



CITY OF COUNCIL GROVE · 205 UNION STREET · PO BOX 313  
COUNCIL GROVE, KS 66846 · 620-767-5417 · COUNCILGROVE.COM

**City Council Agenda  
December 19, 2023  
5:30 P.M. - City Hall**

WELCOME AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

PUBLIC COMMENT PERIOD

Items not already on the agenda may be brought before the Governing Body. People must sign in to be eligible. (**Three-minute maximum time limit**). After three minutes, items will then be voted on to see whether to place the item on the next agenda.

CONSENT AGENDA:

- Minutes from the Previous meeting: Pages 2 – 3
- Appropriations:
- Cabin Transfers: N/A
- License Renewal to sale Cereal Malt Beverages on premise Pages 4 – 8
  - Saddlerock Café
- License Renewal to sale Cereal Malt Beverages off premise Pages 4 – 8
  - Saddlerock Café

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Abstention:** \_\_\_\_\_ **Este. Cost:** \_\_\_\_\_

OLD BUSINESS:

- Safe Routes to School: Update

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Abstention:** \_\_\_\_\_ **Este. Cost** \_\_\_\_\_

NEW BUSINESS:

- Unbound Gravel: Ben Sachs

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Abstention:** \_\_\_\_\_ **Este. Cost** \_\_\_\_\_

- Building and Trades Board: Appointment of Ron Wooden Page 9

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Abstention:** \_\_\_\_\_ **Este. Cost** \_\_\_\_\_

- Police and Fire Committee Recommendation: Appointment of John Scarce Page 10

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Abstention:** \_\_\_\_\_ **Este. Cost** \_\_\_\_\_

- Streets and Parks Committee Recommendation: Appointment of Dawn Stanford Page 11

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Abstention:** \_\_\_\_\_ **Este. Cost** \_\_\_\_\_

- Streets and Parks Committee Recommendation: Raises Page 12

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Abstention:** \_\_\_\_\_ **Este. Cost** \_\_\_\_\_

- Executive Session – Non-Elected Employee

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_ **Action:** \_\_\_\_\_ **Abstention:** \_\_\_\_\_ **Este. Cost** \_\_\_\_\_

Governing Body Comments:

Adjournment:

**WELCOME AND CALL TO ORDER**

Mayor Debi Schwerdtfeger called the regular City Council Meeting to order. Council members present were Jason Booker, Denise Hartman, Sean Honer, and Sharon Haun, also present were the City Administrator Nick Jones, City Attorney Brian Henderson. Others attending were Jan Sciacca, Angie Schwerdtfeger, Nathan Adams, Jake Erichson

**PLEDGE OF ALLEGIANCE**

**INVOCATION:**

Jake Erichson

**PUBLIC COMMENT PERIOD**

N/A

**CONSENT AGENDA**

Councilperson Jason Booker made a motion to approve the Consent Agenda as presented in the packet. Councilperson Denise Hartman seconded the motion. Motion Carried 4 – 0. The consent agenda consisted of:

- Nov 21, 2023, Minutes
- Nov. 21, 2023, to Current Appropriations.

**OLD BUSINESS**

- **Mill N Overlay 4<sup>th</sup> Street to East City Limits: Update**  
City Administrator Nick Jones updated the Council that the Mill N Overlay from 4<sup>th</sup> street to east city limits is schedule to let mid-January.
- **Safe Routes to School: Update**  
City Administrator Nick Jones updated the Council that the Safe Routes to School project is scheduled to let January 21<sup>st</sup> with an estimated start of end of May early June.

