

**CITY OF SEDAN
MINUTES OF AUGUST 6, 2024**

The Sedan City Council met for the council's regularly scheduled meeting on August 6, 2024, beginning at 5:30 PM, with Mayor Bryan Blankinship presiding. Council members present: Janice Fine, Kathy Miller, Sharon Payne, Adam Clark and Angela Evans. Employees present: Lana Robinson, Jim Miller, Nancy Crawford, Raven Darnall, and Devin Lumley. Public present: Wellington Butler, Pam Koerner, Dave Taylor, Diana Clanton, Marlene Wells, Kaye LeBlanc, Kayla Ford, Ali Cude, Esiquio Avalos, and John Wells.

Mayor Bryan Blankinship called the meeting to order at 5:30 PM.

Janice Fine made a motion to approve the agenda. Kathy Miller seconded the motion. Motion carried.

Adam Clark made a motion to approve the minutes from the regular meeting held on July 16th, 2024. Angela Evans seconded the motion. Motion carried.

Sharon Payne made a motion to approve the minutes from the special meeting held on July 17th, 2024. Janice Fine seconded the motion. Motion carried.

Kathy Miller made a motion to approve the payment of the bills in the amount of \$89,008.15. Adam Clark seconded the motion. Motion carried.

Public Comments-

- o No public comments.

Staff Comments-

- o Raven Darnall CIC has updated the billing system, and we should be back to billing cards by the end of the month if all goes well.
- o Jim Miller advised a tire blew on the sewer machine and the other three are bad and would like to replace them. Each tire is \$103.63 each.

A vehicle ran into the culvert near the pool and is requesting the city put up a guardrail. Jim Miller himself does not want to see a guardrail up as people have been backing up into the ditch forever and he is afraid that if the city puts a guardrail up, people will start backing into the guardrail creating more damage. Jim Miller advised the city has had this issue for 30 years.

Ordered parts to fix lift station which cost \$730.00 and was approved by the mayor as the lift station cannot be down. Jim Miller provided a list of equipment that will need to be replaced in the future. Adam Clark requesting a rough estimate of each piece of equipment. Quotes were presented to council to replace the lift station at the fairgrounds. HFE Industries gave a quote of \$53,627.00 this does not include installation, but they will send a tech out to supervise the installation of the new pump. Smith & Loveless, Inc. gave a quote of \$88,631.00 plus \$12,000.00

to remove and install the pump equaling \$100,631.00. Jim Miller will keep the old pump for parts. The lift station has been rebuilt twice already and things are starting to rust out.

- Kathy Miller got a notice that the men's bathroom is not working and down at the fair building.
- Jim Miller advised the city does not handle the plumbing in the fair building. The fair board itself is the one that does that, and they have made it very clear that they do not want the city's input on it. As far as he has been aware they were going to try and get someone in as soon as possible.

Janice Fine made a motion to purchase three tires for the sewer truck at \$103.63 each. Sharon Payne seconded the motion. Motion carried.

Adam Clark moved to purchase the lift station from HFE Process in the amount of \$53,627.00. Angela Evans seconded the motion. Motion carried.

- Lana Robinson gave council the notice information to exceed the Revenue Neutral Rate that went out by the county to council. City's meeting will be September 3rd, 2024, at the 4-H building. Lana Robinson has been speaking with Jim Miller about using the special highway funds to replace all the signs along Main Street. Lana Robinson will be working on getting two quotes from two different companies. There are several No Parking signs that can not be read and No J Turn signs.

Council Comments-

- Kathy Miller requested to get the agenda packets on Monday instead of Tuesday from Lana Robinson. She advised by getting them on Tuesday it does not give them enough time. Kathy Miller did note that she is aware of the issues with the computer software system being down and unable to get it out on Monday. Kathy Miller wanted to make a procedural comment that the council does a motion and second, at that point there is supposed to be a discussion, and we don't ever do discussion before we vote on something. The council needs to put that into their procedure.
- Adam Clark we can do a lot of procedurals.
- Mayor Bryan Blankinship stated before the motion carries, he would assume if anyone had anything to say they would say it.
- Kathy Miller well we kind of fly through it quickly.
- Janice Fine had a question about the public hearing on the budget September 3rd, 2024, and if the council would have the regular meeting after the public hearing on the budget.
- Lana Robinson explained the RNR hearing would go first then the budget hearing. Once the public hearing is done the regular meeting will start.
- Janice Fine asked if they are going to approve the budget that night. Which Lana Robinson responded yes. Janice asked what the date was, and Lana Robinson said it is a September date,

but she will look into it for the exact date. Janice Fine has been approached by several people as there seems to be a lot of meetings to discuss plans and strategies for the city which does not involve council members, and she is concerned because that's why we have council. Janice Fine stated she has ideas and if she has strategies, she should bring it to the council to be reviewed and looked at to see if it is a possibility there for if it is ridiculous she will take the heat for it and not all of the council. People are meeting secretly behind closed doors to discuss plans, strategies, and procedures. Discontinue the policy and bring your ideas to the council as we all should.

