

Regular Council Meeting  
May 28, 2024

1. **Mayor Amanda Milne called the meeting to order at 7:00 pm.** Present were Council members Larry Finley, Dara Carmichael, Justin Lohr, and Robert Erskin. Also present were City Superintendent Daniel Blair, City Attorney Lauren Reyelts, and City Clerk Leann Lee. Council member Kale Dankenbring and Sheriff Cody Beeson were absent.
2. **Visitors/Audience:** Andrea Cross, Kelley Milliken, Killy Hilt, Kris Oldsen, Janet Carman, and Natalie Knodel
3. **Minutes** from the May 13<sup>th</sup> Council meeting were distributed and read. A motion was made by Larry and seconded by Justin to approve the minutes with minor corrections made. Motion passed.
4. **Sheriff Report – None**
5. **New Business:**
  - Andrea Cross with Options Domestic & Sexual Violence Services was present before the Council. Andrea informed the Council of things Options has been doing during the year and the continuing project to make the basement at their Colby facility into a shelter. There is a new mobile advocate that will be visiting the local areas twice a month once their training is complete. Andrea has requested the Council to continue their support of the programs and projects that Options provides and has requested consideration for funds of \$2,500.00. The Council thanked Andrea for her time and the work the organization does.
    - ❖ Andrea Cross left the meeting.
  - Kris Oldsen was present before the Council to present Cheyenne Community Development Corporation's annual update of activities and their forecasted activities. Kris informed the Council that since the FIFA World Cup will be held in Kansas City, Missouri in 2026, that she will be looking into advertising to draw additional tourists to our City. It has been reported that all accommodations surrounding the stadium have been booked and that many of the tourists will be sightseeing while visiting. Kris also informed the Council that CCDC has updated their website with more user-friendly applications and has sent City Hall links to incorporate onto the City's website. Kris has requested the Council to continue their support of the programs and projects that CCDC does and has requested consideration for funds of \$38,880.00. CCDC will be applying for a grant for housing to be able to hire an individual for a year that will be able to write further grants for housing to increase the housing availability in our area and has requested a letter of support from the Council.
  - Kris Oldsen supplied copies of the Northwest Kansas Guide and the US Highway 36 Guide that the City has advertised in previously. She informed the Council that the costs to advertise in the Northwest Kansas Guide would be \$1,700.00 and the US Highway 36 Guide is estimated at \$1,900.00.
  - Killy Hilt was present before the Council regarding her request for a variance on her property located at 316 S. Benton. Killy had asked for the variance in 2022 to be able to operate her business Tumbleweed Athletics at 316 S. Benton and has collected the required signatures from her neighbors per the Council. A motion was made by Larry and seconded by Robert to approve the variance on 316 S. Benton for Killy Hilt. Motion passed.
  - The Council was presented with a building permit for 504 E. 4<sup>th</sup> Street for a fence. A motion was made by Justin and seconded by Dara to approve the building permit. Motion passed.
  - The Council was presented with a revised special event application for the Alumni Association. Leann informed the Council that the revision was necessary as the event was originally approved for cereal malt beverages but will now be serving liquor. A motion was made by Larry and seconded by Justin to approve the special event permit. Motion passed. The Council was also presented with Resolution 2024-3, which amends Resolution 2024-2 previously approved for the event. A motion was made by Justin and seconded by Dara to approve Resolution 2024-3: A RESOLUTION OF THE CITY OF ST. FRANCIS, KANSAS APPROVING A TEMPORARY PERMIT ALLOWING FOR THE CONSUMPTION OF ALCOHOLIC LIQUOR ON CITY

STREETS. Roll Call Vote – Robert – Yes; Larry – Yes, Dara – Yes, Justin – Yes; Kale - Absent. Motion passed.

- Kelley Milliken was present before the Council for a special events application for the Farmer's Market. Kelley informed the Council that the Farmers Market would be starting Saturday, June 1<sup>st</sup>. A motion was made by Larry and seconded by Justin to approve the special event permit for the Farmer's Market. Motion passed.
  - ❖ Killy Hilt left the meeting.

## **6. Old Business:**

- a. **Property Cleanup** – Dan informed the Council that approximately 30 mowing offense letters have been mailed out. The City did try contacting the owners via phone prior to mailing the letters.

- b. **Projects Pending** –

- Dan has contacted Brock McAtee regarding the intersections and is waiting for him to make the estimates.
- Dan presented the Council with 2 options for a replacement bench for out front of City Hall that was damaged while redoing the steps and sidewalk. The options presented were similar in style to each other and the Council has approved presenting the options to Brock for replacement.
- Dan does not believe Brock will be doing any work on the landscape in front of City Hall.

