

**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

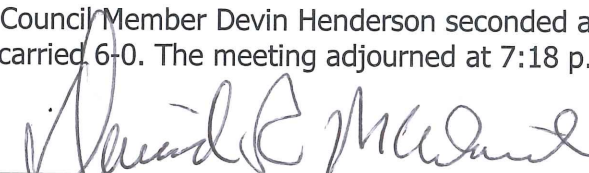
Mayor Update and Announcements

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

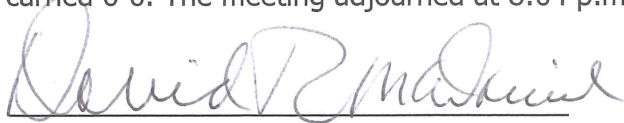
Mayor David McDaniel asked for a motion to recess into executive session. Council Member Dava Gaschler moved for City Council to recess into executive session for 15 minutes to discuss potential City liability issues pursuant to Attorney-client privilege exception, K.S.A. 75-4319 (b)(2) with City Attorney 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.



Ashley Scheibler, City Clerk



David R. McDaniel, Mayor

**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

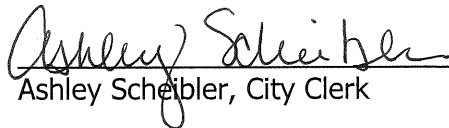
infrastructure, develop a youth advisory team, and renew a sense of community and build on what we have.

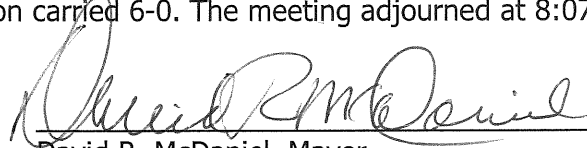
Mayor David McDaniel then requested Council input for 2025 goals. The following projects were mentioned: The water line project started by the end of 2025, streets and curbs maintenance, hiring and retaining employees, three or four homes under construction, 10th and 11th Street bridge involvement/clean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

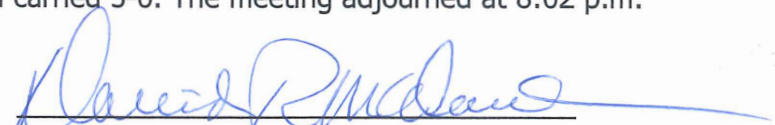
Mayor David McDaniel informed Council he and City Attorney Olavee Raub have been working diligently to create a Council Orientation packet. They have completed the packet and plan to hold an Orientation Session on February 27, 2025, at 6 p.m. Additionally, the League of Municipalities is offering a City 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" Instavalue would need to be purchased instead. Council Member Terry Zerfas moved to ratify the purchase of an Instavalue 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

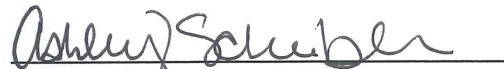
City Attorney Olavee Raub provided Council with an update on the progress of the Trego Well Line Project. She noted that multiple landowners had reached out with questions, which she has addressed, and additional easements have been received, keeping the process moving forward. Council Member Dava Gaschler 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.


Ashley Schenbler, City Clerk


David R. McDaniel, Mayor

**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

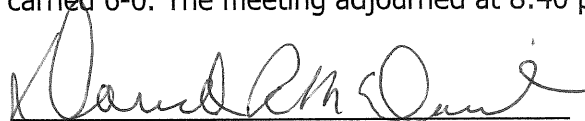
Mayor David McDaniel asked for a motion to recess into executive session at the request of City Attorney Olavee Raub. Council Member Devin Henderson moved for City Council to recess into executive session to discuss compensation matters pursuant to the acquisition of real property exception, K.S.A. 75-4319 (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

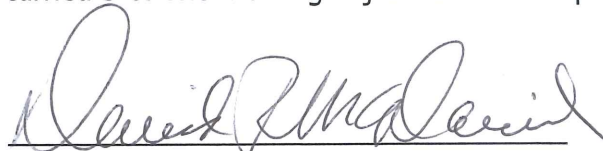
Mayor David McDaniel stated the purpose of the special meeting is to consider a change order for the CDBG – Campground Project.

General Government: Special Project

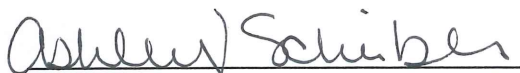
Assistant City Clerk Verda Flinn informed Council a slight change in the campground playground equipment has caused a need for additional concrete, mulching, and dirt work. Council Member Devin Henderson moved to approve the change order with PWC Inc. in the amount of \$4,800.00 with funds to come from 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

**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.

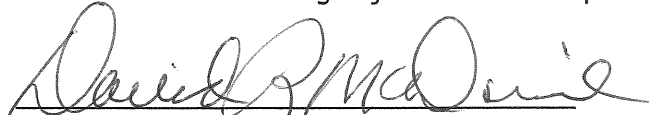
Mayor McDaniel also shared several upcoming important dates. On April 21, Representative Ken Rahjes will be in attendance for the City Council meeting. Additionally, on April 30, the Ellis County Road tour is scheduled to stop at the 10th Street bridge. Mayor McDaniel emphasized the importance of having 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.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
April 21, 2025**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

City Clerk Ashley Scheibler requested the removal of the item "Consider Change Order for the CDBG Campground Project" from New Business, as the change order had not been received. Ms. Scheibler also requested the addition of an Event Request item to be placed under Special Order following the discussion with Kansas State Representative Ken Rahjes.

PUBLIC PRESENT

Glen Keller, Nickole Byers, Kiedra Hickert, Ken Rahjes, and Travis Kohlrus.

CONSENT AGENDA

Council Member Devin Henderson moved to approve the consent agenda containing the Minutes from the Regular Meeting on April 7, 2025, Bills Ordinance #2211 and the March 2025 manual journal entries. Council Member Jolene Niernberger seconded the motion. Council approved the consent agenda 4-0.

PUBLIC COMMENTS

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

SPECIAL ORDER

General Government: Kansas State Representative

Mayor David McDaniel welcomed Kansas State Representative Ken Rahjes to the City of Ellis. Representative Rahjes expressed his appreciation to the City, noting he felt the April 1 town hall meeting was a success. He commended Ellis for its continued efforts in water preservation, emphasizing its vital role in supporting future development—remarking that without water, there is no opportunity for growth. Representative Rahjes thanked Council and remained for the rest of the meeting to stay informed.