**NEW BUSINESS**

- **Utilities Committee Recommendation: Sewer Computer Replacement**  
City Administrator Nick Jones presented to the Council the recommendation from the Utilities Committee to approve the purchase of a SCADAview computer/software from MICROCOMM at a cost of \$8,043 to replace the current sewer computer system that is approaching being outdated. After discussion Councilperson Sharon Haun made a motion to approve the recommendation from the Utilities Committee with funds coming from the sewer budget. The motion was seconded by Councilperson Sean Honer. Motion carried 4 – 0
- **Utilities Committee Recommendation: Flow Meter Replacement**  
City Administrator Nick Jones presented to the Council the recommendation from the Utilities Committee to approve the purchase of and installation of two 8in Seimans mag flow meters for the main building filter gallery at a cost of \$24,410 from Alexander Pump & Service Inc. The installation will take place on separate dates as both flow meters cannot be offline at the same time. After discussion Councilperson Jason Booker made a motion to approve the recommendation from the Utilities Committee water budget. Motion carried 4 – 0
- **Libaray Roof Repair Proposals:**  
City Administrator Nick Jones presented to the Council proposals from Murphy's seamless roofing and J.B. Turner and Sons Roofing & Sheet Metal.
  - Murphy's Seamless Roofing Proposals:
    - Proposal to Repair \$9,200
    - Proposal to Replace \$36,500
  - J.B Turner and Sons Roofing & Sheet Metal
    - Proposal to Repair: \$15,656

After discussion the Council tabled the item to look for grants to overset some of the cost of the roof replacement sense it will be spring before work would be able to start.

• **Executive Session – Non – Elected Employees**

Mayor Debi Schwerdtfeger asked for a motion to go into Executive Session for Non-elected Employees. Councilperson Jason Booker made a motion to go into Executive Session for 20 minutes and to include the Mayor, City Council, City Attorney and City Administrator. The motion was seconded by Councilperson Denise Hartman. Motion carried 4 – 0. No Action was taken.

**GOVERNING BODY COMMENTS**

- Mayor Debi Schwerdtfeger – N/A
- Councilperson Mark Berner – Absent
- Councilperson Denise Hartman – asked about speed bumps in the alley behind the Hays House. Administrator Jones said the speed bumps were in order and will be installed when they arrive.
- Councilperson Sean Honer – had a concern about the booking of the Recreation Building for profit softball lessons and the person scheduling most of the time in the afternoon and early evenings.. Administrator Jones said he would talk to Recreation Director Justin Carlson and come up with a solution.
- Councilperson Larry Siegrist – Absent
- Councilperson Sharon Haun – N/A
- Councilperson Jason Booker – N/A
- City Attorney Brian Henderson – N/A
- Assistant City Attorney Molly Priest – Absent
- City Administrator Nick Jones – said City Hall with be closed for Christmas on December 22<sup>nd</sup> and 25<sup>th</sup> and then on January 1<sup>st</sup> for New Years.

Mayor Debi Schwerdtfeger asked for a motion to adjourn. Councilperson Jason Booker made a motion to adjourn. Councilperson Sharon Haun seconded the motion. Motion carried 4 – 0

\_\_\_\_\_  
Debi Schwerdtfeger Mayor

ATTEST:

\_\_\_\_\_  
Nick Jones City Administrator

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee \$50.00

No. 17

### DEALER'S RETAIL LICENSE

From January 1st, 2024  
Month Day Year

To December 31, 2024  
Month Day Year

To All Whom It May Concern:

License is hereby granted to Saddlerock Cafe to sell at re-

## CEREAL MALT BEVERAGES

### FOR OFF PREMISE CONSUMPTION

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 15 S. 6th

(Give exact location, with street number, if any.)

in the City of Council Grove in Morris County, Kansas,

Application therefor, on file in the office of the City Clerk of said City, having been approved by the governing body of such City as provided by the Laws of Kansas and the rules, regulations and ordinances pertaining thereto.

This License will expire December 31, 2024, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.



Given under our hands and the corporate seal of said City, this 19th

day of December, 2023

Countersigned: \_\_\_\_\_ Mayor.

\_\_\_\_\_  
City Treasurer. \_\_\_\_\_ City Clerk.

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee \$125.00

No. 6

# DEALER'S RETAIL LICENSE

From January 01, 2024  
Month Day Year

To December 31, 2024  
Month Day Year

To All Whom It May Concern:

License is hereby granted to Saddlerock Cafe to sell at retail

## CEREAL MALT BEVERAGES

For consumption on the premises

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 15 S. 6th

in the City of Council Grove in Morris County, Kansas,

Application therefor, on file in the office of the City Clerk of said City, having been approved by the governing body of such City as provided by the Laws of Kansas and the rules, regulations and ordinances pertaining thereto.

