

Special Council Meeting
April 15, 2021 5:00PM

Mayor Scott Schultz called the special meeting to order at 5:00 pm. Present were Council Members David Butler, Amanda Milne, Dara Carmichael, and, via phone, Larry Finley. City Clerk Lila Whitmore was also present. Council member Kale Dankenbring was absent.

The meeting was called to discuss the rental of the police department space. A motion was made by Amanda and seconded by Larry to rescind the previous motion made at the April 12 Council meeting approving the rental of the police department space to the Cheyenne County Kansas Community Foundation (CCKCF) for \$500 per month. Motion passed with Dara abstaining.

Amanda had analyzed the dimensions and layout of City Hall and determined that the Police Department space takes up approximately 18% of the building for a total square footage of 886sf. She calculated the cost of utilities by taking an average of the total utilities (gas and electric) for 2019 and 2020 and then determined that the utility cost per square foot would be \$1.43. Based on this she estimated the total annual utility cost for the police department space to be \$1,266.95. She also gathered information showing rent comparisons of other business spaces in town and their rental cost per square foot. The median rental cost was \$3.00 per square foot. Based on this the cost for rent for the police department space would be \$2,658 per year. The total for utilities and rent would then be \$3,924.95, or \$327.08 a month.

Clerk Whitmore also shared the current bill from Attorney Reyelts for the creation of the rental agreement, which was \$860.00. There will likely be additional cost as the agreement is finalized. The Council decided that they would ask the CCKCF to pay half the cost. The reimbursement for the attorney fees would need to be kept separate from the rent being paid.

After discussion, a motion was made by David and seconded by Larry to rent the Police Department Space to the CCKCF for a monthly rent of \$300. Motion passed with Dara abstaining.

It was clarified that the CCKCF would need to carry renter's liability insurance and would be responsible for their own phone and internet service. Dara will be taking the rental proposal back to the CCKCF for their consideration and will also visit with them regarding sharing the cost of the Attorney fees for the rental agreement.

A motion was made by Amanda and seconded by David to adjourn the special meeting. Motion passed.

City Clerk