- c. **Streets Project** –

- Kale had emailed pictures relating to drainage issues and a tree with limbs close to a power line. Leann read the narrative provided by Kale corresponding to the pictures. Dan gave clarification to the Council on some of the pictures and will follow up on a couple of them.
- Leann shared a memo sent from KDOT regarding a road safety assessment tool. The assessment tool was designed to help identify areas for improvement with public safety on streets. The Council had previously discussed safety signage around the elementary school and parks and could possibly utilize the assessment tool to assist in their course of action.

## **7. Visitors –**

- Janet Carman and Natalie Knodel were present before the Council to obtain permission on a sign they would like to install for 202 on Washington. The Council had previously approved a different sign that was shorter than the new sign. A motion was made by Larry and seconded by Robert to approve the new sign design. Motion passed. Dan will verify no electrical issues will result from the placement of the sign.
- Justin inquired if the City was looking to replace trees along Washington. The Council discussed the issue briefly and will not be replacing any trees at this time.
  - ❖ Janet and Natalie left the meeting.

## **8. Pool Report –**

- Lauren was thanked for her sponsorship of the opening day that had a wonderful turnout of over 150 people.
- The pool was not able to have the morning laps session on 5/28 due to the weather.
- Sidnee Crabtree, Morgan Sherlock, and Margaret Poling will be coaching the swim team this year. The first home swim meet will be on June 1<sup>st</sup>.
- The private party schedule is filling up fast with a few dates in June and July still available. Kelley informed the Council of the scheduled time slots for the parties.
- Swim lessons will begin June 3<sup>rd</sup> with a second session in July.
- The pool has a new vacuum that has been working very well.
- The City crew is repairing the dividing rope that sections off the slide area and the deep end.
- Kelley would like to move the existing bike rack that is by the pumps to the Northside of the building so that it is accessible but not in the walkway.
- Kelley informed the Council of the admission prices of \$2.00 for under 18 and \$4.00 for 18 and over. Family passes of \$200.00, Adult individual pass is \$75.00, Child individual pass is \$50.00, and Laps, and Aquacise are \$50.00 each.

- The pool would like permission to replace the lifeguard floatation tubes as the existing ones have come to the end of their life cycle. The Council has approved ordering new ones.
- The new sound system does work. Kelley will be working on hooking it to a different device for music instead of her phone.
- Dan informed the Council that the pump was working for the slide and that it was turned off by a button at the slide.
- All the lifeguards have passed their certification. Kelley is matching returning employees with new employees.
- Kelley will get Lauren a final count for the opening day sponsorship.
- Kelley has not had any contact with the representative for the AED but does feel that it would be beneficial to have.
- Larry informed the Council that the Pool Board discussed and approved a pool pass for Little Tribe Daycare. The Council discussed the logistics of a daycare pass and would like more information regarding how many children, providers, and how many days a week the daycare facility would be wanting to utilize the pass for. Kelley will reach out to all the daycare facilities and give Larry the information to share with the Pool Board. Larry and Kelley will contact Jessica Matthies with Little Tribe Daycare to inform her the decision is still pending.

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

❖ Kelley Milliken and Kris Oldsen left the meeting.

**9. Superintendent Report -**

- Dan informed the Council that the Recycling Committee has met, and he has met with the County Commissioners with the committee's recommendation that the County take over the recycling operations. The County would like to know the costs to form a budget for the recycling operations. The Council discussed the current operations, our agreement with ABC Recycling in North Platte, and the transportation of the materials. The City will put together the costs for the overhead and labor related to recycling and take it to the June 15<sup>th</sup> County Commissioners' meeting.
- Dan presented the Council with a quote for the high school to chip seal their front parking lot of \$8,018.80. The Council has approved submitting the quote for approval from the school.
- Dan requested the Council's approval to sell the City's old John Deere Grasshopper mower. The Council has agreed to let Dan take the mower to Western Auction to sell it.
- Dan is requesting an estimate from Brock McAtee to refill the concrete hole on Frances Street that was torn up to fix the water leak.
- The clutch on the small dump truck has gone out. Dan would like to look for a new dump truck that dumps.
- Justin inquired about the City's loader that is at the grass pile. Dan informed the Council that it does not work and that Andrist AG was going to fix it, but they have not retrieved it as of now.
- Dan will be pricing a new computer for the Power Plant to replace their current computer that stores their data maps. He will follow up at the next meeting.
- Dan informed the Council that he has an updated water report if they would like to review it.
- An application for summer help was received; however, the individual is 16 and unable to perform work related tasks per the Department of Labor.
- Still working on the updated water rates to present to the Council.
- The Motorcycle Museum's sign has been installed on the highway.
- The LED sign has been turned off. The City is still waiting for Commercial Sign Co. to come out and look at it; however, they have informed Dan that it is outdated.
- Dan informed the Council that a 23' wide transportation load will be going through town.

