

**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

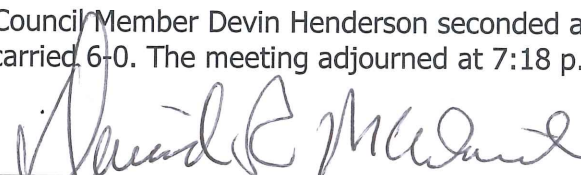
Mayor Update and Announcements

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

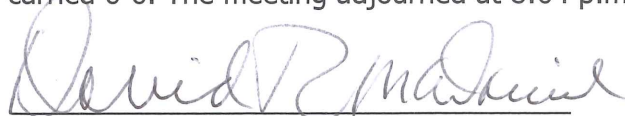
progress made on their 2024 goals. He mentioned he will prepare Orientation Packets for Council Members, with a session to be scheduled soon.

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

**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

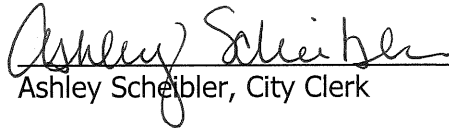
infrastructure, develop a youth advisory team, and renew a sense of community and build on what we have.

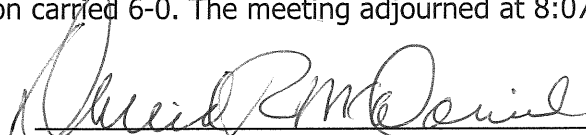
Mayor David McDaniel then requested Council input for 2025 goals. The following projects were mentioned: The water line project started by the end of 2025, streets and curbs maintenance, hiring and retaining employees, three or four homes under construction, 10th and 11th Street bridge involvement/clean 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.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
February 17, 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, and John Walz. Also present were, Public Works Director John Leiker, Police Chief Avery Smith, Fire Chief Dustin Vine, City Clerk Ashley Scheibler, Assistant City Clerk Verda Flinn, and City Attorney Olavee Raub. Council Member Terry Zerfas was absent.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

PUBLIC PRESENT

Steve Homburg, Glen Keller, JR Reynolds, Curtis Zerr, and Michael Berges.

CONSENT AGENDA

Council Member Devin Henderson moved to approve the consent agenda containing the Minutes from the Regular Meeting on February 3, 2025, and Bills Ordinance #2207. Council Member Jolene Niernberger seconded the motion. The Council approved the consent agenda 5-0.

PUBLIC COMMENTS

Glen Keller, Chairman from the Ellis Planning Commission and Board of Zoning Appeals presented the final zoning map to Council.

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

SPECIAL ORDER

Fire: Report

Chief Dustin Vine submitted his mid-month February report for review. He informed Council the City received its ISO(Insurance Service Office) audit report, which serves as a performance evaluation for the department and community. Chief Vine reported the city will maintain its ISO rating of four—an excellent ranking.

UNFINISHED BUSINESS

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 Member Jolene Niernberger moved to approve the ratification of the original agreed-upon amount of \$4,631.47 with funds to come from the 2024 Encumbrances and the remaining \$4,530.29 to be paid with funds to come from the General Fund – Fire Department for 2025. Council Member Devin Henderson seconded the motion. The motion carried 5-0.

General Government: City Code

Council performed a final reading of the Golf Cart Ordinance City Attorney Olavee Raub prepared. Council Member Martin LaBarge moved to approve Ordinance No. 1499 Authorizing the Operation of Golf Carts on streets within the corporate limits of the City of Ellis. Council Member Dava Gaschler seconded the motion. The motion carried 5-0.

NEW BUSINESS

General Government: Contracts

Curtis Zerr of ICI Insurance conducted an audit of the City's insurance policies and presented his review of coverage along with his top ten recommendations to Council. Council Member John Walz moved to appoint Curtis Zerr of ICI Insurance as the Agent of Record for the City of

Ellis. Council Member Devin Henderson seconded the motion. The motion carried 5-0.

General Government: Special Projects

Assistant City Clerk Verda Flinn informed Council the Grow Ellis Downtown Committee seeks approval to contract with Hernly Associates, Inc. for Phase 1 of the Ellis Downtown Historical District survey and its submission to the National Historic Register. The committee also requested authorization to apply for additional funding from Dane G. Hansen Foundation to support the survey project. Council Member John Walz moved to approve the bid from Hernly Associates, Inc. in the amount of \$13,950.00 with funds to come from Capital Improvements – Special Projects fund and to authorize city staff to apply for additional funding from Dane G. Hansen Foundation for the project. Council Member Dava Gaschler seconded the motion. The motion carried 5-0.

