

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
January 6, 2025**

CALL TO ORDER

Mayor David McDaniel called the regular meeting to order at 6:30 p.m. Present were Council Members Dava Gaschler, Devin Henderson, Martin LaBarge, Jolene Niernberger, John Walz, and Terry Zerfas. Also present were, Public Works Director John Leiker, Police Sergeant Benjamin Kolas, Assistant City Clerk Verda Flinn, and City Attorney Olavee Raub. Police Chief Avery Smith and City Clerk Ashley Scheibler were absent.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

None

PUBLIC PRESENT

Glen Keller, Nickole Byers, JR Reynolds, Nicole Morton, Austin Morton, Adley Davis, and Paul Fisher.

CONSENT AGENDA

Council Member Devin Henderson moved to approve the consent agenda containing the Minutes from the Regular Meeting on December 16, 2024 and Bills Ordinance #2204. Council Member John Walz seconded the motion. The Council approved the consent agenda 6-0.

PUBLIC COMMENTS

None

**PRESENTATIONS OF AWARDS, PROCLAMATIONS, REQUESTS & PETITIONS
(HEARINGS)**

None

SPECIAL ORDER

None

UNFINISHED BUSINESS

General Government: Contract

The Council discussed the sale of city-owned property at 2000 Maple Street and reached a consensus to forgo the sale at this time.

NEW BUSINESS

General Government: Financial

Council member John Walz moved to approve Resolution No. 615 waiving Generally Accepted Accounting Principles for financial statement reporting for 2025. Council member Dava Gaschler seconded the motion. The motion carried 6-0.

General Government: Policy

Annually, Council designates the official newspapers and official banks for the City to use. Council member Terry Zerfas moved to designate the Ellis Review and Hays Daily News as official newspapers; Equity Bank and Golden Belt Bank as official banks within the City limits; and Emprise Bank and Commerce Bank as the official banks outside the City limits. Council member Martin LaBarge seconded the motion. The motion carried 6-0.

General Government: Licenses/Permits

Assistant City Clerk Verda Flinn informed Council that the Ellis County Solid Waste/Transfer Station has increased their 2025 Rates. Adjustments were made to the municipal waste and tires section of the comprehensive fee schedule. Council member Devin Henderson moved to approve Resolution No. 616 as presented. Council member Jolene Niernberger seconded the motion. The motion carried 6-0.

General Government: City Code

Police Chief Avery Smith and City Clerk Ashley Scheibler compiled a summary of ordinances from other Kansas Municipalities and a pros and cons of golf cart usage within city limits for Council to consider. Council directed City Attorney Olavee Raub to provide the League of Municipalities standard ordinance at the next City Council meeting.

REPORTS FROM CITY OFFICIALS

Public Works

Public Works Director John Leiker presented the department's monthly report. John reported Public Works has been working diligently to clear snow routes.

Police

Police Sergeant Benjamin Kolas presented the monthly Incident Report for December.

City Clerk

Assistant City Clerk Verda Flinn presented the November Financial Statements.

Attorney


None

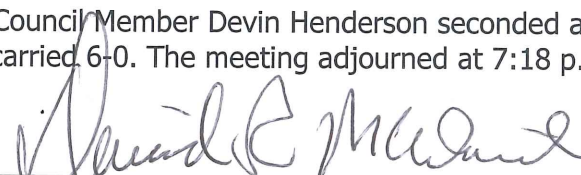
Mayor Update and Announcements

Mayor David McDaniel informed the Council about a free webinar on Legislative Policy and Review scheduled for January 9, 2025. He also reminded Council about the City Christmas Party on January 11, 2025 at JR's Brickhouse Diner and mentioned Government Day in Topeka, taking place on January 22, 2025.

ADJOURNMENT

Council Member Martin LaBarge moved and Council Member Devin Henderson seconded a motion to adjourn the meeting. The motion carried 6-0. The meeting adjourned at 7:18 p.m.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
January 20, 2025**

CALL TO ORDER

Mayor David McDaniel called the regular meeting to order at 6:30 p.m. Present were Council Members Dava Gaschler, Devin Henderson, Martin LaBarge, Jolene Niernberger, John Walz, and Terry Zerfas. Also present were, Public Works Director John Leiker, Police Chief Avery Smith, Fire Chief Dustin Vine, City Clerk Ashley Scheibler, and City Attorney Olavee Raub.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

Mayor David McDaniel added the Mid-Month Fire Report under Special Order and requested an Executive Session for Attorney-Client Privilege Exception, *K.S.A. 75-4319 (b)(2)* to take place at the end of the meeting.