General Government: Event Request Application

City Clerk Ashley Scheibler introduced Kiedra Hickert from the Ellis Cub Scouts Troop #115, who presented their Event Request Application to Council. Ms. Hickert shared that the Cub Scout program has been reinstated in Ellis, and they are planning to host an event at the Ellis Lakeside Campground on May 3, 2025, from 1 to 4 p.m. The event will feature a boat regatta, fishing activities, and other fun-filled activities for the scouts, their friends, and families. Council Member Jolene Niernberger moved to approve the Event Request Application for the use of the Ellis Lakeside Campground from the Ellis Cub Scouts #115 on May 3, 2025. Council Member Martin LaBarge seconded the motion. The motion carried 4-0.

Fire: Report

Fire Chief Dustin Vine presented his monthly report summarizing the Department's activities.

General Government: Land Acquisition Request

Travis Kohlrus asked Council to disregard his request as plans had changed. He thanked Council for their time. No further action was taken.

UNFINISHED BUSINESS

Street: Acquisition

Public Works Director Steve Homburg informed Council he needed to amend the previously agreed-upon invoice from CRAFCO. He explained he had not realized the number of pallets had been reduced from four to two. As a result, the City's full portion is \$3,150.00, rather than the previously agreed amount of \$1,575.00. Council Member Martin LaBarge moved to amend the previous motion to reflect the amount of \$3,150.00 for the purchase of two pallets of crack patch material from CRAFCO, with funds to come from the Capital Improvement - Streets fund. Council Member Devin Henderson seconded the motion. The motion carried 4-0.

NEW BUSINESS

Water: Acquisition

Public Works Director Steve Homburg presented a bid for electronic water meters. The City budgets funds each year to continue to replace the standard water meters. Electronic meters are more accurate and detect leaks faster than standard meters. Council Member Terry Zerfas moved to approve the purchase of electronic water meters from Metron-Farnier in the amount of \$35,486.82 with funds to come from the Water Depreciation Reserve fund. Council Member Martin LaBarge seconded the motion. The motion carried 4-0.

Pool: Acquisition

Public Works Director Steve Homburg presented quotes for swimming pool chemicals. Council Member Devin Henderson moved to approve the quote from Brenntag for the purchase of 12 Drums of sodium hypochlorite (\$3,202.00) and 2 Drums of calcium hypochlorite (\$550.00) for a total cost of \$3,752.00 with funds to come from the General – Swimming Pool fund. Council Member Jolene Niernberger seconded the motion. The motion carried 4-0.

Pool: Acquisition

Public Works Director Steve Homburg presented a quote for a robotic pool cleaner. Council Member Jolene Niernberger moved to approve the purchase of a robotic pool cleaner in the amount of \$897.00 with funds to come from the General – Swimming Pool Fund. Council Member Devin Henderson seconded the motion. The motion carried 4-0.

General Government: Financial

Council Member Devin Henderson moved to approve Resolution No. 620 authorizing City employees to use the City credit cards. Council Member Martin LaBarge seconded the motion. The motion carried 4-0.

REPORTS FROM CITY OFFICIALS

Public Works

Public Works Director Steve Homburg presented the Comparative Water Report for the period of December 10, 2024, to March 10, 2025. He then provided a department update to Council and requested authorization to advertise for a General Public Works Employee. Council Member Martin LaBarge moved to approve the opening of a position for a General Public Works Employee. Council Member Terry Zerfas seconded the motion. The motion carried 4-0.

Police

Police Chief Avery Smith presented the Mid-April Monthly Incident Report to Council. He also provided information on several upcoming events: Drug Take-Back Day will take place on April 26 at the Ellis Police Department from 10:00 a.m. to 2:00 p.m., and the Annual Bike Safety Course is scheduled for May 1 at Washington Grade School, with an additional session at St. Mary's on May 5.

Chief Smith reported he attended the Kansas Association of Chiefs conference in Mulvane on April 16, where he received the Silver Valor Award. He also noted that the Taurus has been picked up and is no longer in the City's possession. The City will receive a payment of \$4,840.00, less a 10% fee, resulting in a net amount of \$4,400.00.

City Clerk

City Clerk Ashley Scheibler provided her department update, highlighting the success of the Kansas Department of Commerce's "Community Cruise" event held at the Ellis Lakeside

Campground. She reported the first TNR trapping was successful, with four cats taken to Big Creek Veterinary Clinic for services before being released back to their designated areas. The next TNR appointments are scheduled for April 23 and May 1.

Ms. Scheibler also updated Council on the 2nd Street Project, noting the City is still waiting to hear whether it has been awarded the KDOT Cost Share Grant. Next steps will be determined once notification is received. Additionally, letters and flyers have been distributed to business owners within the survey area for the Historical Downtown Ellis survey process. She reminded Council that the public forum with Hernly Associates, Inc. is scheduled for Tuesday, May 6 at 6:30 p.m. at City Hall.

Attorney

City Attorney Olavee Raub provided an update on the Trego Well Line Project, several additional easements have been prepared and are ready to be sent. She also reported on the Booster Pump Station project, stating that, with assistance from City Clerk Ashley Scheibler, the necessary deed information for the required easement was obtained and submitted to Wilson and Company. She will continue working on the matter and provide further updates at the next Council meeting.

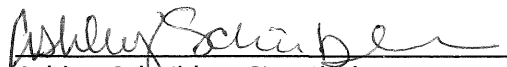
Mayor Update and Announcements

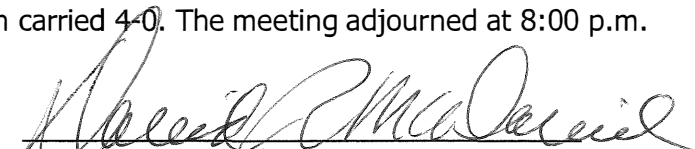
Mayor McDaniel announced the Ellis County Road Tour is scheduled for April 30 at 9:00 a.m., with the group meeting at the old high school parking lot before visiting the 10th Street bridge. He emphasized the importance of having all Council Members and residents in attendance to ask questions and ensure the City's concerns about repairs and reconstruction are communicated and acknowledged.