Streets: Repair/Maintenance

Assistant City Clerk Verda Flinn requested Council approval to apply for the upcoming KDOT Cost Share Program to support the West 2nd Street Project. After the previous application was unsuccessful last fall, staff consulted with the State of Kansas on ways to improve the submission. Emphasizing safety and increasing the local match would strengthen the application. The last submission included a 15% match due to staff transitions and funding uncertainties. To improve competitiveness, Ms. Flinn recommended increasing the local match to 20%, as the award points system considers the percentage of local contribution. Council Member Dava Gaschler moved to authorize city staff to apply for the KDOT Cost Share Program with a 20% match with funds to come from the Capital Improvements – Streets Fund. Council Member Martin LaBarge seconded the motion. The motion carried 5-0.

Tourism: Contracts

The Tourism Committee submitted its proposal for 2025 advertising contracts. Chairman Glen Keller and Committee Member Verda Flinn informed Council of an increase in Transient Guest Tax revenue has allowed for the addition of Eagle Radio of Hays to this year's contracts. Council Member Devin Henderson moved to approve the 2025 advertising contracts with Nex-Tech (\$1,500.00), Eagle Radio of Hays (\$4,620.00), and Lamar (\$11,765.00) in the total amount of \$17,885.00 with funds to come from the Tourism fund. Council Member Martin LaBarge seconded the motion. The motion carried 5-0.

Streets: Repair/Maintenance

Mayor David McDaniel presented on behalf of Council Member Terry Zerfas the Sidewalk Replacement Program the City of Hays currently offers. Council agreed to schedule a Work Session at the next City Council meeting to discuss Xeriscaping and a Sidewalk Replacement program. No further action was taken.

General Government: Personnel

City Clerk Ashley Scheibler provided Council with job descriptions for the Ellis Municipal Pool positions as requested. Ms. Scheibler and Pool Manager Ashley Kauten conducted interviews for the Assistant Pool Manager position for the 2025 pool season and hope to make a decision later this week. No further action was taken.

General Government: Financial – Sponsorship

City Clerk Ashley Scheibler presented a banner sponsorship request from the Ellis Recreation Commission to Council. Council agreed to advise the Ellis Recreation Commission to include such requests during the budget request period. No further action was taken.

REPORTS FROM CITY OFFICIALS

Public Works

Mayor David McDaniel announced Public Works Director John Leiker will retire from the City of Ellis on March 13, 2025, and expressed gratitude for his years of dedicated service. Mr. Leiker presented Council with his department update and announced the appointment of Public Works employee Steve Homburg as Foreman, effective February 17, 2025. He also requested Council approval to solicit bids for the city's used cattle guard. Council Member Martin LaBarge moved to authorize city staff to request bids for the sale of its used cattle guard. Council Member Devin

Henderson seconded the motion. The motion carried 5-0.

Police

Police Chief Avery Smith presented the Mid-Month Incident Report for February and informed Council he, along with a former employee and current employee Benjamin Kolas, received a Silver Valor Award. Chief Smith also reported the Ford Taurus has been officially decommissioned and is ready for sale. He sought Council's guidance on their preferred method for selling the vehicle. Council Member John Walz moved to authorize Chief Smith to list the Ford Taurus for sale via Purple Wave. Council Member Martin LaBarge seconded the motion. The motion carried 5-0.

City Clerk

City Clerk Ashley Scheibler presented the January Financial Statements and the minutes from the Tourism and Grow Ellis Downtown committee meetings. She informed Council the city received a clean inspection from the State of Kansas on the CDBG Campground Improvement Project. She also reported that a meeting was held on February 5 with Doug Goetz and the team from Wilson & Company, Inc. to discuss progress on the West 2nd Street Project and the Booster Pump Station Project.

Additionally, she announced thanks to the grant writing team at Wilson & Company, Inc., the City of Ellis has been awarded an \$83,400 Water System Improvements grant from the Kansas Water Office to support the Booster Pump Station Project. With this award, the city can reallocate a portion of the remaining ARPA funds to help support the 6th Street Project.

