

Regular Council Meeting
February 12, 2024

1. **Mayor Amanda Milne called the meeting to order at 7:00 pm.** Present were Council members Kale Dankenbring, Justin Lohr, and Robert Erskin. Also present were City Superintendent Dan Blair, City Treasurer Jennifer Blair, City Attorney Lauren Reyelts, Sheriff Cody Beeson, and City Clerk Leann Lee. Council President Larry Finley was absent.
2. **Visitors/Audience:** Bruce Timmons, Dana Timmons, Deputy Jeff Meyer, Michael Baxter (Via Phone)
3. **Minutes** from the January 22nd Council meeting were distributed and read. Amanda informed the Council there were a few minor corrections and Leann confirmed the corrections had been made on the minutes distributed. A motion was made by Kale and seconded by Robert to approve the minutes. Motion passed.
4. A motion was made by Kale and seconded by Dara to approve the following **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 pay City Attorney bills when due; Permission for Clerk to pay the Kansas Mayor's Association Dues of \$50.00; Permission for Clerk to pay Kansas Rural Water Association Dues of \$812.00; and Permission for Clerk to pay Northwest Kansas Planning & Development Dues of \$3,358.00.
5. **New Business:**
 - The Council conference called Michael Baxter with Jeter Law Firm regarding correspondence received from KDOT. A motion was made by Kale and seconded by Dara to recess into executive session for 15 minutes with Council, the Mayor, City legal counsel Lauren Reyelts and Michael Baxter, City Superintendent Dan Blair, and City Clerk Leann Lee for legal matters with attorney client information to resume at 7:20pm. The open meeting resumed at 7:20pm and no decisions were made. A motion was made by Justin and seconded by Kale to recess back into executive session for 10 minutes with all the same parties to resume at 7:30pm. The open meeting resumed at 7:30pm and no decisions were made.
 - ❖ Michael Baxter left the meeting.
 - Bruce Timmons was present before the Council regarding the topic of his semi-truck parking. Bruce clarified with the Council his interaction with Council member Robert Erskin at Majestic Truck Stop and gave a personal history of his dealings with the truck parking issue in St. Francis. Bruce informed the Council that when he parks his truck it is for less than 40 hours, he does not have a load in the trailer, and that he does not idle his truck which would cause any issues with his neighbors. Lauren read the City Code to the Council to open the discussion for possibly modifying the code to include a parameter for residents for a parking permit for their rigs. The Council discussed the topic and has directed Leann to reach out to other cities to see if they may have an ordinance for permits. The Council has tabled the discussion until additional information can be gathered before imposing changes to the current parking situation.
 - ❖ Bruce and Dana Timmons left the meeting.
 - Bill Dungan was not present; however, Sheriff Beeson did briefly inform the Council that Bill had contacted the Sheriff's department regarding the parking issue on Quincy. Bill also had a complaint regarding a property on Fourth and College that he spoke with the City Superintendent about. Dan informed the Council of the property and that a skidster was used that broke up some of the street; however, the street was in bad shape beforehand.
 - City Treasurer Jennifer Blair was present before the Council to discuss the City's current policy for reissuing of lost accounts payable checks and lost payroll checks. Jen informed the Council that there is a stop payment fee of \$40.00 associated per check that is lost to cover the time to re-issue the checks and the bank's stop payment fee. The City policy has been to reissue

checks after 6 months to give the individuals time to locate the missing checks. Jen and Leann have spoken on the topic and would like to reissue checks between 2-3 months instead of 6 months for outstanding accounts payable checks. With regards to payroll checks, there have been 2 situations in the last 2 years where an employee has lost multiple checks. Due to federal and state taxes that are associated with payroll checks and are part of reports that are filed every quarter, Jen and Leann believe that a reissue of payroll checks during the same fiscal year will create errors on the reports used to complete the filing per organization. They would like to inform the employees that receive live checks that if they lose a check, they will not be reissued the check until after the close of the payroll year. The Council has agreed that City Hall can reissue accounts payable checks after 3 months and payroll checks after the close of the year end if the stop payment fee has been paid.

