

Regular Council Meeting  
(Rescheduled)  
March 14, 2023

1. **Council President Amanda Milne called the meeting to order at 7:00pm.** Meeting was rescheduled from March 13<sup>th</sup>, 2023, due to lack of quorum. Present were Council members Amanda Milne, Kale Dankenbring, and Larry Finley. Also present were City Superintendent Dan Blair, City Clerk Leann Lee. Mayor Scott Schultz, Council members David Butler and Dara Carmichael, and City Attorney Lauren Reyelts were absent.
2. **Minutes** from the February 27<sup>th</sup> Council meeting were distributed and read. Amanda informed the Council of a date correction that was to be changed on a date to be 2023, not 2024, and Leann informed the Council that she had changed the CDBG to the appropriate state department information of the Kansas Department of Commerce after clarifying with Justine Benoit from Northwest Kansas Planning & Development Commission. It was moved by Kale and seconded by Larry to approve the minutes with the corrections. Motion passed.
3. A motion was made by Larry and seconded by Kale to approve the following **consent agenda**: Permission for Clerk to pay insurance at time of billing; Permission for Clerk to pay utilities at time of billing; Permission for Clerk to pay utility incentives before the 25<sup>th</sup> of the month; Permission for Clerk to pay theater bills when due; Permission for Clerk to pay Payment Service Network bills when due; Permission for Clerk to pay City Attorney bills when due. Motion passed.
4. **Sheriff Report – None**
5. **New Business:**
  - a. The Council reviewed the variance map for Brianna Stoll for a daycare at 116 E. Second St. A motion was made by Kale and seconded by Larry to approve the variance pending required signatures of property owners: Kaycee Williams, Jerry Stahlecker, David Guthmiller, Bill Erhman, Bruce Swihart, and the First Baptist Church. Motion passed.
  - b. The variance request for 506 S. Benton has been withdrawn due to the individual no longer proceeding with the business.
  - c. The Council reviewed the **special event permit** and **rental application** of the Bandshell for the Concert in the Park. It was motioned by Kale and seconded by Amanda to approve the special event permit and rental of the Bandshell along with waiving the rental fee. Motion passed.
  - d. A motion was made by Larry and seconded by Kale to approve the renewal of Chris Loyd's **trash waiver** at 1045 S. Quincy. Motion approved.

Amanda inquired if the Cheyenne Food Pantry had turned in an updated trash waiver. The food pantry was to discuss at their next board meeting on either switching the name on the utilities or to have the owner of the property apply.
  - e. The Council reviewed the **building permit** for Darren Workman at 414 E. Webster. With no issues seen by the City Superintendent, a motion was made by Larry and seconded by Kale to approve the building permit. Motion passed.
6. **Old Business:**
  - a. **Property Cleanup** – Amanda has brought to the Council's attention the property at Fourth and Frances to be looked at. Dan has noticed a few properties and will inform the Council once he has addresses for them.
  - b. **Projects Pending -**
    - Amanda has been in contact with Michael Baxter, but without legal counsel present nothing could be disclosed.
    - Diamond Stucco came to site to review the work needed at the Bandshell. They have suggested to not sand blast but instead have proposed to scrape out the existing. They have quoted the project for \$16,162, which includes the scraping of the existing and refinishing to a color the City would like. The work would come with a 3-year warranty. A quote of \$6,682 was also given for just patch work. The Council discussed the options and Dan will follow up with Diamond

Stucco to get a lead time of when the work could be scheduled. The Council discussed matching the color of the Bandshell.

- The Sawhill tree removal was scheduled to be addressed in the Spring of 2023. The City had received only one bid and chose to table the item until later. The City would like to rebid the project, but no decisions were made.

**c. Streets Project –**

- Leann shared the reduction in scope of work letter that the Mayor had signed, as per the previous meeting, so that the Council was aware that it had been completed.
- Gilmore & Bell provided their Opinion Statement, as Bond Counsel, which was presented to the Council regarding the overall Bonds.
- Leann informed the Council that she followed up with Courtney from Gilmore & Bell regarding the missing IRS document from the previous document packet. The IRS form is not produced until the first quarter of using the funds.

