

July 2, 2025

The governing body of the City of Seneca met in regular session July 2, 2025 at 7:30 p.m., in the council room, located at 531 Main Street, Seneca, Kansas. Present were Mayor Joe Mitchell and council members Joe Schmelzle, Ray Shinn, Steve Bennett, Kris Enneking, Jim Mitchell, and Mike Stallbaumer. Also present were City Administrator Steve Brooks, Assistant City Attorney Luke Sunderland, Brian Rusche, Dylan Blevins, Heidi Wolfgang, and Michele Spring.

Kris Enneking made a motion to approve the minutes of the regular meeting held June 18, 2025. The motion was seconded by Joe Schmelzle. All voted yes. Motion carried.

Kris Enneking made a motion to approve Appropriation Ordinance Number 1497. The motion was seconded by Steve Bennett. All voted yes. Motion carried.

Fire Chief Tom Haug presented a request for a new Polaris Ranger. Bruna Implement had a bid for a 2025 Polaris Ranger XD1500 Premium which includes: 42" and 22" light bars, front hood cargo storage rack, and an upper front bumper for \$28,365.97 minus the trade in of \$7,000 for a trade difference of \$21,365.97. A bid was also received going through a government discount which was a higher price. Joe Schmelzle made a motion to approve the purchase of the 2025 Polaris Ranger at the price of \$21,365.97. The motion was seconded by Kris Enneking. All voted yes. Motion carried.

Jim Mitchell made a motion to approve the consideration of use of Skoch Park and allowance of Food Trucks during the Nemaha County Fair. The motion was seconded by Kris Enneking. All voted yes. Motion carried.

Jim Mitchell made a motion to approve the consideration of hire of Seth Wilson as Maintenance Employee at \$18.70 per hour with the recommendation of getting moved to Seneca. Seth is willing to take the water and wastewater classes to get certified. The motion was seconded by Joe Schmelzle. All voted yes. Motion carried.

City Administrator Steve Brooks announced that we have received the Revenue Neutral Rate from the county of 29.687 and the city's of 32.58. Steve plans to maintain the mill levy. The tentatively scheduled budget timeline is:

- July 16, 2025 – Council vote on exceeding RNR (or not)
- July 17, 2025 – take RNR intent to county before July 20th deadline
- July 30, 2025 – Possible Special Meeting for budget workshop with department heads
 - This would be a meeting for department heads to present to the council the accomplishments of the past year and the look ahead for 2026 and how the budget relates to those endeavors. Steve mentioned that we can use the normal meeting time of 7:30 pm if you like or we could choose another time.
- August 6, 2025 – Council last look at budget
- August 15, 2025 (or earlier) - send budget to paper
- August 20, 2025 – Publish budget in local newspaper
- September 3, 2025 – Budget Hearing/RNR and Adoption
- September 4, 2025 – take copy of budget to county before September 20th deadline
- *September 17, 2025 – Adoption of budget if isn't adopted on September 3rd, (This date is a fail-safe date).*

City Administrator Steve Brooks announced that the county has reached out and would like to have a few bus stops available along Main Street during the Nemaha County Parade. The council guided Steve to work that out with Brian and Nemaha County Transportation.

City Administrator Steve Brooks announced that he has scheduled time in executive session for his annual review.

City Administrator Steve Brooks announced that Councilmember Enneking, Councilmember Shinn, Mayor Mitchell, Steve Brooks, and Michele Spring met with Kylie Bergstrom and the Chamber Board on June 18, 2025 about the city's funding to the Chamber. City Attorney Luke Sunderland is currently researching if it would be possible to make the Chamber Director a city employee and how that would look.

City Administrator Steve Brooks announced that Councilmember Enneking, Councilmember Shinn, Mayor Mitchell, Steve Brooks, Michele Spring, and Tracy Rusche met with City Attorney Luke Sunderland and Judge Scott Anson on June 18, 2025 about the attorney contract and judge pay. Scott Anson is currently paid \$300 per month and hasn't had a pay increase in over a decade. Steve would like to consider raising his pay to possibly \$400 per month.

Ray Shinn announced the sales tax received in June was in the amount of \$105,062.18.

At 7:52 p.m., Jim Mitchell made a motion to go into executive session for 15 minutes until 8:07p.m. for Attorney-Client Privilege to include the governing body, Luke Sunderland, Steve Brooks, and Dylan Blevins on call with no action to be taken. The motion was seconded by Mike Stallbaumer. All voted yes. Motion carried.

At 8:07 p.m., Jim Mitchell made a motion to go back into open session. The motion was seconded by Mike Stallbaumer. All voted yes. Motion carried. No action was taken.

At 8:18 p.m., Jim Mitchell made a motion to go into executive session for 10 minutes until 8:28 p.m. for Non-Elected Personnel to include the governing body, Luke Sunderland, Steve Brooks, and Brian Rusche with no action to be taken. The motion was seconded by Mike Stallbaumer. All voted yes. Motion carried.

At 8:18 p.m., Jim Mitchell made a motion to go back into open session. The motion was seconded by Mike Stallbaumer. All voted yes. Motion carried. No action was taken.

At 8:19 p.m., Jim Mitchell made a motion to go into executive session for 15 minutes until 834 p.m. for Non-Elected Personnel to include the governing body, Luke Sunderland, and Steve Brooks on call with possible action to be taken. The motion was seconded by Mike Stallbaumer. All voted yes. Motion carried.

At 8:34 p.m., Jim Mitchell made a motion to extend executive session for 10 minutes until 8:44 p.m. for Non-Elected Personnel to include the governing body, Luke Sunderland, and Steve Brooks with possible action to be taken. The motion was seconded by Mike Stallbaumer. All voted yes. Motion carried.

At 8:44 p.m., Jim Mitchell made a motion to extend executive session for 10 minutes until 8:54 p.m. for Non-Elected Personnel to include the governing body, Luke Sunderland, and Steve Brooks with possible action to be taken. The motion was seconded by Mike Stallbaumer. All voted yes. Motion carried.

At 8:54 p.m., Jim Mitchell made a motion to go back into open session. The motion was seconded by Mike Stallbaumer. All voted yes. Motion carried.

Joe Schmelzle made a motion to increase City Administrator Steve Brooks annual salary by \$5000 and give him an additional week of vacation. The motion was seconded by Steve Bennett. All voted yes. Motion carried.

Kris Enneking made a motion to adjourn. The motion was seconded by Jim Mitchell. All voted yes. Motion carried. Meeting adjourned at 8:58 p.m.

Michele Spring
City Clerk