Attorney

City Attorney Olavee Raub provided Council with an easement status update. In her update, she noted there are 48 tracts with a total of 45 different property owners. 27 easements with letters were mailed before the end of 2024, of those 13 were signed, returned, and filed with the Register of Deeds in their respective counties. The remaining 14 have had reminder letters sent. 17 easements have been mailed since 2025 but none have been returned yet. 2 owners with questions were referred to Wilson & Company, Inc for further assistance.

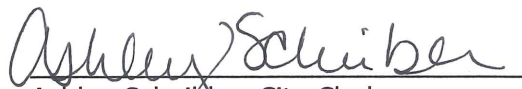
Mayor Update and Announcements

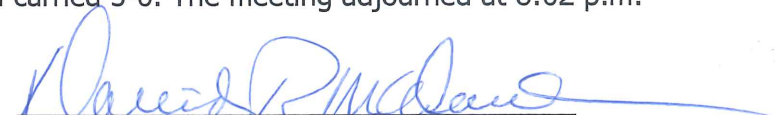
Mayor David McDaniel informed Council he and City Attorney Olavee Raub have been working diligently to create a Council Orientation packet. They have completed the packet and plan to hold an Orientation Session on February 27, 2025, at 6 p.m. Additionally, the League of Municipalities is offering a City Leaders Academy on April 11-12 in Lawrence, KS. Council Members interested in attending were asked to notify the Clerk's office. Council Members John Walz and Jolene Niernberger presented a City of Ellis welcome bag, which will be made available to new residents as services are established within the Clerk's office.

EXECUTIVE SESSIONS

ADJOURNMENT

Council Member Martin LaBarge moved and Council Member Devin Henderson seconded the motion to adjourn the meeting. The motion carried 5-0. The meeting adjourned at 8:02 p.m.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
REGULAR MEETING**

Minutes

March 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, Jolene Niernberger, and Terry Zerfas. Council Member John Walz attended via Zoom. Also present were Public Works Director John Leiker, Police Chief Avery Smith, City Clerk Ashley Scheibler, and City Attorney Olavee Raub. Council Member Martin LaBarge was absent.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

PUBLIC PRESENT

Glen Keller, Steve Homburg, Verda Flinn, and Tammy Leiker.

CONSENT AGENDA

Council Member Devin Henderson moved to approve the consent agenda containing the Minutes from the Regular Meeting on February 17, 2025, with a correction to the Police section to properly reflect Martin LaBarge's name and Bills Ordinance #2208. Council Member Dava Gaschler seconded the motion. Council approved the consent agenda 5-0.

PUBLIC COMMENTS

PRESENTATIONS OF AWARDS, PROCLAMATIONS, REQUESTS & PETITIONS

(HEARINGS)

SPECIAL ORDER

UNFINISHED BUSINESS

NEW BUSINESS

Tourism: Contracts

City Clerk Ashley Scheibler informed Council the Nex-Tech contract submitted for approval at the February 17, 2025 meeting incorrectly listed the contract term with the City of Ellis for 2025. Council Member Dava Gaschler moved to rescind the previously agreed upon contract payable to Nex-Tech in the amount of \$1,500.00 and to approve the contract from Nex-Tech in the amount of \$1,700.00 with funds to come from the Tourism Fund. Council Member Terry Zerfas seconded the motion. The motion carried 5-0.

Water: Repair/Maintenance

Public Works Director John Leiker notified Council the previously approved purchase for a Water Line Stop would not be suitable for the West 6th Street repair and a 10" Instavalve would need to be purchased instead. Council Member Terry Zerfas moved to ratify the purchase of an Instavalve for the West 6th Street repair from Municipal Supply, in lieu of the previously approved purchase of a Water Line Stop, with an additional cost of \$10,500.00 with funds to come from the Water Depreciation Reserve Fund. Council Member Devin Henderson seconded the motion. The motion carried 5-0.

Streets: Acquisition

Public Works Director John Leiker presented a quote for materials for the annual chip seal project. Council Member Jolene Niernberger moved to approve the bid from Flatlander for chip seal chips in the amount of \$17,340.00 with funds to come from the Capital Improvement – Street fund. Council Member Dava Gaschler seconded the motion. The motion carried 5-0.