**7. Visitors – None**

**8. Superintendent Report**

- Dan has received an email from Ward Electric regarding their pricing and that the City is still in agreement for \$200,000. Their pricing was shared with the Council previously; however, they would like to confirm. The Council had previously made the motion to approve the amount and have confirmed their approval.
- The Cheyenne County Hospital is looking into the possibility of installing a hyperbaric chamber trailer. The trailer would require a concrete pad and be semi-permanent and have reviewed the best location to place the pad at the rear of the building. Nothing has been proposed formally to the City and no decisions have been made.
- Dan has provided the Council with the information pertaining to the last lawn mower that was purchased in 2018. There was a brief discussion with no decision made.
- Enviro-Line will be in town on March 15<sup>th</sup> to perform the annual inspection of the lift station.
- Dan has presented the Council with a quote from Cobitco Inc. for chip sealing. Dan will contact Steve with Cobitco and estimates one tanker is approximately \$22,757. Cobitco will apply the chip seal, but the City will need to borrow a sand spreader from the County.
- Dan has informed the Council that Sonoco has gone out of business and the City currently has no place to take the cardboard. The County Clerk, Scott Houtman, informed Amanda that he received a voicemail from an individual in Dighton. There is the possibility of purchasing the balers from Sonoco, and that it may be a County purchase. Amanda informed that there is an International Paper in Wichita that could be an outsource, and Dan has sent an email to Tamko Roofing Products out of Phillipsburg to see if they would be interested.
- Dan will be attending the KMU conference in April that is offering a supervisor class for \$125 that he would like to attend. Council approved without motion.
- Dan presented the Council with another refuse truck for sale. The truck is being offered directly from the same seller, Sanitation Products, Inc. The quote for the truck is \$38,500.00 and is comparable to the previous truck. Dan has received a shipping estimate from Hitch Pin Logistics for \$5,545 from Fargo to St. Francis. The Council reviewed the quotes and the impact on the City crew for taking over the trash services. A motion was made by Kale and seconded by Larry to purchase the quoted trash truck for \$38,500. Motion passed. A motion was made by Kale and seconded by Larry to approve the shipping of the truck not to exceed \$6,500. Motion passed. A motion was made by Larry and seconded by Kale to approve paying for the purchase out of cycle. Motion passed.  
A brief discussion was had by the Council regarding future maintenance of the truck and any County residential trash pickups.  
A motion was made by Kale and seconded by Larry to accept and file the superintendent report. Motion passed.

**9. Clerk Report –**

- Leann had attended the Theater Board meeting. The theater is looking to purchase a credit card cube for the ticket window. They would also like to purchase a cash drawer that could be operated with a key to replace the old cash register. Replacing the existing cash register would allow them to place the new Square tablet in the area to safeguard against anyone accidentally knocking it over or off the counter.
- Leann requested a 2-minute executive session for employee status change in position for an employee at the theater.
- Troy at Western State Bank contacted the City to inform that they were offering 13-month CDs at an interest rate of 5% for the first five hundred customers. The Council requested more information on where the City is on projects, budget, and cash flow for the next meeting to make any type of decision.
- Leann presented the Council with a quote from Reach Solutions to transfer the City emails to Microsoft 365 which is Outlook. The monthly email subscriptions will be \$121. The labor for setting up the emails and migrating the current emails to the new emails is \$1,050. Optional items were quoted in connection to the email accounts for review. A motion was made by Kale and seconded by Larry to approve the monthly subscription and the labor costs for the emails without any optional items. Motion passed.

A motion was made by Kale and seconded by Larry to accept and file the clerks report. Motion passed.

- 10. Council Comments:** Kale – None; Larry – The Recreation Commission is still interested in installing poles for a volleyball net at the park. They would need to be permanent poles, but the net would be removable. The area would need to be reviewed as to where to place the volleyball net to not hinder any other park activities; Amanda – None.
- 11.** All bills on **Ordinance #1072** were reviewed. A motion was made by Larry and seconded by Kale to approve paying of the bills on Ordinance #1072. Motion passed.
- 12.** A motion was made by Larry and seconded by Kale to enter executive session for non-elected personnel for employee status for 2-minutes with Council members, Superintendent, and City Clerk. Resumed open session at 8:02pm. No decisions were made.
- 13. Adjournment:** It was moved by Larry and seconded by Kale to adjourn the meeting. Motion passed.

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City Clerk