This License will expire December 31, 2024, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.



Given under our hands and the corporate seal of said City, this 19th

day of December 2023

Countersigned: \_\_\_\_\_ Mayor.

\_\_\_\_\_  
City Treasurer. \_\_\_\_\_ City Clerk.

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or  County of Council Grove

## SECTION 1 – LICENSE TYPE

Check One:  New License  Renew License  Special Event Permit

Check One:

- License to sell cereal malt beverages for consumption on the premises.  
 License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

## SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 81-0933416

I have registered as an Alcohol Dealer with the TTB.  Yes (required for new application)

Name of Corporation <u>Saddlerock Inc.</u>		FEIN <u>-</u>	
Corporation Street Address <u>1564 S. 700 Rd</u>		Corporation City <u>Council Grove</u>	State <u>KS</u> Zip Code <u>66846</u>
Date of Incorporation <u>12-28-2015</u>	Articles of Incorporation are on file with the Secretary of State.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Agent Name <u>Saddlerock Inc.</u>	Phone No <u>-</u>		
Residence Street Address <u>1564 S 700 Rd</u>	City <u>Council Grove</u>	State <u>KS</u>	Zip Code <u>66846</u>

## SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name <u>Saddlerock</u>	Name
Business Location Address <u>15 S. 6th</u>	Address
City <u>Council Grove</u> State <u>KS</u> Zip <u>66846</u>	City State Zip
Email Address(s) Please separate values with a comma. <u>saddlerockcafe@gmail.com, seymour@tdtelco.net</u>	
Business Phone No. <u>620-767-9000</u>	<input type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s) <u>Blue Building LLC</u>	

## SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse\*, if applicable. Attach additional pages if necessary.

Name <u>Marsha Seymour</u>	Position <u>President</u>	Date of Birth
Residence Street Address	City <u>Council Grove</u> State <u>KS</u> Zip Code <u>66846</u>	
Spouse Name <u>See Below</u>	Position	Date of Birth
Residence Street Address	City State Zip Code	
Name <u>Michael Seymour</u>	Position <u>Sec.</u>	Date of Birth
Residence Street Address	City <u>Council Grove</u> State <u>KS</u> Zip Code <u>66846</u>	
Spouse Name	Position	Age
Residence Street Address	City State Zip Code	
Name	Position	Date of Birth
Residence Street Address	City State Zip Code	
Spouse Name	Position	Age
Residence Street Address	City State Zip Code	

**SECTION 5 – MANAGER OR AGENT INFORMATION**

My place of business or special event will be conducted by a manager or agent.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name	Phone No.	Date of Birth
Residence Street Address	City and State	Zip Code
<b>Manager or Agent Spousal Information*</b>		
Spouse Name	Phone No.	Date of Birth
Residence Street Address	City and State	Zip Code

**SECTION 6 – QUALIFICATIONS FOR LICENSURE**

Applies to each partner or member of a firm or association AND their spouses\*. Enter lowest residency length number\*\*.

Are all persons identified in Sections 4 & 5 Citizens of the United States*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the person identified in Section 5 currently a resident of Kansas*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
All persons identified in Sections 4 & 5 are at least 21 years old*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
All persons in Sections 4 & 5 have been a Kansas resident for at least _____ years prior to submitting this application.**	
Within 2 years immediately preceding the date of this application, have any persons identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes*: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the partnership, firm or association have a manager, officer, director or stockholder owning in the aggregate more than 25% of the stock of a corporation that has had any license issued pursuant to the Kansas Liquor Control Act, Kansas Club and Drinking Establishment Act or Kansas Cereal Malt Beverage Act, revoked for a violation of such acts?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the spouse of any partner or member ever been convicted of any of the crimes identified in Section 6 during the time the partner or member held a CMB license?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

