

Regular Council Meeting
January 22, 2024

1. **Mayor Amanda Milne called the meeting to order at 7:00 pm.** Present were Council members Kale Dankenbring, Dara Carmichael, Justin Lohr, Robert Erskin, and Larry Finley. Also present were City Superintendent Dan Blair, City Treasurer Jennifer Blair, and City Clerk Leann Lee. City Attorney Lauren Reyelts was absent.
2. **Visitors/Audience:** Cindy Sherlock, Scott and Makeesha Lesuer, Shaylee Krueger, and Troy Zweygardt
3. **Minutes** from the January 22nd Council meeting were distributed and read. A motion was made by Justin and seconded by Kale to approve the minutes as written. Motion passed.
4. **New Business:**
 - Cindy Sherlock was present before the Council to discuss her concerns regarding her private drive that the City's trash truck has utilized, the neighbor's trash cart not being put back in its spot, and a complaint regarding communication involving her property. Dan informed the Council that the trash truck would no longer be utilizing the private drive and will instead be backing up down the alley using the other trash truck. After discussing her issues, the Council has agreed that the trash truck will no longer utilize her private drive and will work on maintaining the alley as they can with the rest of the alleys in the city.
 - ❖ Cindy left the meeting.
 - Scott Lesuer was present before the Council with a proposal to purchase the remaining property in the industrial area on Lot 1. Scott proposes to build a 4,000sf building to relocate his business from Colorado to St. Francis. Along with the building and the site work on the lot, Scott has proposed to grade Felzien Street and Cherry Street and install some drainage ditches to help with the runoff. Amanda will have Lauren write up the quit claim deed once the price is finalized for Scott. A motion was made by Kale and seconded by Justin to sell the remaining available land on Lot 1 based on the proposed plans and contingent upon price. Motion passed.
 - ❖ Scott and Makeesha left the meeting.
 - Shaylee Krueger was present before the Council to present the annual Library report. Shaylee provided the Library's profit and loss report for the Council to review. The Library was able to obtain more grants and will continue to apply in 2024. The profit and loss report currently shows a negative \$2,960.47 which Shaylee explained was considerably better than the previous year of negative \$9,000.00. Amanda inquired about a current transfer of funds and Larry inquired if the Library was looking at having any big projects. Shaylee confirmed the transfer of funds from their savings account to their main account and that they were not looking at any large projects. Shaylee shared information on some of the programs they have and grants that they are looking at. Shaylee went over the 2024 budget items.
 - ❖ Shaylee left the meeting.
 - Leann informed the Council that the previously approved end of year transfers needed to be adjusted. The City Treasurer, Jen, noticed that the amounts to be transferred for the bond payments were incorrect. City Hall contacted Danielle Hollingshead with AdamsBrown to confirm how to make the adjustments. Danielle also reviewed the other transfers and requested a correction of the Sewer Fund and recommended that the Council lower the transfer amount to the General Fund. Jen confirmed that currently, the Council will need to approve the corrections of the two funds and that the change in the General Fund was optional. The Council discussed the reallocation of the funds from the General Fund to the Capital Improvement Fund or to the Equipment Reserve Fund. The previously approved year end transfers were read out loud by Jen for clarification and for a formal motion to be made by the Council. A motion was made by Dara and seconded by Larry to confirm the year end transfers from the December 28th Council meeting as follows: \$258,500.00 from the Utility

Fund to the General Fund; \$200,000.00 from the Utility Fund to the Capital Improvement Fund; \$46,500.00 from the Utility Fund to the Equipment Reserve Fund; \$35,000.00 from the Sewer Fund to the General Fund; \$15,000.00 from the Sewer Fund to the Capital Improvement Fund; \$15,000.00 from the Sewer Fund to the Equipment Reserve Fund; \$219,912.00 from the Infrastructure Sales Tax Fund to the Infrastructure Improvement Fund; and \$55,445.00 from the Infrastructure Sales Tax to the Bond & Interest Fund. Motion passed.

A motion was made by Kale and seconded by Justin to amend the transfers as follows: \$17,600.00 from the General Fund back to the Sewer Fund; \$34,338.00 from the Infrastructure Improvement Fund to the Bond & Interest Fund; and \$255,419.00 from the General Fund to the Capital Improvement Fund. Motion passed.