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

**10. Attorney Report -**

- Lauren sent 3 emails regarding codes that have been modified while recodifying. 2 of the 3 items were placed on the share drive, but Lauren was having technical issues, and the 3<sup>rd</sup> email was not delivered until after 5pm. The first item addresses the City's change to the previously adopted holiday schedule with some verbiage changes to follow the County holiday schedule and observance if on a weekend. The second item is Chapter 1 Article 6 which Ranson CityCode submitted an expanded version that is similar to our code but has more specific definitions. The 3<sup>rd</sup> item clarifies items relating to vicious dogs or animals. The Council has requested the 2<sup>nd</sup> item to be reviewed by Jen and Leann as it directly impacts their positions, and the Council will confirm at the next meeting.
- Lauren has requested 5-minutes for executive session for attorney client privilege for legal counsel for risk assessment with everyone in the room.
- A motion was made by Justin and seconded by Dara to recess into executive session for 5-minutes for attorney client privilege for legal counsel for risk assessment with everyone in the room returning at 8:32pm. Motion passed.  
The open meeting resumed at 8:32pm with no decisions made.
- A motion was made by Larry and seconded by Dara to return to executive session for 2-minutes for attorney client privilege legal counsel for breech of contract with everyone in the room returning at 8:35pm. Motion passed.  
The open meeting resumed at 8:35pm with no decisions made.

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

## **11. Clerk Report –**

- Leann informed the Council that the notice of payment for the final draw on the street project would be issued soon.
- Leann had reached out to KMIT regarding any issues that would possibly be foreseen if volunteers were allowed to work at the theater. There are no stipulations within the City's worker's compensation insurance that does not allow volunteers. The volunteers would not be covered if they got injured. Volunteers are not required to sign a waiver for the worker's compensation either. The Council has approved that the Theater Board may work at the theater as volunteers.
- Leann shared a spreadsheet for the previously discussed wage increase for the theater employees. Leann informed the Council that if the theater was to hire one additional employee at the new starting wage of \$8.50 and the proposed raises would still be within the theater's budget. A motion was made by Justin and seconded by Larry to approve the theater employee wages and starting wage. Motion passed.
- Leann shared the formal memo from the Kansas Department of Wildlife and Parks regarding the Community Fishery program funding cuts. The City will still receive one last payment from the program before it is cancelled.
- Leann shared KS 14-204 per the Council discussion from the previous meeting regarding City Council members being allowed to live outside City limits. The City may not Charter or Home Rule out of the residence requirement for elected officials.
- Leann presented the Council with the Deluxe Digital Services agreement to partake in the digital download process of movies instead of receiving hard copies via FedEx. The agreement would only be effective if the theater's current system is compatible. The site technician will be here in July and will confirm if the current system is compatible with their system. Lauren has requested time to review the agreement in its entirety and let the Council know by the next meeting. A motion was made by Justin and seconded by Dara to approve signing the agreement contingent upon Lauren's review and the change of the effective date to coincide with the installation of the new system. Motion passed.
- Leann requested clarification from the Council regarding chapter 5 regarding the peddler's licenses. A representative with Vyve contacted City Hall requesting to go to businesses within City limits to offer them services. Leann is unsure if a peddler's license is required for a

business to a business. Lauren reviewed the code briefly and stated that it would be a canvasser or solicitor. The Council discussed the topic and agreed that the representative would need a license to go business to business.

- Leann informed the Council that she reviewed the funds that were used for the 3 CDs City Hall has. The funds of the CDs were taken out of certain fund accounts and are required to be returned to those accounts once the CD matures unless renewed. Leann informed the Council that the \$25,000.00 CD was split 20% General Fund and 80% Utility Fund, the \$100,000.00 CD was from the Utility Fund, and the \$300,000.00 CD was from the Capital Improvement Fund. The \$100,000.00 and \$300,000.00 CDs were recently renewed for a 6-month maturity with an interest rate of 4.94%.
- Leann also shared the updated Revenue/Expense report with the Council to inform them of the current budget standings for each budgeted fund.
- Leann informed the Council that City Hall has finished supplying the auditors with all requested documents. The auditors should be complete with their review by the June 10<sup>th</sup> meeting. City Hall will start the 2025 Budget entry once the final audit numbers have been received from the auditors.

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

## **12. Council Comments:**

**Robert** – None

**Larry** – Larry requested input from the Council as to law enforcement issues that they feel the City has. Some issues noted were regarding writing citations, animals, parking, and registrations of motorized vehicles. Larry also informed the Council that he spoke with the superintendent for the City of Goodland regarding code enforcement.

**Dara** – None

**Justin** – Inquired as to the migrant worker's issue. Lauren has reached out on the attorney link for more information and will share her findings at the next meeting. Justin also asked about having a plan of action for the streets or a projection of what the City would like to do next year. The Council discussed and will know more once the budget process starts. No updates from the State on the access roads.

## **13. Adjournment:** It was moved by Larry and seconded by Robert to adjourn the meeting. Motion passed.

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City Clerk