

Public Hearing and  
Regular Council Meeting  
April 22, 2024

1. **Mayor Amanda Milne called the public hearing to order at 7:00 pm.** Present were Council members Kale Dankenbring, Larry Finley, Justin Lohr, Dara Carmichael, and Robert Erskin. Also present were City Superintendent Dan Blair and City Clerk Leann Lee. City Attorney Lauren Reyelts and Sheriff Cody Beeson were absent.
2. **Visitors/Audience:** Clay Zimbelman, Kathy Woodcox, Corina Cox
3. The Council teleconferenced with Corina Cox with Northwest Kansas Planning & Development Commission for the required public hearing relating to the completion of the recent street project 22-PF-012. Corina went over the scope of work for the project, changes that were made, and the final total cost of the project. The City was awarded a \$600,000.00 CDBG Grant for the project. The total cost of the project was \$911,520.00, of which \$505,390.00 was paid by CDBG and \$406,130.64 was paid by the City. The project was under budget by \$94,610.00. The attending audience had no questions or comments.
4. A motion was made by Kale and seconded by Robert to close the Public Hearing. Motion passed.
5. **Mayor Amanda Milne called the regular Council meeting to order at 7:06 pm.** Present were Council members Kale Dankenbring, Larry Finley, Justin Lohr, Dara Carmichael, and Robert Erskin. Also present were City Superintendent Dan Blair and City Clerk Leann Lee. City Attorney Lauren Reyelts and Sheriff Cody Beeson were absent.
6. Corina went through the close out documents with the Council which included the final administration invoice for \$5,000.00 to Northwest Kansas Planning & Development Commission. A motion was made by Kale and seconded by Larry to approve the close out packet for the street project 22-PF-012. Motion passed.
  - ❖ Corina left the meeting.
7. **Minutes** from the April 8<sup>th</sup> Council meeting were distributed and read. A motion was made by Justin and seconded by Kale to approve the minutes. Motion passed.
8. **Sheriff Report** – None; Amanda noted that she was unable to meet with Sheriff Beeson to request he attend this meeting; however, since the topic required the City Attorney as well, the discussion will be discussed during one of the May Council meetings.
9. **New Business:**
  - Clay Zimbelman of Zimbelman RV Park and Kathy Woodcox of Homesteader Motel and RV Park, were present before the Council regarding the City Code pertaining to the length of time a tenant may rent an RV Spot. Currently the maximum stay is 30 days. Both businesses have renters that travel for work and are not present 100% of the time but leave their RVs in a state of storage. The Council discussed the City Ordinance regarding the limitations set forth and will discuss any changes to the language of the Code with the City Attorney. The Council has granted both businesses exemptions for their current renters, contingent on review with legal counsel.
    - ❖ Clay and Kathy left the meeting.
  - The Council reviewed building permits for 418 S. Denison for 2 additions; 221 W. Jackson for a fence; 115 S. Scott for a lean to; 522 E. First for concrete work; 210 W. First for concrete work; and 512 S. Frances for concrete work. A motion was made by Kale and seconded by Dara to approve the building permits. Motion passed.
  - The Council reviewed a tree trimming license renewal for Barnes Tree Service. A motion was made by Kale and seconded by Larry to approve the tree trimming license. Motion passed.
  - The Council reviewed the special event application and bandshell rental application for the Concert in the Park – Janelle Irwin. A motion was made by Kale and seconded by Justin to approve the special events application and bandshell rental application. Motion passed.

- The Council was presented with the EMS Building lease contract with some minor grammatical changes and the last 3 years of the financial trial balance reports from the County Clerk. Amanda inquired about the County's portion into the fund of \$625.00 when the contract states it is to be 75% of \$1,000.00. The Council was also presented with the cost comparison for the building utilities at the City's rate versus the commercial rate for businesses. Amanda will reach out to County Commissioner Brett Poling to discuss the County's take on the contract before scheduling the renewal meeting. Leann will contact the County Clerk Scott Houtman to try to obtain better descriptive financials for the expenses.
- The Library Board has temporarily appointed Sandy Bandel as the board president and has appointed Karen Neitzel as a board member at large. The Library Board will revisit the board presidency at their next meeting. A motion was made by Justin and seconded by Kale to approve the appointment for Karen Neitzel as a board member at large. Motion passed.