- A motion was made by Kale and seconded by Larry to adopt **Resolution 2024-1: (GAAP) A WAIVER OF GENERAL ACCEPTED ACCOUNTING PRINCIPALS**. Robert – yes, Kale – yes, Larry – yes, Dara – Yes, Justin - Yes. Motion passed.
- A motion was made by Kale and seconded by Dara to approve renewing the **chicken permit** for Ana Enfield at 231 Birch Street. Motion passed.
- A motion was made by Kale and seconded by Larry to approve the **Scout Hut applications** with waiving of the fees for the 4H Club and the Girls Scouts of America. Motion passed.
- A motion was made by Robert and seconded by Dara to approve the **RV Park License** renewal for the Homesteader Hotel. Motion passed.
- It was moved by Justin and seconded by Robert to approve renewal of the **tree trimming license** for Abel Tree Service and Second Chance Ranch. Motion passed.
- The Council was presented with the KRWA Delegates Form to approve the 2024 delegates for the City. The Council has chosen to have the City Superintendent Dan Blair and Justin Gardner represent the City as the KRWA delegates.
- The Council reviewed the **Water Emergency Plan**. The plan has been updated for current contacts other than listing Vyve and the removal of Sam's Electric. A motion was made by Justin and seconded by Robert to approve the 2024 Water Emergency Plan pending the updated contacts with the removal of Ross Manufacturing from the Pumps and Well. Motion passed.
- The City received an email regarding the EMS Building Funds. The Council reviewed the topic with input from Dan. Amanda mentioned that she would like to see the EMS Buildings Fund details. *Jen left the meeting to verify services supplied to the EMS Building from the City. Discussion was tabled while Jen gathered information. Jen was directed to create a spreadsheet showing the EMS building's utility usage.

5. Old Business:

a. **Property Cleanup** – Nothing

b. **Projects Pending** –

- Amanda has scheduled Michael Baxter to be on the February 12th Council Agenda at 7pm to discuss his correspondence with KDOT.
- The intersection repairs were discussed briefly as to when to request a new estimate from Brock with St. Francis Red-Mix. Dan will review the intersections once the snow clears and will get with Brock.

c. **Streets Project** –

- Leann informed the Council that Tom Parks from the Kansas Department of Commerce was unable to make it on Friday, January 19th as scheduled due to the weather. Corina Cox is currently working to reschedule the state monitoring.
- The City did receive and processed the third drawdown of funds from CDBG.

- Continuation of New Business regarding the EMS Building – Jen returned to the meeting and gave information to the Council regarding the EMS building. The Council discussed how to

proceed and decided to wait until after the County Commissioners' meeting regarding the topic.