EXECUTIVE SESSIONS

ADJOURNMENT

Council Member Martin LaBarge moved, and Council Member Devin Henderson seconded the motion to adjourn the meeting. The motion carried 4-0. The meeting adjourned at 8:00 p.m.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
May 5, 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 Steve Homburg, City Clerk Ashley Scheibler, Assistant City Clerk Verda Flinn, and City Attorney Olavee Raub. Police Chief Avery Smith attended via Zoom.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

Mayor David McDaniel called for an executive session at the request of City Attorney Olavee Raub. City Clerk Ashley Scheibler also presented an updated change order from PWC, Inc. and Mountain West Precast related to the Campground Project.

PUBLIC PRESENT

Glen Keller, Neal Younger, Adam Pray, Aaron Brady, and Kelsey Smith.

CONSENT AGENDA

Council member Martin LaBarge moved to approve the consent agenda containing the Minutes from the Regular Meeting on April 21, 2025, and Bills Ordinance #2212. Council member John Walz seconded the motion. Council approved the consent agenda 6-0.

PUBLIC COMMENTS

Kelsey Smith addressed Council regarding the City's Trap-Neuter-Return (TNR) program. She asked Council to consider alternative approaches for managing the cat population in Ellis. Smith expressed concern that once stray cats are trapped, they are returned to her neighborhood, which she opposes. She stated the presence of cats is problematic for her dog, which becomes agitated by strays in the area. Additionally, she noted that if she allowed her dog to roam freely, it would likely be picked up and taken to the pound. Smith questioned why stray cats are allowed to be fixed and then released back into the community to roam freely.

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

Clerk: Proclamation

Mayor David McDaniel read a proclamation in observance of the 56th Annual Professional Municipal Clerks Week from May 4 - 10, 2025.

Police: Proclamation

Mayor David McDaniel read a proclamation in observance of National Police Week from May 11 – 17, 2025.

SPECIAL ORDER

General Government: Event Request Application

City Clerk Ashley Scheibler presented an Event Request Application from the Flying Bison Disc Golf Club seeking approval to use the Sky Vu Disc Golf Course at Creekside Park on August 2, 2025, for a disc golf tournament. Council member Dava Gaschler moved to approve the Event Request Application for the use of Creekside Park from the Flying Bison Disc Golf Club on August 2, 2025. Council member Devin Henderson seconded the motion. The motion carried 6-0.

General Government: License/Permit

Council member Devin Henderson moved to approve the Noise Permit Application for the Ellis Golf Club for the alumni event on May 23, 2025. Council member John Walz seconded the motion. The motion carried 6-0.

Water: License/Permit

Council member John Walz moved to approve the Commercial Water Usage Application for the Ellis Golf Club from May 1, 2025 – September 1, 2025. Council member Martin LaBarge seconded the motion. The motion carried 6-0. The permit allows the Ellis Golf Club to use water to cool down the putting greens during the prohibited watering hours of noon – 7:00 p.m.

Police

Police Chief Avery Smith presented the April Monthly Incident Report to Council. He also reported that Drug Take Back Day was a success, with 60 pounds of unwanted or expired prescription and over-the-counter medications collected, some of which had been gathered throughout the year, including donations from community members clearing out medications from deceased family members. Additionally, the annual bike safety course was well received, providing students with valuable instruction on pedestrian safety and the importance of following roadway regulations while biking or using motorized scooters.

UNFINISHED BUSINESS

Streets & Sidewalks: Repair/Maintenance

City Clerk Ashley Scheibler shared her recommendation to remove individual fees from program applications and instead list all fees exclusively on the Council approved fee schedule. She presented revised applications for the Turf/Xeriscaping Program and the Sidewalk Replacement Program reflecting this change. Council member Dava Gaschler moved to approve the adopted changes to the updated applications. Council member Devin Henderson seconded the motion. The motion carried 6-0. Council directed City Clerk Ashley Scheibler to update the fee schedule accordingly and present the revised Resolution at the next Council meeting.

NEW BUSINESS

Campground: Special Project

Aaron Brady of Driggs Design Group, P.A., presented a change order outlining additional costs related to electrical upgrades, as well as the added expense for installing internal floor drains and connecting them to the sanitary sewer system. Council member Dava Gaschler moved to approve the change order with PWC, Inc. in the amount of \$12,479.75 and to approve the change order from Mountain West Precast for a decrease of \$4,345.00 with funds to come from the Ellis Campground Fund. Council member Devin Henderson seconded the motion. The motion carried 5-1, with Council member Terry Zerfas voting opposed.

General Government: Special Project

City Clerk Ashley Scheibler reviewed the TNR program with Council. Following the discussion, Council requested she incorporate the proposed revisions and present the updated program for approval at the next Council meeting.

General Government: Training

City Clerk Ashley Scheibler and Assistant City Clerk Verda Flinn provided an update on the Kansas Infrastructure Hub event held in Lindsborg on April 23. They gained valuable insight into current state and federal grant opportunities and discussed potential funding avenues to help alleviate the financial burden of the 10th Street Bridge repairs. They plan to coordinate with Public Works Director, Brendan Mackay, of Ellis County in an effort to pursue collaborative funding support for the project. Additionally, they met with representatives from the Kansas Water Office to discuss Phase II requirements for the Water Project Grant, which will support the Booster Pump Station. They emphasized to Council the importance of completing the easement and technical assistance components to remain eligible for the upcoming grant cycle, which opens in July.

Streets: Repair/Maintenance

Mayor David McDaniel provided an update on the Road Tour meeting with Ellis County Commissioners held on April 30. He noted the discussions were productive and asked for Council's input on how to move forward with repairs to the 10th Street Bridge. Council directed City Clerk Ashley Scheibler to draft a letter to the Ellis County Commissioners outlining the City's formal requests. These include a complete bridge replacement featuring adequate driving lanes

and a 6-foot, non-elevated walkway with a barrier on the south side to ensure safe pedestrian crossing.

General Government – Contract

Council member Dava Gaschler moved to approve the contract with Blue Valley Public Safety, Inc, for the 2026 Annual Siren Preventative Maintenance in the amount of \$740.00, with funds to come from the General – General Government fund. Council member Jolene Niernberger seconded the motion. The motion carried 6-0.