- The Council was presented with the Blue Cross Blue Shield Kansas renewal information for 2024. The premium costs have increased from the previous year by 14%; however, the premiums for the former City Clerk Lila Whitmore are part of the calculation but she pays the City directly for her premiums. Dara enquired if the increase in costs was covered in the City's budget. Jen and Leann confirmed to the Council that the renewal cost was within budget. A motion was made Kale and seconded by Robert to approve the renewal and Leann to sign the document. Motion passed.
- The Council was presented with the Quit Claim Deed to review and approval for Scott Lesuer's purchase of City property in the industrial area. The purchase was contingent on final price and legal description. Amanda noted that there was a discrepancy in the lot information that was previously stated as lot 1; however, the property is lot 3 and shown correctly on the Quit Claim Deed. A motion was made by Kale and seconded by Dara to approve the purchase of the land per the Quit Claim Deed for \$1,228.07. Motion passed.
- The Council reviewed 2 building permits for 412 W. Spencer to construct a pole barn, and 504 E. Fourth to construct an RV carport. A motion was made by Dara and seconded by Justin to approve the building permits. Motion passed.
- The Council reviewed the special event permit and bandshell rental application for the annual Easter Egg Hunt. A motion was made by Kale and seconded by Justin to approve the special event application and the Bandshell rental application along with waiving the fees for both. Motion passed.
- The Council was presented with chicken permit renewals for 425 E. North and 429 E. Jackson. A motion was made by Justin and seconded by Robert to approve the chicken permits. Motion passed.
- The Council was presented with a tree trimming license renewal application for Lopez Construction. A motion was made by Kale and seconded by Robert to approve the tree trimming renewal. Motion passed.

6. Old Business:

● Property Cleanup –

- Dan presented the Council with a picture of a tree located at 114 W. Emerson. The tree looks as though it is rotting. The Council noted that the tree is the property owner's responsibility to take care of. The property is a rental house for the Gadways and is currently vacant. The Council discussed how a similar matter was addressed in the past. There is concern that the tree will fall on one of the neighboring houses. The Council also discussed the issue that the City Attorney is one of the neighbors involved. Lauren believes the City should send a letter to the owner referencing City Code 8-704. Lauren has stated that she has tried reaching out to the owners but has not been able to contact them. After further discussion the Council has agreed to send a courtesy letter to the owners of the property informing them about their tree.

b. Projects Pending –

- Dara inquired about the front of City Hall. Leann stated that it was on the list to be addressed in the spring.
- Leann informed the Council that she followed up on the use of the Special Highway Fund. The Council may use this fund for maintenance, repairs, new, and other needs relating to streets in the City limits.

c. Streets Project –

- Leann informed the Council that Tom Parks from the Kansas Department of Commerce and Corina Cox from Northwest Kansas Planning & Development Commission will be onsite for the project document monitoring and work review on Wednesday, February 28th, 2024. They have requested to be shown the streets that were done during the project. They have also stated that anyone may be present during the monitoring.
- Kale inquired if the City was looking into sealing College Street. That street has been placed on hold for the time being.
- The Council discussed more street work that needs to be done and to see what the City may be able to complete themselves since the grant funding has limitations.

7. Sheriff Report –

- Sheriff Beeson informed the Council that as of March 1st, Under Sheriff Craig Van Allen is resigning. Deputy Jeff Meyer will become the new Under Sheriff.
- Sheriff Beeson went over line item by item for the Council to provide additional information from what is shown on the January and February Sheriff's call reports.
- Cody gave a brief breakdown of how repeat offenders are processed through the law enforcement agencies.
- Due to the resignation of Under Sheriff Van Allen, the Sheriff's department will be understaffed by one deputy.

A motion was made by Kale and seconded by Dara to accept and file the Sheriff's report. Motion passed.

❖ Sheriff Cody Beeson and Deputy Jeff Meyer left the meeting.

8. Superintendent Report –

- Dan presented the Council with photos of a metal structure that St. Francis Redi-Mix would like to have Lopez Construction relocate from their property to a property located on Second and River. They are requesting special permission for this structure as it is made from galvanized metal. After a brief discussion, the Council has agreed that they will permit the structure to be within city limits if they paint it.
- Dan informed the Council that there is another property on Benton that recently installed a new roof using galvanized metal; however, he was unable to look further into the matter prior to the meeting.
- Dan informed the Council that he has been working with Kelly Frewen on completing surveys regarding the city buildings for the insurance company. We should know more soon.
- Tyler Hillmer with Miller & Associates has contacted Brett with Johnson Service Company regarding the sewer line that has concrete in it. Johnson Service should be in town within the next couple of weeks to remove the concrete.
- The boiler at the Power Plant has passed its annual inspection.
- Dan presented the Council with 3 quotes for hydraulic jack hammer attachments for the skidster. The City rented St. Francis Redi-Mix's attachment when dealing with the last water leak. Robert suggested to check Roller Auction website to see if the City could find one that is new and cheaper than the quotes.
- Atlas Automation has completed the installation of the new water system. Dan has provided the Council with a quote from Atlas Automation for a VFD device for \$11,727.00 that will hold the water pressure with minimal water loss if the water tower needs to be cut off from the main water. Dan informed the Council that there are \$37,431.00 left in the ARPA funds if they would like to

utilize them. A motion was made by Justin and seconded by Kale to approve the purchase of the VFD for \$11,727.00 out of the ARPA funds. Motion passed.