PUBLIC PRESENT

Glen Keller, Verda Flinn, JR Reynolds, and Savannah Downing. Sarah Meitner arrived late.

CONSENT AGENDA

Council Member John Walz moved to approve the consent agenda containing the Minutes from the Regular Meeting on January 6, 2025 and Bills Ordinance #2205. Council Member Devin Henderson seconded the motion. The Council approved the consent agenda 6-0.

PUBLIC COMMENTS

JR Reynolds addressed Council to share his concerns about community safety. He suggested installing street signs to indicate that golf carts are permitted. These signs would inform both residents and travelers to exercise caution.

**PRESENTATIONS OF AWARDS, PROCLAMATIONS, REQUESTS & PETITIONS
(HEARINGS)**

Savannah Downing and Sarah Meitner, Executive Director of the Heartland Community Foundation, presented a proposed request to Council for February Match Month. The Dane G. Hansen Foundation has committed to a \$2-to-\$1 match for contributions made in February. Since 2018, the Heartland Community Foundation has awarded \$112,017 in grants to the Ellis community, supporting projects that enhance the quality of life for local residents.

Council Member John Walz expressed his gratitude to Savannah and Sarah for sharing this information and requested they prepare a proposal for consideration during the 2026 budget season and return to present it.

SPECIAL ORDER

Fire: Report

Chief Dustin Vine submitted his mid-month January report for review. He informed Council about their pancake and sausage feed, scheduled for January 29, 2025, at 5:00 PM at the Knights of Columbus Hall.

UNFINISHED BUSINESS

General Government: City Code

Council reviewed the standard ordinance from the League of Municipalities, provided by City Attorney Olavee Raub. Revisions were discussed to tailor the ordinance to specific needs of the City of Ellis. Council directed Olavee to draft a proposed Golf Cart Ordinance and present it at the next meeting.

NEW BUSINESS

Campground: Special Project

Corina Cox, Grant Administrator, presented the second pay application request for the Community Development Block Grant Campground Improvement Project. Council Member John Walz moved to approve Request #2 for Payment of CDBG Funds in the amount of \$3,750.00

payable to Northwest Kansas Planning and Development Commission and \$49,140.00 payable to PWC, Inc. coming from the Ellis Campground fund and to authorize Mayor David McDaniel and City Clerk Ashley Scheibler to sign the related grant documents for the Campground Improvement Project. Council Member Dava Gaschler seconded the motion. The motion carried 6-0.

General Government: Financial

Council Member Jolene Niernberger moved to approve Resolution No. 617 authorizing City employees to use the City credit cards. Council Member Devin Henderson seconded the motion. The motion carried 6-0.

Street: Repair/Maintenance

Public Works Director John Leiker presented the annual letter to be sent to the County Commissioners, requesting their assistance with the 2025 Street Rehabilitation Project. Council Member Devin Henderson moved to authorize Mayor David McDaniel to sign the letter to the County Commissioners requesting assistance with the 2025 Street Rehabilitation Project. Council Member Martin LaBarge seconded the motion. The motion carried 6-0.

General Government: Personnel

City Clerk Ashley Scheibler discussed the legal age for lifeguard certification and requested that Council consider lowering the application age to 15, in accordance with the requirements of the American Red Cross. John Walz moved to approve the proposed job description for a City Lifeguard as presented. Council Member Jolene Niernberger seconded the motion. The motion carried 5-1, with Council Member Terry Zerfas voting opposed.

General Government: Policy

Council discussed City policy regarding business snow removal procedures and clarified responsibility for sidewalk snow removal. City Attorney Olavee Raub explained, according to City policy, if a business is unoccupied, the responsibility for snow removal falls on the business owner and not the City.

REPORTS FROM CITY OFFICIALS

Public Works

Public Works Director John Leiker presented the department's monthly report. He shared the comparative water report with Council and informed them that the department's most efficient snow removal equipment had broken down and required a replacement part.

Police

Police Chief Avery Smith presented the Mid-Month Incident Report for January and his year in review.

City Clerk

City Clerk Ashley Scheibler presented the 2024 Catastrophic Sick Leave Balance and the 2024 Safety Committee Annual Report. She informed Council that the City of Ellis will be migrating to the Cloud in 2025. This transition will necessitate additional cybersecurity measures and a reassessment of the City's current needs. Council agreed to allow Ashley to seek bids from qualified IT companies to identify the best provider for the City of Ellis.