General Government – Contract

City Clerk Ashley Scheibler presented the general insurance proposal to Council for the Ellis Arts and Historical Society Building. She stated that a hand check had been sent to satisfy the premium before the renewal deadline. She also informed Council, based on guidance from the City's insurance agent, it would be beneficial to submit a claim on the roof before long. Council member John Walz moved to ratify the payment for the 2025-26 general insurance policy with Nationwide for the Ellis Arts and Historical Society Building in the amount of \$12,446.00 with funds to come from the General Government – Insurance fund. Council member Jolene Niernberger seconded the motion. The motion carried 6-0. Council member John Walz moved to approve City Clerk Ashley Scheibler to submit an insurance claim to Nationwide for the repairs to the Ellis Arts and Historical Society Building roof. Council member Devin Henderson seconded the motion. The motion carried 6-0.

REPORTS FROM CITY OFFICIALS

Public Works

Public Works Director Steve Homburg provided his department update to Council.

City Clerk

City Clerk Ashley Scheibler provided her department update along with the minutes from the PCBZA and Cemetery Committee meetings. She also gave a status report on several ongoing projects, including the West 2nd Street Project, Booster Pump Station, Trego Well Water Line Project, Historical District Project, and the Campground Project. She reminded Council the public forum with Hernly Associates, Inc. is scheduled for Tuesday, May 6 at 6:30 p.m. at City Hall. Additionally, she noted AdamsBrown will present their audit review at the June 16 Council meeting.

Attorney

City Attorney Olavee Raub provided an update on the Trego Well Water Line Project in the form of a memorandum for Council's review. She also requested permission to attend the City Attorney's Association of Kansas (CAAK) conference in Topeka on June 13. Council member John Walz moved to approve that City Attorney Olavee Raub attend the CAAK conference. Council Member Jolene Niernberger seconded the motion. The motion carried 6-0.


Mayor Update and Announcements

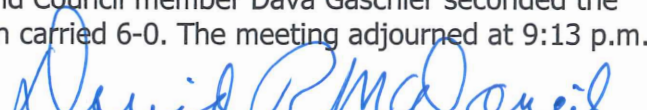
EXECUTIVE SESSIONS

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 the City Council to recess into executive session to discuss the status of easements pursuant to the attorney-client privilege exception, K.S.A. 75-4319 (b)(2), with City Attorney Olavee Raub present. The open meeting will resume at 9:12 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 Dava Gaschler seconded the motion to adjourn the meeting. The motion carried 6-0. The meeting adjourned at 9:13 p.m.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
SPECIAL MEETING
Minutes
May 6, 2025**

CALL TO ORDER

Mayor David McDaniel called the special meeting to order at 6:30 p.m. Present were Council Members Devin Henderson, Martin LaBarge, Jolene Niernberger, Terry Zerfas, John Walz, and Dava Gaschler. Also present were Public Works Foreman Steve Homburg, City Clerk Ashley Scheibler, and Assistant City Clerk Verda Flinn.

PLEDGE OF ALLEGIANCE

PUBLIC PRESENT

Dawn Schmidt, Greg Schmidt, Adam Pray, James Housley, Sharon Wendell, Guy Windholz, Chris Johnson, Stephanie Johnson, Rene Norris, Patricia Norris, Melanie Armbruster, Mark Karlin, Bernice Karlin, Janice Wilson, Glen Keller, Nathan Cox, Pauleen Edmonds, Collin Pritchett, Linda Pfeifer, Nickole Byers, Travis Kohlrus, Mark Polifka, Karin Polifka, Cheryl Kinderknecht, Allen Weber, and Allie Cassity.

PURPOSE OF SPECIAL MEETING

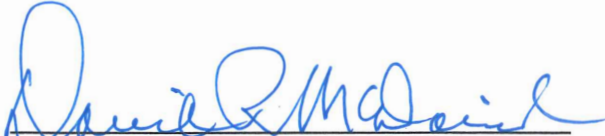
Mayor David McDaniel stated the purpose of the special meeting was for the public meeting for the Historical Downtown Survey Presentation by Hernly Associates, Inc.

General Government: Special Project

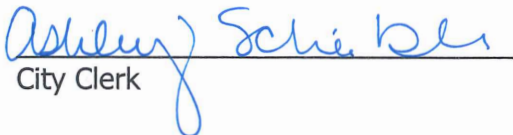
City Clerk Ashley Scheibler informed attendees the City has contracted with Stan Hernly and his team at Hernly Associates, Inc. to explore options for preserving Ellis' historic character. She introduced Stan Hernly, who gave a presentation outlining the survey process, its benefits, and answered questions from both Council and the public. Assistant City Clerk Verda Flinn added that this survey is Phase I of a two-part plan. Once the survey is complete, the data and photographs will be uploaded to the Kansas Historic Resources Inventory. From there, the State Historic Preservation Office will review the materials to determine whether the surveyed area qualifies for designation as a historic district. Phase II would involve the nomination process, which requires the consent of a majority of property owners. With that consent, the nomination would go before the Kansas Historic Sites Board of Review. If approved, it would then be sent to the National Register Office in Washington, D.C. for final review and designation. With no further questions, Mayor David McDaniel thanked the residents and business owners for attending.

ADJOURNMENT

Council member Dava Gaschler moved, and Council member Martin LaBarge seconded a motion to adjourn the meeting. The motion carried 6-0. The meeting adjourned at 7:42 p.m.



Mayor



City Clerk

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
May 19, 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. Also present were Public Works Director Steve Homburg, Police Chief Avery Smith, Fire Chief Dustin Vine, City Clerk Ashley Scheibler, and Assistant City Clerk Verda Flinn. Council members John Walz and Martin LaBarge, and City Attorney Olavee Raub were absent.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

PUBLIC PRESENT

Sarah Wasinger, Lori Miller, Karen Day, Kathy Long, Alicia Flower, Nickole Byers, Michael Berges, Glen Keller, and Doug Goetz.

CONSENT AGENDA

Council member Devin Henderson moved to approve the consent agenda containing the Minutes from the Regular Meeting on May 5, 2025, Special Meeting Minutes from May 6, 2025, and Bills Ordinance #2213. Council member Jolene Niernberger seconded the motion. Council approved the consent agenda 4-0.

PUBLIC COMMENTS

Alicia Flowers, Director of the Ellis Alliance, informed Council they will be hosting an open house to showcase their Ellis Media Project on May 24, 2025, from 9:00 a.m. to 12:00 p.m. She shared, with support from the Kansas Travel and Tourism Department and the Community Foundation of Ellis, this long-time dream has become a reality.