Agenda Request Form- Signs for Sedan-Dave Taylor

- Dave Taylor wanted to thank the council for their patience during the process. He went over the sign information and gave the council a seconded bid from a company in Kansas. Miracle Signs gave a quote of \$4,305.50 and was recommending a PVC vinyl. Highwayman Signs gave a quote of \$7,985.00. Dave Taylor advised that Highwayman Signs came out and did a sight visit and took measurements and the other company is like pulling out teeth to get them to respond back to him.
- Adam Clark made a note that Highwayman Signs quote also includes \$2,250.00 for a steel frame and installation of that. Rather than just replacing the wood stringers says install new stringers which is suspect will also be good.
- Dave Taylor thanked Adam Clark for that information. He recommends Highwayman Signs as they will be very helpful in the future when replacing the signs. He has worked with this company for several projects in his personal life and non-profit work. Dave Taylor did get professional input on the traveler's attention and stated the vertical display of icons is best and there is a one-page email supporting the graphic layout of the signs. You want the sign to grab attention by those driving by. Can you get gas, is there an ATM, can you grab a bite to eat. With the support of the Chamber of Commerce and the support of SADEC it is his recommendation for the sign design. Dave Taylor would like the signs up before Christmas.
- Sharon Payne stated her comments on the signs were purely from an aesthetic point. She wants to look at it and see a nice sign and does not want to see a bunch of stuff messing it up. That said if it needs to be on there, it needs to be on there.
- Dave Taylor is relying on the experts for it. The recommendation that he is bringing forward is that the council accepts the bid from Highwayman Signs.
- Sharon Payne has concerns the weathering of the vinyl signs.
- Dave Taylor advised they will weather. They will have a UV coating on there but the vinyl material just doesn't last as long. The Vinyl material doesn't last as long and will fade away fast.

- Marlene Wells advised they used Highwayman Signs. It is the same material the highway signs will be, it is securely mounted, and they are great to work with.
- Angela Evans asked if the sign's ID will be put on the sign or will it be mounted under it.
- Dave Taylor advised they will take the ID sign and mount it on the sign. Dave Taylor pointed to Lana Robinson and stated that she has been a lifesaver.
- Lana Robinson advised that the city is tax exempt.
- Dave Taylor mentioned that the invoice will be a net 30 day. He did get verbal okays from others that would support the tax funding if needed.
- Adam Clark stated that is what tax-exempt covers.
- A discussion was had between the council regarding the two quotes. They agreed to go with Highwayman Signs, as the signs would be better, and they would be replacing the frames from wood to steel frames.

Adam Clark moved that the council moves forward with Highwayman Signs of quote \$7,985.00 to replace the two highway signs. Janice Fine seconded the motion. Motion carried.

Agenda Request Form- Friends of CQ CO Animal Shelter- Marlene Wells-

- Marlene Wells the current president of the board for Friends of Chautauqua County Animal Shelter who had been asked by the board to come and inform the council for the need of additional funding. Currently the City of Sedan gives FOCCAS a yearly budget of \$3,600.00 to keep two kennels designated to stray animal control pickups. In 2023, there were 21 and only 11 of them were claimed by their owner. Sadly, if a stray arrives at the shelter with medical needs, that care is given at the expense and passed on to the owner if reclaimed. An example of this is when an animal control dog was picked up recently with a leg injury. The vet care for the dog was approximately \$800.00. It was not reclaimed, and the vet care was paid for by FOCCAS. The dog is doing well and is available for adoption. The remaining ten strays became shelter dogs. Just for your information when an animal becomes a shelter dog, they are given a vet exam, consisting of heartworm testing, vaccinations, spay, neutered, started on heartworm and flea and tick preventative as well as given any medical attention as needed. All paid for by FOCCAS. Their efforts in 2023 have allowed them to find homes for 19 dogs and have transferred 9 others to rescues for adoption. With these successes, they still remain full with all pens being used in the daily expenses being paid by FOCCAS. For their agreement with the City of Sedan there are two designated stray pens for animal control. When these two pens are full, their only option is to utilize the boarding pens with strays and stop taking

surrendered dogs from the community. The pens were built as a revenue stream for the shelter but with their constant use, they are unable to be reserved. Besides revenue loss from boarding pens their cash donations are down; at this time, it seems like supporters would rather order items off their Amazon wish list than give cash donations. Due to the amount of animals that require daily care and a call for volunteers that has fallen on deaf ears. An additional part-time staff member will be hired shortly to lessen the burden on our two other part-time employees. Marlene Wells is humbly requesting an additional \$1,400.00 for a yearly budget of a total of \$5,000.00.