6. Sheriff Report – None

7. Superintendent Report –

- Dan informed the Council that after further review of the variance request for the building permit for a fence for Bryan Raile, the variance would only need to be granted by the Council and not by the neighbors. A motion was made by Kale and seconded by Justin to rescind the motion made at the January 8th meeting approving the building permit contingent upon obtaining 80% of the neighbors' signatures. Motion passed.
- A motion was made by Kale and seconded by Justin to approve the variance to build in the City's right-of-way by 10'. Motion passed.
- Dan presented the Council with a building permit for 340 N. College St. for an RV Port for David Butler. Dan provided the Council with photos of the structure. A motion was made by Kale and seconded by Larry to approve the building permit for 340 N. College. Motion passed.
- Dan presented the Council with an estimate for chemicals for the parks from St. Francis Equity in the amount of \$4,685.00. A motion was made by Larry and seconded by Kale to purchase the chemicals from St. Francis Equity for \$4,685.00. Motion passed.
- Atlas Automation has arrived and is installing the new water system. Dan provided the Council with a few photos of the system display screens.
- The City had two water leaks. The crew spent the weekend working on one of them and the majority of Monday working on the second.
- Justin inquired as to the water leak at the water tower. Dan informed the Council that it was Atlas Automation setting the system.
- Amanda inquired about another water line on W. Webster. Dan informed the Council that there are a couple frozen lines, one for Hilt and one for Raile, that he is hoping will thaw naturally without cutting up the street.
- Dan approached the Council regarding the City having spare transformers on hand for entities such as the hospital. The last estimate for a spare transformer was approximately \$30,000.00. Dan has spoken to another City about their policy on spare transformers and informed the Council that the other City requires the requesting entity to purchase the transformer at cost. No decisions were made by the Council.
- Dan inquired as to the approval of the 2024 holiday schedule. The City had previously chosen to approve the same holidays as Cheyenne County Courthouse for 2024 to minimize the confusion of what governing building is open and when. The Council has opted to change the holiday schedule while undergoing the recodification of the City Codes. The Council discussed how the City will adopt the holidays moving forward and that the code will need to be written to allow the City to adjust or change as necessary. Justin requested to see the proposed holiday schedule. A motion was made by Justin and seconded by Kale to approve the 2024 holiday schedule. Motion passed.
Holiday Schedule that was presented to Council: Martin Luther King Jr. Day – January 16th, President's Day – February 19th, Good Friday – March 29th, Memorial Day – May 27th, Independence Day – July 4th, Labor Day – September 2nd, Columbus Day – October 14th, Veterans Day – November 11th, Thanksgiving Day and day after – November 28th and 29th, Christmas Eve – December 24th, Christmas Day – December 25th, and New Years Day – January 1st, 2025.
- Dan informed the Council that the main water leak over the weekend was located on South Frances where newer concrete, curb, and gutter work were done. The second leak on Monday was located on East Jackson where newer curb and gutter work were done. The concrete was unavoidably damaged while repairing the leaks. The Council discussed the water lines briefly and would like to reach out to Miller & Associates regarding the water line information they provided some time ago.
- Dan has requested an executive session for two minutes for non-elected personnel performance review.

- Kale inquired about the outputs for the generator. Dan will get with Kale to give this information as he did not have it with him.
- A motion was made by Dara and seconded by Kale to accept and file the Superintendent report. Motion passed.

8. Attorney Report – None

9. Clerk Report –

- Leann shared documents with the Council that were received from the TAP group. They were awarded a SEED Grant and have requested the City to sign the Harassment Policy and the Certification of Company not Currently Engaged in the Procurement or Obtainment of Certain Equipment, Services, or Systems that are part of the grant documents. The Council has directed that the documents be reviewed by the City Attorney, and if no issues are found, may be signed by the City Clerk.
- Leann has contacted other cities regarding the independent contractors that perform snow removal. Leann received three responses from others stating that they do not require special permits or licenses.
- Dan shared photos of snow piles that incidentally created water to flow directly into yards. The Council discussed the snow pile issues of where individuals could place the piles and how would it be enforced. Amanda suggested Leann reach out directly to the City of Goodland. The Council discussed the issue at length.
- Leann shared the annual renewal for the US Highway 36 Membership to confirm the membership level. The Council has agreed to renew the City's membership at the Silver level.
- Leann shared an email from the Northwest Kansas Planning & Development Commission regarding the 2024 CDBG Program. Leann will follow up with Kris Oldsen with the Cheyenne County Development Corporation to see if she attended and to obtain any information that may be useful.
- Leann shared the 74th Annual CCMFOA Spring Conference information that will be held March 20-22 in Manhattan, Kansas. Leann has requested to attend again and informed the Council that she does find them to be beneficial. The Council has approved Leann to attend without making a motion.
- A motion was made by Kale and seconded by Justin to accept and file the Clerk's report. Motion passed.

10. Council Comments:

Robert – The Sheriff had sent an individual to Majestic Truck Stop regarding truck parking and a special permit. Amanda informed everyone that the individual will be at the next Council meeting to discuss this issue. Kale inquired where the trucks could park. The Council discussed semi-truck parking briefly.

Kale – Would like the Council to look into a backup generator to be covered if anything happens to our current generator.

Larry – Thank you to the City crew and Dan for the work on the water leak.

Dara – None

Justin – Thank you to the City crew for the work on the water leak and would like to shadow Dan on the work the Crew does.

11. Mayor Comments – None

12. A motion was made by Larry and seconded by Kale to recess into executive session for 2 minutes for non-elected personnel for performance review with the Mayor, Council, Superintendent Dan, and City Clerk Leann Lee to resume at 9:07 pm. Motion passed.

The open meeting resumed at 9:07 pm and no decision were made.

13. Adjournment: It was moved by Larry and seconded by Robert to adjourn the meeting. Motion passed.