Michael Berges, Ellis County Commissioner, notified Council the Ellis County Commission will be discussing their continued bridge discussion on May 20, 2025 at 8:30 a.m.

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

Public Works: Proclamation

Mayor David McDaniel read a proclamation in observance of the 65th Annual National Public Works Week from May 18 – 24, 2025.

General Government: Financial – Budget Request

Sarah Wasinger, President of the Chamber of Hays, presented a publication guide for Hays, Victoria, and Ellis County. The Chamber of Hays is offering the City of Ellis a two-page layout to promote the community at a discounted price of \$3,200 (20% off). A \$360 Chamber of Hays membership fee and a one-time \$25 setup charge are also required. Council took no action and will consider the request during budget preparation.

General Government: Financial – Budget Request

Karen Day, Director of the Walter P. Chrysler Boyhood Home & Museum, presented their 2026 budget request. Ms. Day thanked Council for their dedicated years of support and sustainability. She mentioned the 1924 Chrysler Six is up and running and will be in the Annual Alumni Parade. The Chrysler Board requests consideration in the amount of \$15,000.00 from the City in the 2026 budget. Council took no action and will consider the request during budget preparation.

SPECIAL ORDER

Personnel: Benefits

Lori Miller, Heartland Retirement & Benefits Consulting, presented the 2025 renewal of the City employees' health insurance policies. Ms. Miller explained the City has a proprietary health insurance plan whereby a high-deductible plan is purchased, and then the savings realized from

that plan fund the underlying employee claims. Even though the City qualifies for a level-funded high-deductible plan with Blue Cross Blue Shield, the plan premiums increased by 75.13%. The premiums for the Blue Cross Blue Shield dental plan increased by 6.10%. There are no increases to the premiums for the Vision Care Direct plan or the Advance Life Insurance plan. Ms. Miller explained, based on the City's employee health pool, the most advantageous underwritten option for both the City and its employees would be the Blue Cross Blue Shield Bronze plan.

Jeremy McGuire of Blue Cross and Blue Shield addressed Council regarding the premium increase for the 2025 renewal period. He explained a significant claim filed in March resulted in the City being removed from its previously enrolled level-funded plan. He recommended the City move forward with purchasing the Blue Cross Blue Shield Bronze plan for employee health coverage. Council took no action and will consider the healthcare options at the next Council meeting.

Fire: Report

Fire Chief Dustin Vine presented his monthly report summarizing the Department's activities.

UNFINISHED BUSINESS

General Government: Licenses/Permits

City Clerk Ashley Scheibler presented Council with the updated fee schedule, which now includes application fees for both the Turf/Xeriscaping Program and the Sidewalk Replacement Program. Council member Dava Gaschler moved to approve Resolution No. 621 as presented. Council member Jolene Niernberger seconded the motion. The motion carried 4-0.

General Government: Special Project

City Clerk Ashley Scheibler presented the updated TNR policy to Council for review. Council member Terry Zervas moved to approve the TNR policy as presented. Council member Devin Henderson seconded the motion. The motion carried 3-1. Council member Dava Gaschler voting opposed.

NEW BUSINESS

General Government: Policy

Council member Devin Henderson moved to approve Resolution No. 622 designating July 3rd and 4th from 9:00 a.m. to midnight as permitted dates and hours to discharge fireworks for 2025. Council member Terry Zervas seconded the motion. The motion carried 4-0.

General Government: Contract

City Clerk Ashley Scheibler updated Council on the Ellis Arts and Historical Society building, noting Stan Hernly with Hernly Associates, Inc. offered valuable guidance regarding State Historic Preservation requirements for roof replacement. Ms. Scheibler will continue coordinating with the insurance company and the Ellis Arts and Historical Society to file a claim and explore options for installing a sustainable new roof.

Water: Special Project

Doug Goetz of Wilson and Company, along with Assistant City Clerk Verda Flinn, informed Council about the presentation they recently shared with the USD 388 School Board regarding the proposed Booster Pump Station on the south hill. The School Board has agreed to allow the City to install the station near the south entrance. Doug noted Wilson and Company will continue working with the School Board to establish a formal easement and move the project forward. Once the City completes the technical assistance portion of the project, it will be eligible to apply for Phase II of the Kansas Water Office Grant Opportunity.

REPORTS FROM CITY OFFICIALS

Public Works

Public Works Director Steve Homburg presented the Comparative Water Report for the period of March 10 to April 10. Mr. Homburg also provided his department update to Council.

Police

Police Chief Avery Smith presented the Mid-Month Incident Report for May and his Department report. Chief Smith also informed Council he was approached with a request to reopen the road below the dam to allow vehicle access to both sides. Council chose to take no action on the matter. He asked Council's guidance on handling wild animals within the City. Council advised the Ellis Police Department to use their best judgment and continue operations as usual.

City Clerk

City Clerk Ashley Scheibler provided her department update, expressing appreciation for the strong community support shown for the Historical Downtown District Project, noting it was wonderful to see the Council room so full. She also reported on the Campground Project, stating the City is still waiting on parts needed to complete the electrical and plumbing connections in the bathhouse. Given no delays in materials, it is expected to be functional within 1-2 weeks. Additionally, she mentioned that one of the final steps in closing out the CDBG grant is planting grass around the playground area, a task currently being coordinated by Public Works Director Steve Homburg.

Attorney

Mayor McDaniel informed Council based on guidance from City Attorney Olavee Raub, Public Works Director Steve Homburg will assist with the easement process for the Trego Well Water Line Project in an effort to advance the project and make meaningful progress.

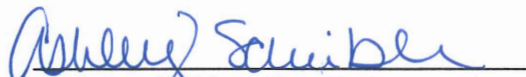
Mayor Update and Announcements

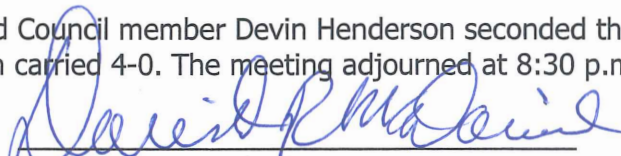
Mayor McDaniel updated Council on the Cemetery Wall reconstruction project, noting while discussions initially began last May and had since stalled, the project is now back on track. Public Works Director Steve Homburg had a company assess the wall and is awaiting a repair estimate. He hopes to have an update by the next Council meeting.

