

Regular Council Meeting
March 11, 2024

1. **Mayor Amanda Milne called the meeting to order at 7:00 pm.** Present were Council members Kale Dankenbring, Dara Carmichael, Larry Finley, Justin Lohr, and Robert Erskin. Also present were City Superintendent Dan Blair, and City Clerk Leann Lee. City Attorney Lauren Reyelts and Sheriff Cody Beeson were absent.
2. **Visitors/Audience:** None
3. **Minutes** from the February 26th Council meeting were distributed and read. A motion was made by Larry and seconded by Kale to approve the minutes. Motion passed.
4. **New Business:**
 - The Council was presented with chicken permit renewals for 405 W. Webster, 502 S. Valley St., 425 E. Jackson. A motion was made by Kale and seconded by Dara to approve the chicken permits. Motion passed.
 - The Council was presented with 2 trash waiver renewal applications for 1009 S. Hangar Road and 1045 S. Quincy. A motion was made by Kale and seconded by Larry to approve the trash waiver renewals. Motion passed.
 - The Council reviewed 3 building permits for 103 E Emerson to repair a fence, 221 Birch for a new building structure, and 404 W. Webster to construct a carport on an existing concrete slab. A motion was made by Dara and seconded by Kale to approve the building permits. Motion passed.
 - The Council was presented with the KMEA Director 1 and Director 2 appointment forms. Leann informed the Council that Dan was delegated previously as Director 2 and Scott Schultz was Director 1. A motion was made by Kale and seconded by Larry to appoint Dan as KMEA Director 2 and Robert as KMEA Director 1. Motion passed.
5. **Old Business:**
 - a. **Property Cleanup** – None
 - b. **Projects Pending** –
 - Leann went through the responses received from other cities as to the issue of semi-truck parking. Robert informed the Council of some information that he had obtained from some truck drivers. Amanda commented that the City has 3 drivers in St. Francis and only 1 is out of compliance. The Council discussed the topic at length on how to proceed. A motion was made by Robert and seconded by Justin to retain the current City ordinance. Motion passed with Dara and Kale undecided.
 - Dan will review the dirt stabilizer for the next meeting.
 - c. **Streets Project** –
 - The Council was presented with the final monitoring letter from Tim Parks. The letter informed the Council that the project has been completed satisfactorily for the State with 1 notation that a disclosure report had not been filed.
 - The Council was presented with a public hearing notice that was drafted by Corina with NWKSP&DC as per their scope of work. The hearing will be on April 22nd to coincide with the regular Council meeting. The Council approved the notice to be published with no corrections.
 - The Council was presented with the final invoice for NWKSP&DC. Leann explained to the Council that Corina has requested that the invoice be paid in advance to receiving the final draw down from CDBG. Leann informed the Council that pre-paying the invoice would create a negative balance in the accounting system and the bank account only has \$100.00 in it to keep the account active. Corina has been informed of these issues and has asked that the invoice be paid out of another account. The Council has directed City Hall to wait until the funds are received in the CDBG account before issuing payment.
6. **Sheriff Report** – None
7. **Pool Report** –

- Larry informed the Council that the next Pool Board meeting would be Tuesday, March 12th. They have received more applications and will be reviewing them at the meeting. Larry will update the Council at the next meeting.

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

8. Fire Chief –

- Requested the Council to consider revising the City Ordinance for the age limitations for fire fighters. The City Code age requirement for a fireman is 21 years old minimum; however, the County age requirement is 18 years old. The Council discussed the possible reasons for the age limitations and Dan will check the insurance concern. The Council would like to verify the County age limitations and match their parameters. The topic was tabled until further information is verified.