Special Event: Ellis Alumni and Chrysler Boyhood Home Parade

Council considered the Event Request and Traffic Control Application for the annual Ellis Alumni and Chrysler Boyhood Home parade on May 24, 2025. Police Chief Avery Smith has already approved the parade route. Council Member Dava Gaschler moved to approve the Event Request Application, and Traffic Control Application for the annual Ellis Alumni and Chrysler

Boyhood Home parade on May 24, 2025. Council Member Jolene Niernberger seconded the motion. The motion carried 5-0.

General Government: Contract

City Clerk Ashley Scheibler requested Council's consideration to transition the City's free electronic payment service to the State of Kansas' free KanPay system, which offers additional payment options at a lower cost to residents and visitors. Council member Devin Henderson moved to approve and authorize City staff to contract with KanPay. Council Member Terry Zervas seconded the motion. The motion carried 5-0.

General Government: Financial

Council Member Dava Gaschler moved to approve Resolution No. 618 authorizing City employees to use City credit cards. Council Member Devin Henderson seconded the motion. The motion carried 5-0.

Tourism: Contracts

City Clerk Ashley Scheibler notified Council the Tourism Committee received a quote from Northwestern Printers for the City's tourism brochures, which are distributed statewide. Council Member Jolene Niernberger moved to approve the quote from Northwestern Printers in the amount of \$2,034.52 for Tourism Brochures to be paid with funds to come from the Tourism Fund. Council Member Devin Henderson seconded the motion. The motion carried 5-0.

Special Machinery: Acquisition

Mayor David McDaniel requested approval to search for a replacement City Vehicle. He informed Council since 2020 the use of a City Vehicle has saved the City approximately \$14,769.00. Council budgeted \$30,000 for the City Vehicle purchase in 2025 in the Capital Improvement Plan. Council Member Devin Henderson moved to authorize Mayor McDaniel to begin investigating options to replace the City Vehicle. Council Member Dava Gaschler seconded the motion. The motion carried 5-0.

REPORTS FROM CITY OFFICIALS

Public Works

Mayor McDaniel informed Council March 3, 2025 would be Public Works Director John Leiker's last Council meeting. Mr. Leiker expressed his gratitude to City Staff, Council, and the Mayor for their support throughout his tenure before concluding with the department's monthly report.

Police

Police Chief Avery Smith presented the Monthly Incident Report for February. He stated Officer Greg Peterson has completed his field training officer certification. Chief Smith informed Council Sgt. Benjamin Kolas has resigned from the Police Department and the Ford Taurus has been listed on Purple Wave and will have a sell-by date of March 18.

City Clerk

City Clerk Ashley Scheibler informed Council she and Police Chief Avery Smith held a conference call with an IT representative from Adams Brown on February 19. The discussion provided valuable insights into cybersecurity and its impact on the City of Ellis.

Ms. Scheibler also reported, with the assistance of City staff, the Clerk's office successfully submitted a grant proposal to the State and Local Cybersecurity Grant Program (SLCGP) through the State of Kansas. If awarded, the grant would fund multiple end-of-life software and equipment updates for the City.

Additionally, she presented Council with an updated UTV/Golf Cart Registration application designed to reduce paperwork for both the Clerk's office and the Police Department. She sought guidance on the inspection portion of the application, and City Attorney Olavee Raub offered to assist in revising it to ensure compliance with both ordinances.

Council was informed the Department of Commerce has selected the City of Ellis' Campground project to be featured in the "Community Cruise", which will take place on April 21 from 2:05 p.m. to 2:45 p.m. at Ellis Lakeside Campground.

Attorney

City Attorney Olavee Raub provided Council with an update on the progress of the Trego Well Line Project. She noted that multiple landowners had reached out with questions, which she has addressed, and additional easements have been received, keeping the process moving forward. Council Member Dava Gaschler requested clarification on an item from Ms. Raub's invoice to the City. Ms. Raub explained the charge was for a subscription service that allowed her to efficiently access detailed property information needed for a landowner's easement. She noted subscribing to the service was more practical than retrieving numerical records page by page from the Register of Deeds.

