

**Regular Council  
Meeting  
November 27, 2023**

1. **Mayor Scott Schultz called the meeting to order at 7:00 pm.** Present were Council members Amanda Milne, David Butler, Kale Dankenbring, Dara Carmichael, Larry Finley, City Superintendent Dan Blair, and City Clerk Leann Lee. City Attorney Lauren Reyelts was absent.
2. **Visitors/Audience:** Justin Lohr
3. **Minutes** from the November 13<sup>th</sup> Council meeting were distributed and read. A motion was made by Amanda and seconded by Kale to approve the minutes as written. Motion passed.
4. **Attorney Report** – None
5. **Sheriff's Report** – None
6. **New Business:**
  - a) The Council was presented with **building permits** for 402 Parkway for a fence and concrete, and 407 E. First for a fence. A motion was made by Larry and seconded by Amanda to approve the building permits. Motion passed.
  - b) The Council was presented with an updated **lease renewal** for the Cheyenne County Kansas Community Foundation for review and approval. Leann informed the Council that Lauren had reviewed the contract, had no changes, but did want confirmation from the Council on the rental rate. The Council discussed the rate and other factors related to possibly increasing the rent and has confirmed leaving the rate at its current amount. A motion was made by Amanda and seconded by David. Motion passed with Dara abstaining.
  - c) The Council was presented with a **small business incentive application** for Beauty Bar by Bri requesting the incentive amount of \$100.00 for six months. A motion was made by Kale and seconded by David to approve the small business incentive application for \$100.00 for six months. Motion passed.
  - d) The Council was presented with a **CMB renewal** application for Pizza Hut. A motion was made by Kale and seconded by Amanda to approve the renewal application. Motion passed.
7. **Old Business:**
  - a) **Property Cleanup** –
    - Dan informed the Council that the property located at 703 S. Frances is still making progress. The Council discussed other properties and have agreed that the City will need to continue to monitor them at this time.
  - b) **Projects Pending** –
    - The Council reviewed the projects pending list. While reviewing the list Larry inquired if there was an update regarding the crossover issue. No further communications have been received from Michael Baxter or KDOT.
  - c) **Streets Project** –
    - The Council teleconferenced with Corina Cox from Northwest Kansas Planning & Development. Corina presented the Council with pay application #1 which is also the final pay application, and change order #2 from McCormick, for a revised project amount of \$789,963.35. Change order #2 is for a reduction in overall materials on the project in the amount of -\$131,916.95. A motion was made by Larry and seconded by Kale to approve change order #2 and pay application #1. David – Yes, Kale – Yes, Amanda – Yes, Dara – Yes, Larry – Yes. Motion passed.
    - Corina went through the process of requesting CDBG funds to pay the contractor. The maximum CDBG funds that could be issued during a funding draw is \$200,000.00 and that on most projects there are progress payment applications. On this project; however, McCormick has submitted one payment application for the full scope of work and amount. Corina further explained that since the project is under budget, CDBG will cover 55% of the cost and the City is responsible for 45%. Corina presented Request for Payment of CDBG Funds #1 to the Council. A motion was made by David and seconded by Kale to approve Request for Payment of CDBG Funds #1. David – Yes, Kale – Yes, Amanda – Yes, Dara – Yes, Larry – Yes. Motion passed.

- Corina presented the information on Request for Payment of CDBG Funds #2 to the Council. A motion was made by Kale and seconded by Amanda to approve Request for Payment of CDBG Funds #2. David – Yes, Kale – Yes, Amanda – Yes, Dara – Yes, Larry – Yes. Motion passed.
- Corina presented the information on Request for Payment of CDBG Funds #3 to the Council. She further explained after payment has been made by CDBG, the State representative will come to the City to review the project and to perform their monitoring of the City's project documents. After the State monitoring, there will be one final request for NWKP&D for \$5,000.00 and any other invoices that may apply. A motion was made by Kale and seconded by Larry to approve Request for Payment of CDBG Funds #3. David – Yes, Kale – Yes, Amanda – Yes, Dara – Yes, Larry – Yes. Motion passed.
- Corina informed the Council that during her pre-monitoring she noticed the engineering contract was missing Title VII. To correct this error, Corina presented the Council with Amendment #1 to the contract with Miller & Associates. A motion was made by David and seconded by Amanda to approve signing Amendment #1. David – Yes, Kale – Yes, Amanda – Yes, Dara – Yes, Larry – Yes. Motion passed.

