

Regular Council Meeting  
December 11, 2023

1. **Mayor Scott Schultz called the meeting to order at 7:00 pm.** Present were Council members Amanda Milne, Kale Dankenbring, David Butler, Dara Carmichael, and Larry Finley. Also present were City Superintendent Dan Blair, City Attorney Lauren Reyelts, and City Clerk Leann Lee.
2. **Visitors/Audience:** Justin Lohr and Troy Zwegardt
3. **Minutes** from the November 27th 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. A motion was made by David and seconded by Larry 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.
5. **Attorney Report –**
  - Lauren informed the Council that the initial review of the draft of the recodified code has been completed. There are discrepancies that are being corrected and Lauren gave a brief summary of a couple of them. Lauren requested direction from Council as to the appendices of the code book moving forward. The Council agreed to include all policies at the end of the code book. Lauren will send the policies to Larry with Ranson City.
  - Lauren confirmed that the owner or responsible party for dog at large incidences are to receive the letter, not the friend of the individual that is assisting them due to being unavailable. Lauren did state that City Hall will need to note on the letter that they have informed the Owner verbally and send a copy of the letter to them.
  - Lauren reviewed information regarding ADA parking on the City streets. She suggested an executive session to discuss further under communications subject to attorney-client privilege for advice by legal counsel. A motion was made by Amanda and seconded by Larry to recess into executive session for 5 minutes to resume the regular meeting at 7:10pm, with the Council, Dan, Lauren, and Mayor.
  - Open meeting resumed at 7:10pm with no decisions made. The Mayor stated that the party requesting the handicap parking be notified that they would need to perform ADA improvements and that nothing is to be done on or to City property.
  - A motion was made by Kale and seconded by David to accept and file the Attorney report. Motion passed.
  - ❖ Lauren left the meeting.
6. **Sheriff Report – None**
7. **New Business:**
  - The Council was presented with CMB License renewals for Diamond R Bar and the Eagle Store. A motion was made by David and seconded by Kale to approve the CMB License renewals. Motion passed.
  - The Council was presented with a tree trimming license renewal from Jeremy Indermuhle. A motion was made by Amanda and seconded by Larry to approve the tree trimming license renewal. Motion passed.
  - The Mayor and Council received a sealed bid for the fencing that the City removed from the old pool location. Gale Walz submitted a bid for \$250.00 for the lot of materials. A motion was made by Kale and seconded by Larry to approve accepting the bid of \$250.00. Motion passed.
8. **Old Business:**
  - a. **Property Cleanup –**
    - Dan presented the Council with photos of two properties, one located at 302 E. Spencer and the property located at 616 S. Denison. Dan informed the Council that he has been in contact

with the residence of 302 E. Spencer. Dan has also left a voicemail for the owner of 616 S. Denison.

- The Mayor commented on the progress of 703 S. Frances.

b. **Projects Pending** - None

c. **Streets Project** –

- The City has received the funds from the first drawdown and are awaiting the second drawdown funds to be issued.

**9. Superintendent Report** –

- Dan reminded the Council of the need to re-evaluate the water rates prior to the completion of the recodification. The Council discussed the topic and Dan will contact KDHE to clarify their recommended amounts.
- Dan informed the Council that he has contacted the LED sign company regarding the panels that are out. They will contact him when they can schedule to come out.
- Jesse Baxter is currently working on the signs for the Veterans Memorial and Roadside Park.
- Atlas Automation has contacted Dan stating that they are scheduling for the week of the 18th; however, this may change again.
- McGuire Iron is scheduled to come climb the water tower in the next week or two to give their opinion on what needs to be completed.
- Carol Redding has filled the open position on the recycling committee that Dan has been organizing.
- Kale inquired if the parts for the new digger truck had been placed on order. Dan informed the Council the City crew was going to look into it themselves, as it may have just sat too long and needs to be utilized.
- The City crew is working on replacing the starter in the old digger tucker.
- A motion was made by David and seconded by Dara to accept and file the Superintendent report. Motion passed.

**10. Clerk Report** –

- Leann shared information from the League of Municipalities regarding a webinar for newly elected and re-elected City officials that will be held January 9th from 11:30am -1:30pm.
- Leann informed the Council that the appointments on the different boards and committees are normally decided at the first meeting in December. Since there will be 2 new Council members and Mayor it was suggested and agreed to wait until the January 8th meeting.
- Leann informed the Council that some of the boards and committees have 3 Council members which will need to be addressed.
- Leann shared the KMIT workers compensation insurance renewal amount with the Council. The 2024 renewal is \$11,523.00 which is a decrease in cost from the previous year. KMIT also has awarded the City with another gold star for safety.
- Leann informed the Council that a representative from Vyve came to City Hall regarding the internet at the Cheyenne Theater, the Power Plant, and City Hall. Vyve will be increasing their internet minimum baseline speed to 100MB. Leann has signed the work order contract to increase the internet speed since there was no change to the City's monthly rate or the contract's length of agreement.
- Leann has requested the Council to un-encumber the funds for Atlas Automation from the 2022 books and re-encumber them for 2023. This is so City Hall will be able to close out the 2022 Period 13 books and move forward with the year-end process for 2023. A motion was made by Amanda and seconded by Larry to un-encumber the 2022 funds for Atlas Automation. Motion passed. A motion was made by Amanda and seconded by Kale to re-encumber the funds for Atlas Automation for 2023. Motion passed.
- Leann informed the Council that she has purchased three microphones that daisy chain together for the Council meetings since it is very hard to hear some of the Council members on the other side of the room. She was unable to test them prior to the current meeting.

- Amanda brought up needing to make a motion for the City Christmas bonuses from the previous meeting, and the Mayor informed the Council that there was an adjustment to the theater employees' bonus to pay them each the same of \$75.00. A motion was made by David and seconded by Dara to approve the City's Christmas bonuses. Motion passed.
- Larry asked if there was anything else holding up the year-end process for the City. Leann informed them that there was not. Leann also informed the Council that the auditors may question leaving the books open so long; however, the auditors are already aware of the issue.
- The Council directed Leann to set up the laptops for the new Council members.
- Amanda requested the City get a couple of copies of the Governing Body Handbooks. She would like a hardcopy of the latest version when available. Leann informed the Council that there was a recent email regarding them and that when they are available, she will order.
- A motion was made by Dara and seconded by Amanda to accept and file the Clerk's report. Motion passed.

**11. Council Comments:** Kale – None; Amanda – none; Dara – none; Larry – none.

**12. Mayor Comments** – The Mayor thanked all those for the retirement party.

**13.** All bills on **Ordinance #1081** were reviewed. A motion was made by Kale and seconded by Dara to approve paying of the bills on Ordinance #1081. Motion passed.

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

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City Clerk