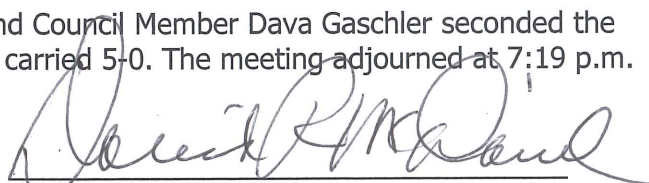
Mayor Update and Announcements

Mayor David McDaniel informed Council the City's current insurance agent, Darrell Romme, contacted him regarding the policy non-renewal. Mayor McDaniel stated he advised Romme the decision had been voted on by Council and would not be reconsidered. He also notified Council that Senator Rick Billinger reached out to coordinate a public meet-and-greet hosted by Ellis County Farm Bureau at the Library with City of Ellis representatives on April 1 at 8:00 a.m. Lastly, Mayor McDaniel discussed the need for a work session to review Xeriscaping and Sidewalk Replacement programs. Council agreed to meet on March 10 at 6:30 p.m.


EXECUTIVE SESSIONS

ADJOURNMENT

Council Member Devin Henderson moved and Council Member Dava Gaschler seconded the motion to adjourn the meeting. The motion carried 5-0. The meeting adjourned at 7:19 p.m.



David R. McDaniel, Mayor


Ashley Schenbler, City Clerk

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
March 17, 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, Jolene Niernberger, John Walz, and Terry Zerfas. Also present were Public Works Foreman Steve Homburg, Police Chief Avery Smith, Fire Chief Dustin Vine, City Clerk Ashley Scheibler, and City Attorney Olavee Raub.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

Fire Department Report – Chief Dustin Vine
Consider Bids for Water Pump Replacement

PUBLIC PRESENT

Glen Keller, Pauleen Edmonds, Taft Yates, and Nickole Byers.

CONSENT AGENDA

Council Member Devin Henderson moved to approve the consent agenda containing the Minutes from the Regular Meeting on March 3, 2025, and Bills Ordinance #2209. Council Member John Walz seconded the motion. Council approved the consent agenda 6-0.

PUBLIC COMMENTS

Taft Yates addressed Council, asking them to assess the condition of trees surrounding the Ellis Campground. He noted several trees require attention and acknowledged the associated costs. However, he recommended before proceeding with maintenance or potential tree removal, the City should consult the tree specialists at Fort Hays State University. Their services are free, and they can evaluate trees to determine if issues such as borers or other concerns necessitate full removal. He also noted the VFW will host the National Vietnam Veterans Memorial Day on March 29, 2025, from 9 a.m. to 1 p.m., with coffee and donuts available to the public.

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

SPECIAL ORDER

Fire: Report

Chief Dustin Vine submitted his mid-month March report for review.

Parks: Special Project

Pauleen Edmonds from the Ellis Community Foundation updated Council on the Creekside Park Shelter project. She explained the original plan to build parking near the shelter is not feasible due to the existing ground slopes, which would not meet ADA requirements. The proposed solution is to place accessible parking west of the old picnic area. To move forward, the project will require eight inspections at \$10.00 each and a \$30.00 permit fee. Pauleen requested Council consider waiving all fees, as the park is city-owned. Council Member Jolene Niernberger moved to waive the \$80.00 inspection fees and the \$30.00 permit fee for construction of accessible sidewalks and parking. Council Member Dava Gaschler seconded the motion. The motion carried 6-0.

Council Member John Walz moved to approve construction for accessible parking at Creekside Park. Council Member Jolene Niernberger seconded the motion. The motion carried 6-0.

UNFINISHED BUSINESS

Public Works: Disposal

Mayor McDaniel presented Council three sealed bids for the sale of the City's used cattle guard. Council Member John Walz moved to accept the bid from Gottschalk Farms in the amount of \$1,011.00 for the used City cattle guard. Council Member Martin LaBarge seconded the motion. The motion carried 6-0.

NEW BUSINESS

General Government: Contracts

ICI Insurance Risk Advisor Curtis Zerr requested Council consider his final General Insurance Policy proposal for 2025. Council Member Devin Henderson moved to approve the proposal from ICI Insurance with the exclusion of the Digital Chamber sign from the proposal. Council Member Terry Zervas seconded the motion. The motion carried 6-0.

General Government: Policy

City Clerk Ashley Scheibler informed Council a policy change concerning early retirees needed to be incorporated into the current employee personnel policy and guidelines to ensure compliance with KSA 12-5040. Council Member Jolene Niernberger moved to approve the revisions to the personnel policy and guidelines to provide for retirees from the City of Ellis to continue medical insurance coverage at their expense. Devin Henderson seconded the motion. The motion carried 6-0.