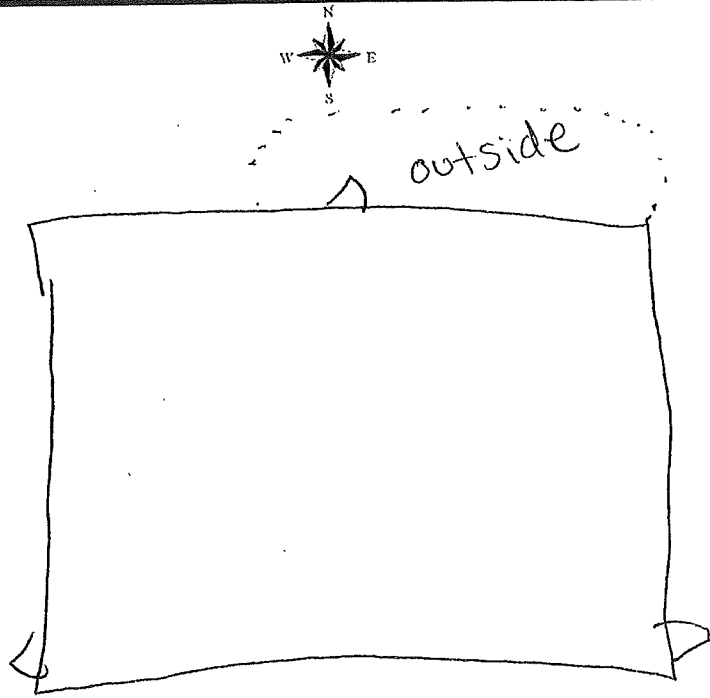
**SECTION 7 – DURATION OF SPECIAL EVENT**

Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

Proceed to Section 8 on the next page.

**SECTION 8 – LICENSED PREMISE**

In the space below, draw the area you wish to sell or deliver CMB. Include entrances, exits and storage areas. Do not include areas you do not wish to license. If you wish to attach a drawing, check the box:  8 1/2" by 11" drawing attached.



I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE Maesha Seino DATE 12.7-2023

FOR CITY/COUNTY OFFICE USE ONLY:

License Fee Received Amount \$ \_\_\_\_\_ Date \_\_\_\_\_  
(\$25 - \$50 for Off-Premise license or \$25-200 On-Premise license)

\$25 CMB Stamp Fee Received Date \_\_\_\_\_

Background Investigation  Completed Date \_\_\_\_\_  Qualified  Disqualified

Verified applicant has registered with the TTB as an Alcohol Dealer

New License Approved Valid From Date \_\_\_\_\_ to \_\_\_\_\_ By: \_\_\_\_\_

License Renewed Valid From Date \_\_\_\_\_ to \_\_\_\_\_ By: \_\_\_\_\_

Special Event Permit Approved Valid From Date \_\_\_\_\_ to \_\_\_\_\_ By: \_\_\_\_\_

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR MONTHLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 109 SW 9TH ST, 5TH FLOOR, PO BOX 3506, TOPEKA, KS 66601.

\* Applicant's spouse is not required to meet citizenship or age requirements. If renewal application, applicant's spouse is not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)







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## Building and Trades Board Appointment

Appointment of Ron Wooden to the Building and Trades Board for a term of 3 years.



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## **Police and Fire Committee Recommendation**

The Police and Fire Committee recommends the appointment of John Scarce to the Council Grove Fire Department as a Volunteer Fire Fighter.



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### Streets and Parks Committee Recommendation

The Streets and Parks Committee recommends the Council approve the appointment of Dawn Stanford from Temp Worker with Express Employment to part-time city employee with the Streets and Parks Department at a pay rate of \$15.00 per hour. Effective January 1, 2024



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## Streets and Parks Committee Recommendation

The Streets and Parks Committee recommends the Council approve a raise of \$1.25 per hour for the following Street and Park Department Employees. Effective January 1, 2024.

- Jeff Barbo
- Rodney Yowell
- Allen Blosser
- Dale Everett
- Mark Meador
- Wyatt Miller

The Streets and Parks Department took over care of Greenwood Cemetery after no bids were received for mowing and weed eating in 2023. The cost to contract mow and weed eat in 2022 was \$36,000 per year. The \$1.25 raise per full-time Street and Parks employee will cost the city \$15,600 per year saving \$20,400 per year.