Attorney

City Attorney Olavee Raub provided an update on the Trego Well Water Line Project and the associated easement processes. She informed Council she's continuing to work through her spreadsheet and will present an updated version at the next meeting. City Clerk Ashley Scheibler added that all easements received to date will be processed by the Clerk's office and filed with the Register of Deeds. Moving forward, any additional easements received will be filed automatically upon receipt.

Mayor Update and Announcements

Mayor David McDaniel informed Council employee evaluations for the Public Works Director and Police Chief have been completed. He asked Council to prepare three goals for 2025 that they would like the City of Ellis to achieve. At the next meeting, Mayor McDaniel plans to review

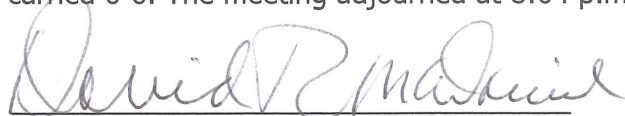
progress made on their 2024 goals. He mentioned he will prepare Orientation Packets for Council Members, with a session to be scheduled soon.

EXECUTIVE SESSIONS


Mayor David McDaniel asked for a motion to recess into executive session. Council Member Dava Gaschler moved for City Council to recess into executive session for 15 minutes to discuss potential City liability issues pursuant to Attorney-client privilege exception, K.S.A. 75-4319 (b)(2) with City Attorney Olavee Raub and Police Chief Avery Smith present. The open meeting will resume at 8:03 p.m. Council Member Martin LaBarge seconded the motion. The motion carried 6-0. No action was taken in executive session and the open meeting resumed.

ADJOURNMENT

Council Member Martin LaBarge moved and Council Member Devin Henderson seconded a motion to adjourn the meeting. The motion carried 6-0. The meeting adjourned at 8:04 p.m.



David R. McDaniel, Mayor



Ashley Scheibler, City Clerk

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ELLIS CITY COUNCIL REGULAR MEETING

Minutes

February 3, 2025

CALL TO ORDER

Mayor David McDaniel called the regular meeting to order at 6:30 p.m. Present were Council Members Dava Gaschler, Devin Henderson, Martin LaBarge, Jolene Niernberger, John Walz, and Terry Zerfas. Also present were, Public Works Steve Homburg, Police Chief Avery Smith, City Clerk Ashley Scheibler, and City Attorney Olavee Raub.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

PUBLIC PRESENT

Glen Keller, David Clingan, and JR Reynolds.

CONSENT AGENDA

Council Member Martin LaBarge moved to approve the consent agenda containing the Minutes from the Regular Meeting on January 20, 2025 and Bills Ordinance #2206. Council Member Devin Henderson seconded the motion. The Council approved the consent agenda 6-0.

PUBLIC COMMENTS

PRESENTATIONS OF AWARDS, PROCLAMATIONS, REQUESTS & PETITIONS (HEARINGS)

SPECIAL ORDER

UNFINISHED BUSINESS

General Government: City Code

Council performed a first reading of the Golf Cart Ordinance City Attorney Olavee Raub presented. Council directed Olavee to create a finalized ordinance with modifications and present it at the next meeting.

NEW BUSINESS

Campground: Special Project

City Clerk Ashley Scheibler presented Council two Addendums required for the Community Development Block Grant Campground Improvement Project. Council Member Dava Gaschler moved to approve the two addendums as presented and authorized Mayor David McDaniel and City Clerk Ashley Scheibler to sign Addendums for Driggs Design Group, PA, and Northwest Kansas Planning & Development Commission. Council Member Jolene Niernberger seconded the motion. The motion carried 6-0.

Campground: Special Project

City Clerk Ashley Scheibler presented the third pay application request for the Community Development Block Grant Campground Improvement Project. Council Member Devin Henderson moved to approve Request #3 for Payment of \$25,731.90 coming from the CDBG grant fund and \$45,000.00 coming from the Ellis Campground fund payable to Playscape Recreation and to authorize Mayor David McDaniel and City Clerk Ashley Scheibler to sign the related grant documents for the Campground Improvement Project. Council Member John Walz seconded the motion. The motion carried 6-0.