Sewer/Sanitation: Accounting/Billing

Nathan Cox submitted an Application for Local Utility Incentives for MC Service, LLC, a HVAC and Handyman business he opened at 1005 Washington. Council Member John Walz moved to approve the Application for Local Incentives for MC Service LLC at 1005 Washington Street. Martin LaBarge seconded the motion. The motion carried 6-0. The business incentives will take effect with the April 1, 2025 utility billing.

Streets & Sidewalks: Repair/Maintenance

City Clerk Ashley Scheibler presented the first draft of the Turf and/or Xeriscaping Program and Sidewalk Replacement Program Applications to Council. Council requested Ashley revise certain sections of the applications and bring an updated version to the next meeting.

General Government: Financial

Council reviewed a donation request from the Ellis High School Alumni for their Alumni Parade and Golf Tournament event. However, they chose not to contribute this year, as the expense was not included in the current budget. Council encouraged the Alumni to include the event in next year's budget request. No action was taken.

Special Machinery: Acquisition

Mayor McDaniel presented three bid options to Council for replacing the City vehicle. Council Member Dava Gaschler moved to approve the purchase of a 2022 GMC Terrain for \$27,040.00, which includes trading in the 2007 Saturn, with the funds to come from the Special Machinery fund. Council Member Devin Henderson seconded the motion. The motion carried 6-0.

Water: Acquisition

Public Works Foreman Steve Homburg asked Council to consider purchasing a water pump to replace one that was damaged over the weekend. Council Member Terry Zervas moved to approve the purchase of a water pump from Manufacturers Edge in the amount of \$2,924.81 with funds to come from the Water Utility fund. Council Member Martin LaBarge seconded the motion. The motion carried 6-0.

REPORTS FROM CITY OFFICIALS

Public Works

Public Works Foreman Steve Homburg presented the department's monthly updates.

Police

Police Chief Avery Smith presented the Mid-Month Incident Report for March. Chief Smith informed Council Officer Brevin LaBarge's last day will be March 23. To improve competitiveness, he suggested that switching from KPERS to KP&F could help retain employees and provide a stronger advantage. He stated he intends to have a proposal ready by budget season.

City Clerk

City Clerk Ashley Scheibler presented the January Health Savings report and the February Financial Statements to Council. She also mentioned the city hosted John Leiker's retirement party on Friday, March 14, alongside the annual Bloodborne Pathogen training during the safety

meeting. Furthermore, representatives from Hernly and Associates LLC will attend the next Council meeting on April 7 via Zoom to introduce themselves and provide a timeline for the Historic District Survey for Downtown Ellis.

Attorney

City Attorney Olavee Raub had no updates to report. Mayor McDaniel asked about the status of the easement process for the Booster Pump Station. City Attorney Olavee Raub clarified that there may have been a misunderstanding, as she believed she and John had already addressed the question regarding the easement. She will follow up with Wilson and Company, LLC.

Mayor Update and Announcements

Mayor David McDaniel informed Council he has formed a hiring committee for the Public Works Director position, with interviews set to begin the week of March 24. He also reminded everyone about the Town Hall meet-and-greet hosted by the Ellis County Farm Bureau and the City of Ellis at the library, where City of Ellis representatives will join Senator Rick Billinger and Representative Ken Rahjes on April 1 at 8 a.m.

EXECUTIVE SESSIONS

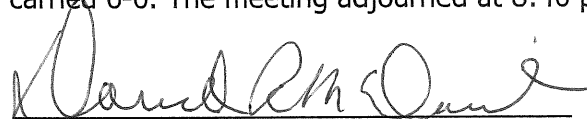
Mayor David McDaniel asked for a motion to recess into executive session at the request of City Attorney Olavee Raub. Council Member Devin Henderson moved for City Council to recess into executive session to discuss compensation matters pursuant to the acquisition of real property exception, K.S.A. 75-4319 (b)(6) with City Attorney Olavee Raub present. The open meeting will resume at 8:28 p.m. Council Member Jolene Niernberger seconded the motion. The motion carried 6-0. No action was taken in executive session and the open meeting resumed.