#### **10. Old Business:**

##### **a. Property Cleanup –**

- Justin informed the Council of a property near the grade school that after having the house re-roofed, the demolished shingles have been left on the ground and have further been blown by the wind. Leann will get with Jen to see if there are current utilities turned on at the property so that the City may contact the owners.
- Dan informed the Council of a pallet fence that has been erected on E. Second Street by Doyle Easter. Pallet fences are not permissible in City limits and a letter should be sent.
- Amanda informed the Council that the family members involved with the property on E. Third Street, that the City had previously marked for condemnation, have started the legal paperwork necessary for the probate court in Kansas.
- Dan has confirmed the property located at 703 S. Frances has become in compliance with the City Code. The City will need to monitor the property for any signs of relapse against being in compliance.

##### **b. Projects Pending –**

- Dan informed the Council that the representative for KRWA will be in town to assess the water rates. He will provide an update to the Council at the next meeting.
- The Council discussed the intersection repairs that were to be requested in the spring. Dan informed the Council that there is an apron on S. Frances that should have priority over a few of the others.
- Dan gave an estimated time for replacing the concrete from the water leak that was repaired.

##### **c. Streets Project –**

- Justin inquired about an update from the State for the crossovers and frontage road. The Council could not speak on this topic as legal counsel was not present. Amanda did inform the Council that she had not heard from Michael Baxter.
- Kale inquired if the City was going to install crosswalks or signage around the elementary school for safety. Leann informed the Council that she had seen a grant for this purpose and would like to get more information on it.
- Dan shared the assessment maps created by Miller & Associates during the previously completed street projects. Kale requested an update of the funds available in the Special Highway Fund, and while the Council reviewed the maps, Leann printed and distributed copies of the recent fund report.
- Larry inquired if Dan had received any information from Circle C regarding if they offer pothole repairs as a service. Circle C would if they had a substantially large project to justify the travel.
- The Council and Dan discussed the streets and the possibility of doing our own street projects utilizing bonds instead of grants. Leann informed the Council of the bond payments for the street projects of \$89,833.00 that does not include the PBC Bonds.

- The Council discussed the electrical infrastructure upgrade that the City has been doing with Ward Electric and the phases for financing the projects that may need to happen or be scheduled. They also discussed alternating between streets and electrical upgrades.
- The Council discussed the streets further regarding which streets and approximate costs per block. The Council will review the maps further to discuss at the next meeting.

#### **11. Pool Report –**

- Larry informed the Council that the Pool opening day will be May 28<sup>th</sup>.
- Leann requested a motion for approval from the Council regarding the hiring of the 2 additional employees the Pool Board had spoken to the Council about at the April 8<sup>th</sup> meeting. A motion was made by Justin and seconded by Kale to approve the hiring of the 2 additional employees. Motion passed.
- Larry has requested a 2-minute executive session for employee hiring.

#### **12. Superintendent Report –**

- Dan informed the Council that the pool chemicals would be \$6,058.80. A motion was made by Justin and seconded by Dara to approve the purchase of the pool chemicals. Motion passed.
- Dan requested clarification from the Council to pay for the Water Tower inspection and cleaning out of the ARPA funds. A motion was made by Larry and seconded by Dara to approve the purchase of the Water Tower inspection and cleaning for \$2,175.00 to be paid out of the ARPA fund. Motion passed.
- The water system VFD is scheduled to be installed later this week.
- The City generated power for a short time while Sunflower was replacing a switch. The City will need to generate power again later in the week.
- Dan received an email from Leon with Commercial Sign Company stating that they will come to inspect and troubleshoot the LED sign on the highway. They have supplied a unit cost of \$718.00 for a new module and \$438.00 for a new power supply. They have not been out yet.
- Dan, with the assistance from others, has estimated that the chip sealing will cost \$89,589.00 to cover 27,000 square yards with the County's assistance. The previous motion for the purchase of the rock did not cover any waste and will be \$33,000.00. Dan informed the Council the City will need 12,850 gallons of oil for the chip sealing and the hourly rates for the trucks past the allotted time. The Council discussed filling of potholes around town. A motion was made by Kale and seconded by Justin to approve the increased cost of the rock not to exceed \$35,000.00 and to be paid out of the Capital Improvement fund. Motion passed.
- Once the chip seal is completed it will cost the City approximately \$10,000.00 to fog seal the streets.
- Dan would like to increase the rates of the sewer taps to \$200.00 plus the cost of the salt. The Council has agreed to increase during the recodification. Leann informed the Council as to the current status of the recodification process.
- Dan has hired the new employee the Council authorized to give the employment offer to at the April 8<sup>th</sup> meeting. A motion was made by Larry and seconded by Kale to approve the new hire. Motion passed.
- Dan requested a 5-minute executive session for non-elected personnel wages.
- A motion was made by Justin and seconded by Dara to accept and file the Superintendent report. Motion passed.