EXECUTIVE SESSIONS

ADJOURNMENT

Council member Dava Gaschler moved, and Council member Devin Henderson seconded the motion to adjourn the meeting. The motion carried 4-0. The meeting adjourned at 8:30 p.m.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
June 2, 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, John Walz, Jolene Niernberger, Martin LaBarge, and Terry Zerfas. Also present were Public Works Director Steve Homburg, Police Chief Avery Smith, and City Clerk Ashley Scheibler. City Attorney Olavee Raub attended via Zoom.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

Mayor David McDaniel requested an Executive Session for Non-elected Personnel Matter Exception, *K.S.A. 75-4319 (b)(1)* and an Executive Session for Matters Relating to Security Measures Provision Exception, *K.S.A. 75-4319 (b)(12)*.

PUBLIC PRESENT

Glen Keller, Jennifer Hecker, David Clingen, and Pauleen Edmonds.

CONSENT AGENDA

Council member Martin LaBarge moved to approve the consent agenda containing the Minutes from the Regular Meeting on May 19, 2025, and Bills Ordinance #2214. Council member John Walz seconded the motion. Council approved the consent agenda 6-0.

PUBLIC COMMENTS

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

General Government: Financial – Budget Request

Jennifer Hecker, Executive Director with Options – Domestic and Sexual Violence Services, provided information regarding the specialized services and programs Options provides. The organization requests consideration of funding in the amount of \$2,500.00 from the City through the 2026 Budget. Council took no action and will consider the request during budget preparation.

SPECIAL ORDER

Park: Special Project

Pauleen Edmonds, President of the Community Foundation of Ellis, presented Council with an image of a piece of playground equipment resembling a playhouse train that had been removed from the original Ellis Lakeside Playground project due to budget constraints. She noted the final design intentionally left space for this feature to be added in the future. The estimated cost of equipment is approximately \$12,000. With support from the Community Foundation of Ellis, she asked Council to consider allowing the project to be included in their Match Month initiative with the Patterson Family Foundation. Council member John Walz moved to approve the partnership with the Community Foundation of Ellis for participation in their Match Month initiative. Council member Dava Gaschler seconded the motion. The motion carried 6-0.

UNFINISHED BUSINESS

General Government: Special Project

City Clerk Ashley Scheibler informed Council there are currently no volunteers remaining for the TNR program. Council discussed the future of the program and directed Police Chief Avery Smith to compile 2024 data on the number of dogs at large, animal control-related service calls, and the number of cats processed through the TNR program. This information will be reviewed at the next meeting to help Council determine an appropriate course of action.

Personnel: Benefits

City Clerk Ashley Scheibler asked Council to review the City's health insurance benefits as presented at the May 19, 2025, meeting. Following further discussion, Council agreed to table the discussion until additional clarification could be obtained from Lori Miller, Heartland Retirement & Benefits Consulting, and Jeremy McGuire, Blue Cross and Blue Shield of Kansas.

NEW BUSINESS

General Government: License/Permit

Council member Dava Gaschler moved to approve the Fireworks Permit Applications for the Ellis Baptist Church at 808 Washington Street, and the Ellis Softball and Baseball Association at the Ellis County Fairgrounds, contingent on submission of proper proof of liability insurance. Council member Devin Henderson seconded the motion. The motion carried 6-0.

REPORTS FROM CITY OFFICIALS

Public Works

Public Works Director Steve Homburg informed Council he hired Tabasco McClung to fill the General Public Works position, effective June 2, 2025. He also presented his department update to Council.

Police

Police Chief Avery Smith informed Council he hired a certified officer to fill one of his open positions. He also presented the Monthly Incident Report for May and his Department report.

City Clerk

City Clerk Ashley Scheibler presented the Health Insurance Savings Report for April and her department update.

Attorney

City Attorney Olavee Raub provided Council with an update on the Trego Well Water Line Project. She, along with Mayor McDaniel and Public Works Director Steve Homburg, reviewed the remaining tracts still pending easement acquisition. Mayor McDaniel and Steve were assigned to follow up with the respective property owners. In the meantime, she has been fielding calls and sending out letters to keep the process moving forward.

City Clerk Ashley Scheibler provided an update on the Booster Pump Station, noting the City has been working with the Ellis County Register of Deeds to obtain platting information for the site. That effort was unsuccessful, and the next step is to reach out to USD 388 to request additional information needed to finalize the utility easement between the City and School District.

Mayor Update and Announcements

Mayor David McDaniel requested Council's input on establishing a "Public Input and Conversations" forum to be held once a quarter on the second Saturday of each month at City Hall. The forum would provide an opportunity for residents to share their thoughts with rotating members of Council. Council expressed support for the idea, and Mayor McDaniel will prepare a proposed format for Council to review at the next meeting.

Mayor McDaniel presented the 2025 Roster of Appointments for Council's consideration, noting the ongoing challenges in securing volunteers for the various committees. He requested Council's approval of the roster as presented. Council member John Walz moved to approve the Roster of Appointments as presented. Council member Jolene Niernberger seconded the motion. The motion carried 6-0.

EXECUTIVE SESSION

Mayor David McDaniel asked for a motion to recess into executive session at the request of Police Chief Avery Smith. Council member Dava Gaschler moved for City Council to recess into executive session to discuss staffing 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 present. The open meeting will resume at 8:04 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.

POST EXECUTIVE SESSION

Council member John Walz moved to approve the hiring of a Police Department officer, as recommended by Police Chief Avery Smith, at a rate of \$23.50 per hour. Council member Jolene Niernberger seconded the motion. The motion carried 6-0.

EXECUTIVE SESSION

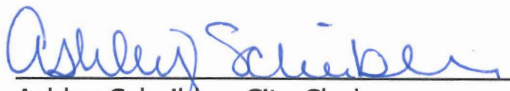
Mayor David McDaniel asked for a motion to recess into executive session at the request of City Clerk Ashley Scheibler. Council member Dava Gaschler moved for City Council to recess into executive session to discuss City Technology pursuant to matters relating to security measures provision exception, K.S.A. 75-4319 (b)(12), with City Attorney Olavee Raub, Police Chief Avery Smith, Public Works Director Steve Homburg and City Clerk Ashley Scheibler present. The open meeting will resume at 8:22 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.