The Council thanked Corina for her time and assistance.

❖ *Corina left the meeting.*

- d.) Emails – The Council was presented with the quote from Reach Solutions to assist the individuals that opted to remain on the City's email domain. Leann informed the Council that the quote is for a lot cost of \$400.00 based on an estimation of four customers; however, there is a total of six customers on the email list that may need the service. Leann is going to clarify with Matt Wilson if the quote is a set fee per individual or if the cost is to fluctuate based on time needed per individual. Leann presented a letter that was drafted to send to the customers per the Council's direction at the last meeting. The Council reviewed the letter and requested a deadline to contact City Hall of December 8<sup>th</sup> be added. Leann inquired if the Council intended to cover the cost, split the cost, or if the customer needed to pay for the cost. After discussion, the Council has agreed to split the cost of the archived email migrations with the customers. A motion was made by Dara and seconded by Larry to split the cost. Motion passed.

#### **8. Visitor Comments – None**

#### **9. Superintendent Report –**

- a) Dan has been in communication with the new Little Tribe Child Care regarding a sign to watch for pedestrians. The facility has requested a crosswalk be painted. The Council agreed with marking a crosswalk as well as putting up signage around the park.
- b) Dan was approached by Vicki Killingsworth regarding putting in a handicap spot in front of Crave. The Council discussed the request and have approved the establishment to be able to put up a sign for handicap parking.
- c) The digger truck that is for sale and previously brought before the Council for purchase has passed its inspection. There is an issue with the hydraulic valve; however, Dan informed the Council that Altec could come out to repair it. The Council approved Dan's recommendation to finalize the purchase and to fix the truck issue.
- d) Dan has been approached regarding the sale of street millings. Dan informed the Council of the past issues the City has had with selling the millings and the Council has decided against selling it but to use it throughout the City.
- e) Dan is to get with Amanda to confirm the information needed for a survey for Paragon that was presented at the previous Council meeting. Once the survey document is completed, Dan will get with the Mayor to sign it. Paragon is requesting authorization to perform a field survey on some land areas that the City owns.
- f) Dan clarified that the document provided by Sunflower is a comparison chart for information only. Sunflower shows a possible negative capacity credit in 2028.
- g) Dan will be getting with the County to remove some more recycling. The open position for an individual from the community to be on the recycling committee has not been filled. Dan has already scheduled the topic to be on the next County Commissioner's meeting. A motion was made by Amanda and seconded by Dara to file and accept the Superintendent

Report. Motion passed.

**10. Clerk Report –**

- a) Leann has requested clarification from the Council as to whom signs of the warning letter issued when an animal is picked up by the Sheriff's department. Amanda will contact Lauren regarding the legality of the individual that signs the letter.
- b) Leann inquired if the Council wanted to have a Christmas party, a retirement party for the Mayor, or issue Christmas bonuses. The Council discussed the Christmas bonuses for the employees of \$250.00 for the full time, \$75.00 for the Theater employees over a year employed, and \$50.00 for the Theater employees employed less that a year. The Council has chosen to have the Christmas party on December 8<sup>th</sup> at 4:00 pm to gather and hand out the bonuses. The Mayor has stated that he does not want a retirement party; however, it can be held with the Christmas party. No motion was made by Council regarding the payment of Christmas bonuses. A motion was made by David and seconded by Larry to accept and file the Clerk's report. Motion passed.

**11. Council Comments:**

- a) David – None
- b) Kale - None
- c) Amanda – None
- d) Dara – None
- e) Larry – None

**12. Mayor Comments:** The Mayor thanked the City crew for putting up the Christmas lights.

**13. Adjournment:** It was moved by Amanda and seconded by Dara to adjourn the meeting. Motion passed.

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City Clerk