- The Council discussed the possible purchase of the hydraulic jack hammer purchase again briefly.
- Dan informed the Council that the High School has a major sewer issue and has had to dig up portions of College Street.
- Maguire Iron has suggested washing out the water tower and provided a quote of \$2,100.00 to perform this task. Dan would like to have the VFD from Atlas Automation installed prior to this. While Maguire was onsite, they performed some inspections of the water tower and provided a list of items the City should repair or replace to extend the life of the water tower. Maguire will be providing a quote for maintenance of the water tower as well as other items to review at budget time. They performed a lead test on the water tower paint, and it came back with a high percentage of lead. To sand blast, contain the paint, and to re-paint the water tower would be approximately \$200,000.00 compared to a new water tower estimated at \$1.2 million. Dan and Amanda informed the Council of other corrections that would need to be made on the water tower to be compliant with OSHA regulations. A motion was made by Justin and seconded by Kale to approve the wash out quote of \$2,100.00. Motion passed.
- Dan requested an executive session for 3 minutes for employment application review.
- Dara inquired if any progress had been made on the recycling committee. There was no update at this time.
- Dara inquired on behalf of the theater board if any progress has been made at locating any contractors to bid on the renovations. Dan has spoken to some of the contractors but has not received anything from them.

A motion was made by Justin and seconded by Dara to accept and file the Superintendent report. Motion passed.

9. Attorney Report

- Lauren reviewed some of the responses she obtained from the attorney link emails regarding differentiating penalties for attacks deemed as vicious dog per the City Code with the Council. Lauren requested guidance from the Council on how they would like to proceed. Amanda will contact Sheriff Beeson to get his opinion and suggestions regarding issuing of citations with different penalties for the same code. Amanda will inform Lauren afterwards so that she may have something prepared for the March 11th Council meeting.
- Lauren was approached regarding tagging a dog to match the length of time the dog's rabies shot is valid. Jen informed the Council that the tagging is annually to confirm the rabies shot is still valid and the tags are issued in sequential order to assist law enforcement with identifying the dog via the tag number. If the tags were issued every 3 years it would cause more confusion and less efficiency with the identification process.
- Lauren requested if City Hall could either provide the contact information or contact the property owner to have them contact Lauren so that she may address the previous tree issue without City Council sending a courtesy letter. The Council has agreed that Jen may contact the owner to help get the parties involved in contact with each other.

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

10. Clerk Report –

- Leann shared the January Theater Board meeting minutes with the Council.
- Leann shared the Options monthly newsletter that shows the organization's notable activities for the month.
- Leann requested direction from the Council on invoicing the email accounts to the residents that requested to keep their email address either \$4.00 a month or \$48.00 annually. The Council has agreed to invoice the individuals annually \$48.00.

A motion was made by Justin and seconded by Dara to accept and file the Clerk's report. Motion passed.

11. Council Comments:

Robert – CCDC has requested to be able to contact City Hall to update the City’s website to include a link to CCDC’s website. Leann informed the Council that she has updated the City’s information on CCDC’s website already and can add a link to their website on their contacts listing on the City’s website. The Council has approved this link to be added.

Kale – Has requested the Council to revisit the possibility of trying the dirt stabilizer that he had present in 2023 for some of the alleys or dirt roads. Leann will double check to see if the Council has previously approved trying the product and will let the Council know at the next meeting.

Dara – None

Justin – None

12. Mayor Comments – None

13. All bills on **Ordinance #1083** were reviewed. A motion was made by Kale and seconded by Dara to approve paying of the bills on Ordinance #1083. Motion passed.

14. A motion was made by Justin and seconded by Kale to recess into executive session for 3 minutes for employment application review to resume the open meeting at 9:50pm with the Mayor, Council, Dan and Leann. Motion passed.

Open meeting resumed at 9:50pm with no decisions made.

15. Adjournment: It was moved by Kale and seconded by Dara to adjourn the meeting. Motion passed.

City Clerk