanda and seconded by Kale to adjourn the meeting. Motion passed.

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City Clerk