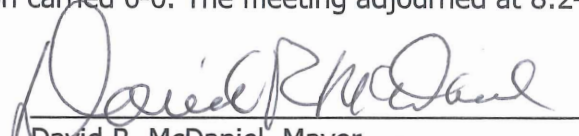
POST EXECUTIVE SESSION

Council member John Walz moved to direct City Clerk Ashley Scheibler to contact TreeTop Security and secure a contract for services. Council member Devin Henderson seconded the motion. The motion carried 6-0.

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 8:24 p.m.


Ashley Scheibler, City Clerk


David R. McDaniel, Mayor

**ELLIS CITY COUNCIL
SPECIAL MEETING
Minutes
June 9, 2025**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

PUBLIC PRESENT

Lori Miller and Jeremy McGuire.

PURPOSE OF SPECIAL MEETING


Mayor David McDaniel stated the purpose of the special meeting was to consider the Approval of Renewal of Employee Health Insurance Policies.

Personnel: Benefits


City Clerk Ashley Scheibler introduced Lori Miller of Heartland Retirement Consulting and Jeremy McGuire of Blue Cross Blue Shield of Kansas to Council. She explained, in response to additional questions from Council, both Lori and Jeremy made time to attend the meeting and address any concerns regarding the City of Ellis employee health policy renewal. Lori reviewed the available plan options, discussed the premium rate increases, and emphasized key feasibility factors the Council should consider when selecting the 2025 Health Renewal policies. Council member Dava Gaschler moved to approve the employee's health and dental insurance plans with Blue Cross & Blue Shield, the employee's vision plan with Vision Care Direct, and the employee's life insurance plan with Advance Insurance Company of Kansas, all for the period July 1, 2025 – June 30, 2026. Council member John Walz seconded the motion. The motion carried 5-0.

ADJOURNMENT

Council member Devin Henderson moved, and Council member Terry Zerfas seconded a motion to adjourn the meeting. The motion carried 5-0. The meeting adjourned at 6:58 p.m.



Mayor



City Clerk

**ELLIS CITY COUNCIL
REGULAR MEETING
Minutes
June 16, 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, John Walz, Jolene Niernberger, Martin LaBarge, and Terry Zerfas. Also present were City Attorney Olavee Raub, Public Works Director Steve Homburg, Police Chief Avery Smith, Fire Chief Dustin Vine, Assistant City Clerk Verda Flinn, and City Clerk Ashley Scheibler.

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

City Attorney Olavee Raub requested an Executive Session for Acquisition of Real Property Exception, *K.S.A. 75-4319 (b)(6)*.

City Clerk Ashley Scheibler clarified the discussion on the OPI invoice would be for ratification rather than approval.

Police Chief Avery Smith requested the discussion on the TNR program be tabled until the next meeting, as the necessary documentation was not obtained as expected.

PUBLIC PRESENT

Sarah Meitner, Pauleen Edmonds, Glen Keller, Daniel Pyle, David Clingan, Tricia Pritchett, Becky Stites, Susan Molstad, Chris Feldt, Tracy Andrews, Alicia Flower, Jaden Flower, Ben Bencze, and Tim Moore.

CONSENT AGENDA

Council member John Walz moved to approve the consent agenda containing the Minutes from the Regular Meeting on June 2, 2025, Special Meeting on June 9, 2025, and Bills Ordinance #2215. Council member Jolene Niernberger seconded the motion. Council approved the consent agenda 6-0.

PUBLIC COMMENTS

Jaden Flower introduced himself as the new officer for the Ellis Police Department effective June 9, 2025.

Tim Moore addressed Council to express his and his wife's interest in volunteering for the City of Ellis TNR Program, noting that together they have over three years of experience in animal rescue. Council asked him to attend the next meeting, where further discussion on the program will take place.

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

General Government: Financial – Budget Request

Pauleen Edmonds, President of the Community Foundation of Ellis, requested consideration of \$12,000.00 in the City's 2026 budget. The Foundation's mission is to enhance the quality of life for Ellis residents through giving. Council took no action and will consider the request during budget preparation.

Ms. Edmonds also asked Council to consider waiving the water tap fee for the installation of a water hydrant and water meter associated with the new Creekside Park Shelter. Council member Dava Gaschler moved to approve waiving the water tap fee for the Creekside Park Shelter. Council member Devin Henderson seconded the motion. The motion carried 6-0.

Ms. Edmonds mentioned that a teen-led project, sponsored by the Youth Action Council at the Heartland Community Foundation, requested Council's approval to participate in the celebration of the 70th anniversary of the Ellis County bison pen. As part of the event, Ellis County plans to distribute up to 25 life-size fiberglass bison statues to be displayed throughout the county, each painted to reflect the heritage, pride, and history of the community. Council member Martin

LaBarge moved to approve the Community Foundation of Ellis to collaborate with the Campground Committee to install a life-size fiberglass bison statue at the Ellis Lakeside Campground. Council member Dava Gaschler seconded the motion. The motion carried 6-0.

General Government: Financial – Budget Request

Tracey Andrews, Director of the Ellis Public Library, presented the Library's 2026 budget request of four mills of the assessed valuation, \$2,500.00 for employee benefits, \$2,500.00 for programming/project funding, \$2,000.00 for personnel, \$5,000.00 for capital improvements, and \$5,000 for legal fees. Council took no action and will consider the request during budget preparation.

General Government: Financial – Budget Request

Dan Pyle presented the Ellis Recreation Commission's 2026 Budget Request. The Commission requests \$10,000.00 to help support the renovation and ongoing upkeep of City-owned ball fields. Council took no action and will consider the Commission's request during budget preparation.

General Government: Financial – Budget Request

Alicia Flower, Director of the Ellis Alliance, requested consideration of \$10,000.00 in the City's 2026 budget. The Alliance's mission is success through cooperation. Member organizations include the Ellis Area Chamber of Commerce, the Community Foundation of Ellis, and the Ellis Development Corporation. Council took no action and will consider the request during budget preparation.

General Government: Financial – Budget Request

Sarah Meitner, Executive Director of the Heartland Community Foundation, asked Council to consider participating in the upcoming Match Month initiative. The Dane G. Hansen Foundation has pledged a \$2-to-\$1 match for all contributions made during February 2026. Since 2018, the Heartland Community Foundation has awarded \$112,017 in grants to the Ellis community, supporting projects aimed at improving the quality of life for local residents. Council took no action and will consider the request during budget preparation.