Mayor David McDaniel asked for a motion to recess into executive session at the request of City Attorney Olavee Raub. Council Member Dava Gaschler moved for City Council to recess into executive session to discuss employee status in the Police Department pursuant to the non-elected personnel matter exception, K.S.A. 75-4319 (b)(1) with City Attorney Olavee Raub, Police Chief Avery Smith and City Clerk Ashley Scheibler present. The open meeting will resume at 8:39 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 the motion to adjourn the meeting. The motion carried 6-0. The meeting adjourned at 8:40 p.m.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
SPECIAL MEETING
Minutes
March 31, 2025**

CALL TO ORDER

Mayor David McDaniel called the special meeting to order at 5:00 p.m. Present were Council Members Devin Henderson, Martin LaBarge, Jolene Niernberger, and Dava Gaschler. Council Member John Walz attended via Phone. Also present was Public Works Foreman Steve Homburg and City Clerk Ashley Scheibler. Council Member Terry Zerfas was absent.

PLEDGE OF ALLEGIANCE

PUBLIC PRESENT

Verda Flinn

PURPOSE OF SPECIAL MEETING

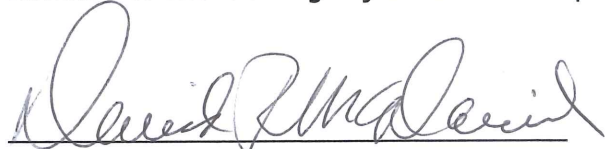
Mayor David McDaniel stated the purpose of the special meeting is to consider a change order for the CDBG – Campground Project.

General Government: Special Project

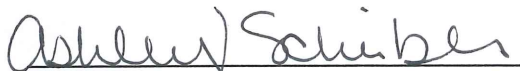
Assistant City Clerk Verda Flinn informed Council a slight change in the campground playground equipment has caused a need for additional concrete, mulching, and dirt work. Council Member Devin Henderson moved to approve the change order with PWC Inc. in the amount of \$4,800.00 with funds to come from the Ellis Campground Fund, and to authorize Mayor David McDaniel to sign the change order on behalf of the City. Council Member Martin LaBarge seconded the motion. The motion carried 5-0.

ADJOURNMENT

Council Member Martin LaBarge moved and Council Member Devin Henderson seconded a motion to adjourn the meeting. The motion carried 5-0. The meeting adjourned at 5:16 p.m.



Mayor



City Clerk

Draft Copy Not Official Until Approved by Council

ELLIS CITY COUNCIL REGULAR MEETING

Minutes
April 7, 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 Foreman 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.

CONSENT AGENDA

Council Member Martin LaBarge moved to approve the consent agenda containing the Minutes from the Regular Meeting on March 17, 2025, and the Special Meeting on March 31, 2025, and Bills Ordinance #2210. Council Member Devin Henderson seconded the motion. Council approved the consent agenda 6-0.

PUBLIC COMMENTS

PRESENTATIONS OF AWARDS, PROCLAMATIONS, REQUESTS & PETITIONS

(HEARINGS)

SPECIAL ORDER

General Government: Special Project

City Clerk Ashley Scheibler introduced Stan Hernly and Megan Bruey of Hernly Associates, Inc. to Council. Hernly Associates is working with the City to develop a Historic District in Downtown Ellis. Mr. Hernly spoke with Council about holding a public meeting where residents and business owners can learn more about the surveying process and what it means for the future of Ellis. All are invited to attend the public meeting, scheduled for May 6th at 6:30 p.m. at City Hall.

UNFINISHED BUSINESS

Streets & Sidewalks: Repair/Maintenance

City Clerk Ashley Scheibler provided Council with updated copies of the corrected Turf and/or Xeriscaping Program and the Sidewalk Replacement Program packets. Council Member John Walz moved to approve the Turf and/or Xeriscaping Program as presented with corrections. Council Member Jolene Niernberger seconded the motion. The motion carried 6-0.

Council Member Terry Zerfas moved to approve the Sidewalk Replacement Program as presented. Council Member Martin LaBarge seconded the motion. The motion carried 6-0.

NEW BUSINESS

Street: Acquisition

Public Works Foreman Steve Homburg informed Council he purchased four pallets of crack patch material from CRAFCO. The Ellis County Public Works Director agreed to split the purchase, taking two pallets and leaving the City's share at \$1,575.00. Council Member John Walz moved to approve the purchase of two pallets of crack patch material from CRAFCO in the amount of \$1,575.00 with funds to come from the Capital Improvement - Streets fund. Council Member Martin LaBarge seconded the motion. The motion carried 6-0.