- Angela Evans asked if they got any money from the county.
- Marlene Wells advised they get \$5,800.00, everything else is by donations. Also, need to look at getting something in writing between FOCCAS and the city about animal control, the pens, and who pays for what just to clarify so there is no questions in the future.
- Lana Robinson did look for a contract between the city and FOCCAS and did not locate one.
- Marlene Wells advised there was not one it was all verbal agreement that started in January 2023 because prior to that the shelter was on city land and the city paid for all utilities and phone. When they moved out to the new location the city had no jurisdiction. They made the agreement at a council meeting. Since there has been no discussion on a contract versus who pays for what, what does that truly mean. When the strays become shelter dogs it puts a huge stress on what we can do, so we need to decide on some things. But for this year and maybe the start of next year do the \$5,000.00.
- Mayor Bryan Blankinship wants to include John Chase and Chief Kirk Richardson when the contract is written up.

Library CDBG Grant-

- Kayla Ford is asking for funds for the CDBG Grant. The grant writer pointed out a place on the application which asks the city if they will be contributing any funds to this project. The grant writer recommends a contribution with whatever the city can afford. Kayla Ford respectfully asked the council to consider contributing a portion however, small, to the library move and renovation.
- Lana Robinson advised that the grant does need to be applied for soon and wanted to have the special meeting for the grant August 20th, 2024, prior to the regular meeting. The grant writer will need the exact cost analysis, unless the council would want to do the special meeting on a different date this month.
- Kathy miller when does the grant need to be in.
- Kayla Ford advised the due date is November 1st, 2024. The library does have to have at least 25% match funding, but their goal is 35% because anything over 30% increases your chances. We have about \$48,000.00 right now, had to use some for asbestos and radon testing. The

library can ask for around \$150,000.00. The library has \$15,000.00 in their capital improvement fund and the rest of that is from fundraising, some small grants, and donations.

- Adam Clark asked how much they are asking to get to 35%.
- Kayla Ford stated they do not actually have an amount that it is whatever the city would like to give. The library's goal was \$50,000.00 and they will need around \$2,000.00 to get to it.
- Mayor Bryan Blankinship recommendation is to use the ARPA grant money to buy the lift station then use the remaining to give to the library. Which would be about \$10,000.00 left. Or the city could give them the \$2,000.00 for now and contribute more later.
- Lana Robinson advised there are options the council could utilize. The ARPA fund, Appleby Improvement funds, or the general fund.
- There was a discussion with council members on how much to donate and where the funds would come from.

Angela Evans made a motion to donate \$2,000.00 from the ARPA fund to the library to reach their goal. Janice Fine seconded.

Open for discussion: Adam Clark has not been entirely pleased with the way that this new building for the library has been handled. He is not opposed to donating \$2,000.00 but we have about seven figures worth of streets left to do in town, so we have plenty of other uses for money in town and wanted to state his point that there is not an unlimited amount of money to be had.

All in favor, motion carried.

Jarred, Gilmore & Phillips Contracts for 2026 Budget Preparation and 2024 Budget Audit-

- Lana Robinson was handed two contracts from JG&P when they were in the city for the special budget meeting July 17th, 2024. One is for the 2024 financial year end audit for \$8,800.00 and the other one is for the 2026 budget preparation for \$2,000.00. The sooner we get the contracts signed the sooner we can get the city down in the books and it will give the city more time for the budget.
- A discussion was had between council members and Lana Robinson about the audit and budget presentation. Janice Fine stated that she has been happy with them. Kathy Miller would like to stay with them at this time due to so many new council members and employees.

- Adam Clark is there any reason why we could not finish out this cycle with the budget to make sure we are pleased with how the budget is handled.
- Lana Robinson does not believe there is a time frame on when it needs to be signed but will check.

Employee Handbook Update-

- Lana Robinson has reached out to several towns with populations around the same as Sedan. She would like to look those over and make a spreadsheet for council to look over. Lana Robinson did contact Howard, and they had signed an agreement with the Kansas Municipal League prohibiting them to share the handbook, but they will be checking with the League if they can share it.

Adam Clark moved to table the discussion of the employee handbook until the next regular meeting. Janice Fine seconded the motion. Motion carried.

At 6:30 PM, Janice Fine made a motion to go into executive session to discuss non-elected employees for 15 minutes. Angela Evans seconded the motion. Motion carried.

At 6:45 PM, Angela Evans exited the executive session to make another motion to continue the executive session for 15 more minutes. Adam Clark seconded the motion. Motion carried.

At 7:00 PM, Angela Evans exited the executive session to advise Kathy Miller made a motion to continue executive session for another 15 minutes. Sharon Payne seconded the motion. Motion carried.

At 07:15 PM, the regular meeting resumed. No action was taken.

At 7:15 PM Sharon Payne made a motion to adjourn the meeting. Angela Evans seconded the motion. Motion carried and meeting adjourned.


Bryan Blankinship, Mayor


Lana Robinson, City Clerk