SPECIAL ORDER

General Government: Financial

Kim Bollig and Jami Benyshek, Adams Brown LLC, presented the 2024 Agreed Upon Procedure reports for the Community Foundation of Ellis, Ellis Alliance, Ellis Railroad Museum, and the Chrysler Boyhood Home and Museum. The Community Foundation of Ellis had two exceptions involving understated revenue and cash balances, along with delayed recording of accrued interest. The Ellis Alliance had two exceptions due to duplicate expenditures being recorded twice and inaccuracies within the payroll liability accounts. The Ellis Railroad Museum had two exceptions noted regarding bank reconciliations, along with inaccurate payroll recordkeeping and delayed payroll tax reporting, which resulted in accrued tax penalties. The Chrysler Boyhood Home and Museum had one exception noting inaccurate payroll recordkeeping, and the amounts withheld from employees' paychecks did not align with the calculated amounts based on their submitted K-4 and W-4 forms.

Auditor Kim Bollig continued by reviewing the City's 2024 audit report. The City had no audit findings and received an unmodified opinion, meaning that the 2024 financial statements are fairly stated in all material respects. There were also no statutory violations noted. The audit report also includes the Ellis Public Library. The Library had one finding in reference to encumbrances. The audit report will be considered for approval at the next Council meeting.

Fire Department: Report

Fire Chief Dustin Vine submitted his monthly report for review.

UNFINISHED BUSINESS

General Government: Special Project

Council member Dava Gaschler moved to approve Resolution No. 623, scheduling the condemnation hearing for 109 E 9th on August 4, 2025, at 7:30 p.m. Council member John Walz seconded the motion. The motion carried 6-0.

General Government: Acquisition

City Clerk Ashley Scheibler presented Council with a contract from TreeTop Security for technical assistance and cybersecurity support. Based on the nature of the services, which should not be discussed in open session, Council member Jolene Niernberger moved to make an exception from the purchasing policy that indicates a bidding process, and to approve the contract for cybersecurity services and system upgrades from TreeTop Security in the amount of \$39,671.00 as an upfront cost and a monthly obligation of \$1,832.00 with funds coming from the Special Machinery, General, Water, Sewer, Sanitation and Campground fund. Council member Dava Gaschler seconded the motion. The motion carried 5-1. Council member Terry Zervas voting opposed.

NEW BUSINESS

Special Machinery: Acquisition

Public Works Director Steve Homburg presented three bids for a new mower for the Parks Department. Council member John Walz moved to approve the bid from Carrico Implement for a 2025 John Deere Z315E ZTrak mower in the amount of \$3,700.94 with funds to come from Special Machinery. Council member Martin LaBarge seconded the motion. The motion carried 5-1. Council member Terry Zervas voting opposed.

Campground: Special Project

Assistant City Clerk Verda Flinn presented the fourth pay application request for the Community Development Block Grant Campground Improvement Project. Council member Devin Henderson moved to approve Request #4 for Payment of CDBG Funds in the amount of \$7,859.10 payable to Playscape Recreation coming from the CDBG grant 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 John Walz seconded the motion. The motion carried 6-0.

Special Highway: Acquisition

Police Chief Avery Smith presented Council with an invoice for engraved tags for both UTV/ATV and Golf Carts. Council member John Walz moved to ratify the invoice from OPI in the amount of \$3,100.00 with funds to come from the Special Highway fund. Council member Devin Henderson seconded the motion. The motion carried 6-0.

Public Works: License/Permit

Dean E. Norris Inc., Wichita, Kansas, has not maintained a valid general liability insurance policy for their contractor's license, as required by City Code. Public Works Director Steve Homburg has recommended revocation of their contractor's license since the contractor has not responded to the City's requests for proof of valid liability insurance. Council member Dava Gaschler moved to revoke the City License for Plumbing with Gas Contractor and Mechanical Contractor for Dean E. Norris Inc., Wichita, Kansas, effective immediately. Council member Devin Henderson seconded the motion. The motion carried 6-0.

Public Works: License/Permit

Tutak Roofing LLC., St. John, Kansas, has not maintained a valid general liability insurance policy for their contractor's license, as required by City Code. Public Works Director Steve Homburg has recommended revocation of their contractor's license since the contractor has not responded to the City's requests for proof of valid liability insurance. Council member Dava Gaschler moved to revoke the City License for Roofing – Limited Contractor for Tutak Roofing LLC., St. John, Kansas, effective immediately. Council member Devin Henderson seconded the motion. The motion carried 6-0.

REPORTS FROM CITY OFFICIALS

Public Works

Public Works Director Steve Homburg presented his department update.

Police

Police Chief Avery Smith presented the Mid-Month Incident Report for June and his Department report.

City Clerk

City Clerk Ashley Scheibler presented the Health Insurance Savings Report for May, the April Financial Statements, and her department update. She asked Council to consider the Annual Free Swim Day on July 4, 2025, for all patrons. Council member John Walz moved to approve the free swim day on July 4, 2025. Council member Jolene Niernberger seconded the motion. The motion carried 6-0.

Ms. Scheibler also announced the Ellis Jr. Free Fair will sponsor a Free Swim Day on July 22, 2025, to kick off the fair's activities. Additionally, she requested Council approval to close the pool on July 26, 2025, so that staff may attend the fair festivities. Council member Devin Henderson moved to approve closing the pool on July 26, 2025, due to the Ellis Jr. Free Fair events. Council member Martin LaBarge seconded the motion. The motion carried 6-0.

Finally, Ms. Scheibler reported the last scheduled day of the 2025 pool season will be August 10.

Attorney

City Attorney Olavee Raub informed Council she has been working with Wilson and Company to draft an easement for the Booster Pump Station. She anticipates finalizing it within the week, after which it will be ready for presentation to the USD 388 School Board. Ms. Raub mentioned she would touch on the progress made to the Trego Well Line Project during Executive Session.

Mayor Update and Announcements

Mayor McDaniel requested Assistant City Clerk Verda Flinn provide an update on the Campground Project, Booster Pump Station, Trego Well Water Project, and 2nd Street Project.

EXECUTIVE SESSION

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 easement acquisition pursuant to the acquisition of real property exception, K.S.A. 75-4319 (b)(6), with City Attorney Olavee Raub, and Public Works Director Steve Homburg present. The open meeting will resume at 8:48 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.

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 8:48 p.m.

David R. McDaniel, Mayor

Ashley Scheibler, City Clerk