General Government: Financial

Council Member Jolene Niernberger moved to approve as amended Resolution No. 619 authorizing City employees to use the City credit cards. Council Member Devin Henderson seconded the motion. The motion carried 6-0.

Water: Special Project

City Clerk Ashley Scheibler presented Council a contract with the Northwest Kansas Planning and Development Commission for grant reporting support for the Kansas Water Office Technical Assistance Grant. Council Member Dava Gaschler moved to approve the agreement with the Northwest Kansas Planning and Development Commission for administrative consulting services to assist with reporting for the Kansas Water Office Technical Assistance Grant, in an amount not to exceed \$3,500.00, with funds to be paid from the Kansas Water Office Technical Assistance Grant. Additionally, authorize Mayor David McDaniel and City Clerk Ashley Scheibler to sign on behalf of the City. Council Member John Walz seconded the motion. The motion carried 6-0.

Water: Special Project

City Clerk Ashley Scheibler presented Council with a grant agreement from the Kansas Water Office for the technical assistance grant awarded to the City in support of the Booster Pump Station project. Council Member John Walz moved to approve the grant agreement from the Kansas Water Office and authorize Mayor David McDaniel to sign on behalf of the City. Council Member Jolene Niernberger seconded the motion. The motion carried 6-0.

REPORTS FROM CITY OFFICIALS**Public Works**

Public Works Foreman Steve Homburg presented his department update to Council, which included the hiring of Garret Vandenberg on March 17, 2025.

Police

Police Chief Avery Smith presented the March Monthly Incident Report to Council. Chief Smith also shared details on several upcoming events: the DARE graduation will take place at Washington Grade School on April 10 at 11:00 a.m.; Drug Take-Back Day is scheduled for April 26 at the Ellis Police Department from 10:00 a.m. to 2:00 p.m.; and the Annual Bike Safety Course will be held on May 1 at Washington Grade School.

Chief Smith reported the Taurus was sold on PurpleWave for \$4,840.00. Payment is expected to be received via check within 15 days of April 1. He will coordinate pickup with the new owners.

City Clerk

City Clerk Ashley Scheibler shared her department update, noting grass pickups began on April 7 and the TNR project is set to resume on April 17. She also announced the Kansas Department of Commerce will visit the Ellis Campground for the "Community Cruise" on April 21, from 2:05 p.m. to 2:45 p.m. The public is encouraged to attend, and refreshments will be provided by the City.

Ms. Scheibler also presented a report from PlayCore. The Ellis Lakeside Campground site has now been nationally recognized as a National Demonstration Site, promoting the importance of play in building a thriving, healthy community. Visitors to the playground will be able to scan a QR code with their mobile devices to access detailed information about the site, along with resources to enhance their experience. The QR code also links to a survey, providing valuable feedback to help the City support continued positive growth.

Attorney

City Attorney Olavee Raub updated Council on the progress of the Trego Well Line Project, noting two additional easements have been received. She shared challenges remain in locating certain landowners to properly distribute the easement requests. Attorney Raub has been working closely with the Register of Deeds to gather any information that could assist the City in moving the project forward. She plans to send additional requests to those who have not responded to previous outreach efforts.

Mayor Update and Announcements

Mayor David McDaniel informed Council interviews for the Public Works Director position were held on March 29. Following the completion of the hiring and background check process, the hiring board reached a unanimous decision to recommend Public Works Foreman Steve Homburg for the position. Council Member Devin Henderson moved to approve the hiring of

Steve Homburg as Public Works Director. Council Member Martin LaBarge seconded the motion. The motion carried 6–0.

Mayor McDaniel also shared several upcoming important dates. On April 21, Representative Ken Rahjes will be in attendance for the City Council meeting. Additionally, on April 30, the Ellis County Road tour is scheduled to stop at the 10th Street bridge. Mayor McDaniel emphasized the importance of having all Council Members and residents present to ask questions and ensure the City’s concerns regarding repairs and reconstruction are communicated and heard.

EXECUTIVE SESSIONS

ADJOURNMENT

Council Member Martin LaBarge moved and Council Member Devin Henderson seconded the motion to adjourn the meeting. The motion carried 6-0. The meeting adjourned at 7:34 p.m.

David R. McDaniel, Mayor

Ashley Scheibler, City Clerk