9. Superintendent Report –

- Dan presented the Council with information from Cintas regarding an AED device. Cintas has a lease program for 3 years at \$130.00 a month per device. During the lease, Cintas keeps that maintenance on the device and will replace it if damaged. The Council discussed where a device would be best utilized and the logistics of maintaining an AED. Dan will get more information for the Council.
- Dan shared an email from Ward Electric that they would like to confirm the contract for the current year and have the City scheduled for this summer. Dan briefly went through the areas still to be completed. A motion was made by Dara and seconded by Justin to authorize the \$200,000.00 to Ward Electric for the infrastructure repair work for 2024. Motion passed.
- Dan presented the Council with cost information for a 2" mill and overlay for a single block that is up to 40' wide of \$38,000.00 without mobilization cost.
- Dan presented information to the Council from Cobitco Inc. for the chip seal. The City is responsible to spread the rock and Cobitco would supply the oil. Larry mentioned the work needed around the EMS building and the airport. Dan informed the Council that the City crew and a couple of state employees have already completed this work.
- Dan informed the Council that the concrete streets that were damaged due to the water leaks are still wet and the City is waiting for them to dry out to repair the concrete.
- Dan has been in contact with Gary Baker with Baker Painting LLC regarding the paint issue at the aquatic park. Gary has been in communication with the paint manufacturer over what can be done about the paint chipping. Spot painting is an option at this time but would not be able to be completed this year. Dan will continue to get information and let the Council know.
- Johnson Service Company was able to complete the removal of the concrete from the sewer line. While they were in the City, Johnson was also able to clean the lines at the High School which they will send the City an invoice for.
- Dan has requested permission from the Council to roll over 40 hours of vacation for Justin Gardner. The Council approved without a motion.
- Dan was approached by Freddy Pacheco regarding the possibility of installing a carport in front of his current garage. A photo of the area was shared with the Council and Amanda assisted in clarifying the property limits. If approved by the Council a building permit will be submitted for approval.
- Dan was approached by an individual that has purchased property on S. River. He has inquired about being able to split the lot for 2 tiny homes as well as some other items. The Council has requested the individual to come to a Council meeting to discuss further.
- Dan has requested 2 minutes of executive session for non-elected employee status.

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

10. Attorney Report – None

11. Clerk Report –

- Leann shared a flyer golf tournament from Miller & Associate, a thank you letter for KRWA for the City's membership renewal, the Third Friday Memo from Options, the US Highway 36 Membership certification, and the February Cheyenne Theater Board meeting minutes with the Council.
- Leann informed the Council of a filing of a Chapter 11 that was received by the City that pertains to the opioid class action settlement. The City did not partake in the settlement; however, Leann felt that the Council should be made aware as it was a legal document.
- Larry asked Leann to find the information of the Council meeting that St. Francis Supers was present regarding the noise issue. Leann will have the information at the next meeting.
- Leann brought the Council's attention to the voucher signing rotation list that has been on the share drive at past meetings. No changes to the rotation were requested by the Council.
 - A motion was made by Justin and seconded by Dara to accept and file the Clerk's report. Motion passed.

12. Council Comments:

Robert – Has been approached regarding the 30 day camping ordinance for construction workers. This ordinance can be waived on a case-by-case basis, and he can let the individuals know. Robert also requested that a culvert over by Wurm's house be dredged out to help stop water from flooding Wurm's property. Dan agreed to look into what could be done.

Kale – None

Larry – Spoke with Kelly Lampe regarding the parking situation that Bill Dungan had brought to the Council at the last meeting. Larry feels that the Council should monitor the parking situation for the time being.

Dara – None

Justin – Inquired if the City had an ordinance pertaining to transient individuals. Justin also inquired if the City had anything pertaining to migrant workers. Amanda mentioned that she had seen other cities and counties with ordinances and resolutions that were adopted. The Council discussed this topic briefly regarding the individuals and how to enforce the issue.

13. Mayor Comments – Amanda informed the Council of a legislative bill that affects the distribution of funds from the State that are allocated into the Special Highway Fund. Leann will gather information as to how much the City receives and send the information to the Council so that they may contact our state representative.

14. All bills on **Ordinance #1084** were reviewed. A motion was made by Justin and seconded by Robert to approve paying of the bills on Ordinance #1084 with the exception of the City Attorney invoice until further clarification can be obtained. Motion passed.

15. A motion was made by Kale 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 25th 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.

16. A motion was made by Justin and seconded by Kale to recess into executive session for 5 minutes for non-elected personnel job performance review with the Mayor and Council members to resume at 8:10pm. Motion passed.

The open meeting resumed at 8:10pm and no decisions were made.

17. A motion was made by Kale and seconded by Larry to recess into executive session for 2 minutes for non-elected employee status review to resume the open meeting at 8:15pm with the Mayor, Council, Dan, and Leann. Motion passed.

The open meeting resumed at 8:15pm and no decisions were made.

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