#### **13. Attorney Report – None**

#### **14. Clerk Report –**

- Leann shared the results of the KMIT annual audit for the City's workers compensation insurance. The City paid the premium of \$16,057.00 and the audited premium, which is based on payroll hours, was \$12,805.00. The City received a refund of \$3,252.00.

- Leann shared the Kansas Municipal Utilities Dispatch and the Kansas Rural Water Associations Newsletter with the Council. She asked if the Council would like these documents shared regularly in future meetings. The Council has directed Leann to share them if there is important information.
- Leann requested a roll call vote for Resolution 2024-2: A RESOLUTION OF THE CITY OF ST. FRANCIS, KANSAS APPROVING A TEMPORARY PERMIT ALLOWING FOR THE CONSUMPTION OF ALCOHOLIC LIQUOR ON CITY STREETS. The resolution was motioned for approval and approved at the April 8<sup>th</sup> meeting; however, no roll call vote was done. Amanda asked the Council for their individual votes: Robert – Yes; Kale – Yes; Larry – Yes; Dara – Yes; Justin - Yes. Roll call vote approved.
- Leann informed the Council that the City had received a peddler's license application for Ready Roofer with Dustin Sullivan as their authorized representative. A motion was made by Justin and seconded by Kale to approve the peddler's license and representative. Motion passed.
- Leann informed the Council that the City has received a couple of applications for the office assistant position. Since City Hall was not currently advertising the available position, Leann asked Amanda for permission to place an ad until the end of April. Amanda gave authorization to City Hall to place the employment advertisement and the Council acknowledged the approval. A motion was made by Kale and seconded by Larry to accept and file the Clerk's report. Motion passed.

**15. Council Comments:**

**Robert** – None

**Kale** – None

**Larry** - None

**Dara** – None

**Justin** – Justin inquired if there was any update on the immigrant worker resolution. Amanda was not able to get with Lauren.

**16. Mayor Comments:** Amanda was informed by Mike Hanson of an issue regarding dog feces at Keller Pond after Huck Fin Day. Amanda informed the Council that the idea of putting signs and dog stations that offer bags at the Roadside Park or the City parks was discussed when the Dog Park was put in. The Council agrees that the City should get some signs and a couple of the dog stations.

**17. Executive Sessions:**

- A motion was made by Kale and seconded by Justin to recess into executive session for 5-minutes for non-elected personnel for wages with everyone in the room, to resume at 8:38pm. Motion passed.

The open meeting resumed at 8:38pm and no decisions were made.

❖ Dan left the meeting.

- A motion was made by Larry and seconded by Justin to recess into executive session for 5-minutes for non-elected personnel for wages with Council only, to resume at 8:45pm. Motion passed.

The open meeting resumed at 8:45pm and no decisions were made.

A motion was made by Kale and seconded by Larry to return to executive session for an additional 5-minutes to resume the open meeting at 8:50pm. Motion passed.

The open meeting resumed at 8:50pm and no decisions were made.

- *The recorder did not record the resumption of the open meeting or the return into executive session.*

**18. Adjournment:** It was moved by Kale and seconded by Larry to adjourn the meeting. Motion passed.

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City Clerk