Fire: Acquisition

City Clerk Ashley Scheibler informed Council on October 21, 2024, Fire Chief Dustin Vine submitted a bid to Council for the purchase of two handheld radios that would help with communicating during emergencies. However, the initial bid was per unit and did not reflect the correct amount for two units. Council consented to table this item for the February 17, 2025 meeting.

General Government: Contract

Glen Keller, Planning Commission President spoke to Council requesting approval for the Zoning Map. Council Member John Walz moved to approve the Zoning Map as presented. Council Member Martin LaBarge seconded the motion. The motion carried 6-0.

General Government: Personnel

City Clerk Ashley Scheibler informed Council that the minimum application age for the pool house attendant position is currently 16. She requested Council consider lowering it to 15 to align with the recently adjusted lifeguard application age. Council Member John Walz moved to approve the proposed job description for a city pool house attendant as presented. Council Member Dava Gaschler seconded the motion. The motion carried 6-0.

Water: Repair/Maintenance

Steve Homburg from Public Works presented Council two bids for a water line stop valve to repair a water line on West 6th Street. Council Member John Walz moved to approve the purchase of a water line stop valve for West 6th Street from Municipal Supply not to exceed \$5,000.00 with funds to come from the Water Depreciation Reserve Fund. Council Member Martin LaBarge seconded the motion. The motion carried 6-0.

REPORTS FROM CITY OFFICIALS

Public Works

Steve Homburg with Public Works presented the department's monthly report.

Police

Police Chief Avery Smith presented the Monthly Incident Report for January and informed Council Officer Jonathan Turner has officially completed his training.

City Clerk

City Clerk Ashley Scheibler presented the December Financial Statements, Health Insurance Savings Report for December, and Minutes from the Planning Commission & Board of Zoning Appeals. City Clerk Ashley Scheibler informed Council that a Risk Advisor recently approached Mayor David McDaniel and her, expressing interest in reviewing the city's current insurance plans. His goal is to help secure quality, timely insurance and risk management solutions to protect the future of the City of Ellis. He presented his top recommendations to Council. Scheibler requested a motion to approve the release of current insurance policies and plans for review. Council Member John Walz moved to authorize the release of city insurance policies to Curtis Zerr with ICI Insurance for review. Council Member Jolene Niernberger seconded the motion. The motion carried 6-0.

Attorney

City Attorney Olavee Raub provided an update on the Trego Well Water Line Project and the associated easement processes. She informed Council she is continuing to work through her spreadsheet and will present a tract-only version for review at the next meeting. Currently, 41 tracts are involved, with 14 easements received. Second notices have been sent for 13 tracts, and five new easements will be sent out as of February 4, 2025. She requested clarification on a snow route ordinance and asked if she should proceed with drafting the proposed ordinance. Council decided not to move forward at this time.

Mayor Update and Announcements

The Governing Body discussed the status of the 2024 goals they set last January. Items accomplished or in progress included a water supply system improvement project, water and sewer infrastructure improvements, the TIF project, exploring grants for a mural on the south side of City Hall, and approving and implementing the Neighborhood Revitalization Program. 2024 goals not yet addressed include progress on removing the west section of the pedestrian bridge and surveying residents on how they'd like to proceed, applying for BIL grants, cleaning up debris on the spillway of the dam and determine the condition and integrity of the structure, repairing cemetery wall, determine the scope of Washington Street project, downtown historic district designation, monthly "Issues and Eggs", establish street and curb repair program, overall sprucing up of the City, replacement of equipment, explore a 1% sales tax to help fund

infrastructure, develop a youth advisory team, and renew a sense of community and build on what we have.

Mayor David McDaniel then requested Council input for 2025 goals. The following projects were mentioned: The water line project started by the end of 2025, streets and curbs maintenance, hiring and retaining employees, three or four homes under construction, 10th and 11th Street bridge involvement/clean up, establishing clear communication between Council and Public, 2nd street improvements, water pump station established on the south hill, explore a 1% sales tax to help fund infrastructure, develop an Economic Development Director position to help support recruiting, provide constant updates on 2025 goals with two different items discussed every meeting, advocate for a "Walter P. Chrysler Day," change of Council meeting venues, community forums, xeriscaping and sidewalk maintenance, and overall future development.

EXECUTIVE SESSIONS

ADJOURNMENT

Council Member Martin LaBarge moved and Council Member Devin Henderson seconded a motion to adjourn the meeting. The motion carried 6-0. The meeting adjourned at 8:07 p.m.

David R. McDaniel, Mayor

Ashley Scheibler, City Clerk