

Regular Council Meeting
March 25, 2024

1. **Council President Larry Finley called the meeting to order at 7:00 pm.** Present were Council members Kale Dankenbring, Larry Finley, Justin Lohr, and Robert Erskin. Also present were City Treasurer Jennifer Blair, City Attorney Lauren Reyelts, and City Clerk Leann Lee. Mayor Amanda Milne, Council member Dara Carmichael, City Superintendent Dan Blair, and Sheriff Cody Beeson were absent.
2. **Visitors/Audience:** Keith Lilley
3. **Minutes** from the March 11th Council meeting were distributed and read. A motion was made by Justin and seconded by Kale to approve the minutes. Motion passed.
4. **Sheriff Report** – None
5. **New Business:**
 - Keith Lilley was present before the Council to discuss some ideas he would like to do with his newly acquired property on S. River St. Keith has requested Council approval to place a shipping container on the property for storage but may change its usage to a tiny home in the future. Keith also inquired about possible City restrictions regarding the City utilities that are available at the property being able to support 2-3 tiny homes from the singular utility meter and water meter. The Council discussed the items with Mr. Lilley, but no decisions were made. The Council requested to table the discussion to do more research and to discuss with the City Superintendent about logistics and building codes. Lauren provided the Council with the City Code information of Chapter 12, Article 4, Code Section 1205 so that they may review for prior to the next meeting.
 - ❖ Keith Lilley left the meeting.
 - Bryan Raile, not present, has requested Council approval to keep ducks within City limits. Lauren reviewed the City Code 2-107 with the Council that prohibits the keeping of non-domesticated fowl. The Council has tabled the topic until the next meeting. Larry will contact Amanda to discuss it further.
 - The Council reviewed 2 building permits for 315 E. Emerson for a carport, and 428 E. Jackson to change the pitch of the existing roof. A motion was made by Kale and seconded by Justin to approve the building permits. Motion passed.
 - The Council was presented with 3 trash waiver renewal applications for 315 S. College, 519 E. 4th, and 100 E. Washington. A motion was made by Kale and seconded by Robert to approve the trash waiver renewals. Motion passed.
 - The Council was presented with 2 special events applications. The first application for Bronwick Farms to hold their Giant Pumpkin Seed Giveaway at the Court House Park. A motion was made by Robert and seconded by Kale to approve the special event application for Bronwick Farms. Motion passed. The second special events application was for the Alumni Association for Alumni Weekend for a band at the Bandshell and was accompanied by a Bandshell rental application. The Alumni Association has requested that the application fees be waived for this event. A motion was made by Kale and seconded by Robert to approve the Alumni Association's special event application and Bandshell rental application with waiving the fees. Motion passed.
 - The Council was presented with the latest general liability and auto quote from Neitzel Insurance for review. Leann informed the Council that the City's insurance has increased by \$10,803.00 from the previous year. A breakdown was also provided to the Council to show the cost differences so that the Council was aware prior to the next Council meeting when the check will need to be approved. Leann also informed the Council that the item breakdown was missing for refuse insurance as it is a separate cost from the utility insurance line item. The Council discussed the invoice briefly and directed Leann to request Kelly Frewen come to a Council meeting to go over the insurance more in depth.
6. **Old Business:**

- a. The Council had tabled the approval of the City Attorney invoice from the March 11th meeting. The Council inquired about work performed by the City Attorney that was not directed to be done. Lauren informed the Council that she had stated during the February 2nd Council meeting that she would email the attorney link regarding the issue and draft a revision to the ordinance. The Council commented during the meeting regarding items to incorporate into the revision of the ordinance which had been taken as the direction to perform the work. The Council discussed the work that she is invoicing for. Larry further clarified that during the March 11th meeting that the Council voted to leave the City Code as is and that more discussion was still necessary for how to enforce the code and how the Council would like to move forward. The Council discussed the topic further, but no decisions were made.
 - b. The Council brought up the on-going noise complaint regarding the grocery store. Leann informed the Council of the meeting date of August 28th when the owners of the grocery store had attended and forwarded a link to the Council to review the minutes. Larry feels the Council should contact the owners to obtain an update as to the progress of the correction. Lauren will review the minutes and discuss the topic during the Attorney Report.
 - c. **Property Cleanup** – Lauren informed the Council that she was in contact with her neighbor regarding the previous tree issue. The neighbor has contacted a tree trimming service to take care of the issue; however, they have chosen to wait until the tree blooms to see all effected areas.
 - d. **Projects Pending** – Nothing
 - e. **Streets Project** –
 - Justin inquired if there has been any progress of identifying which streets the City will be looking to repair. Kale brought up that Spencer Street needs repair, that there are a lot of potholes, and areas on Washington. The Council discussed other streets as well. The Council would like to have a list of the streets needing repair to be prioritized so that the City may obtain cost estimates. Discussion was tabled until the next meeting to include the City Superintendent.
 - f. Leann corrected the previously given Council meeting of when the grocery store owners had attended to August 14th. Lauren inquired if the enclosures that were proposed during that meeting had been completed and it was confirmed that they were. The Council discussed the decibel level of the noise and possibly looking into purchasing a decibel meter. Other possibilities were discussed to correct the noise. Lauren suggested that the Council send a follow up letter to the owners.
- 7. Superintendent Report** –
- Dan was not present but left a request for permission for John Larson to be able to carry over 40 hours of vacation. Council approved to carry over.
 - **Attorney Report** –
 - Lauren informed the Council that the City has not had Municipal Court for a couple of months as no citations have been issued. The City should be receiving a citation for the April court date.
- 8. Clerk Report** –
- Leann shared a flyer for the *High Plains Magazine* with the proposed layout and pricing. In prior years the City has advertised in the *Highway 36 Magazine* which would utilize the same proposed layout this year. No costs have been obtained for the *Highway 36 Magazine* for 2024. The deadline for approval is April 16th so the Council may review and discuss it at the next meeting.
 - Leann shared the current renewal for the annual subscription to the City’s Sonicwall from Reach Solutions in the amount of \$538.00. No motion needed.
 - Leann shared the latest Governing Body Handbook Quick Reference Guide with the Council. The City received two copies of the latest Governing Body Handbook in which the Mayor has one and the second is at City Hall. Leann will find out how much any additional copies of the handbook would be to order.

- Leann informed the Council that she did not attend the CCMFOA Spring Conference that the Council had approved due to illness and other personal issues that have had her out of the office. The City was able to be refunded for the event.
- Leann requested an executive session for 5 minutes for non-elected personnel for employee status.
 - A motion was made by Kale and seconded by Justin to accept and file the Clerk's report. Motion passed.

9. Council Comments:

Robert – None

Kale – None

Justin – Wanted to bring up the resolutions that other cities are doing for the migrant workers but feels it should be tabled until the next meeting.

Robert (cont.) – Wanted to inform the Council that he received a phone call regarding his previous endeavor for electrical vehicle chargers.

Larry - None

- Larry inquired if Lauren had any other items to discuss. Lauren informed the Council that the follow up letter for the grocery store would need to be sent by either the City Superintendent, the Council, or the Mayor. For due process the letter cannot be sent by Lauren or Leann but would need to be sent certified mail with a return receipt. The Council discussed contacting the owners via phone just to receive an update instead.
- Lauren informed the Council that her law office will be sponsoring opening day at the pool again.
- Larry requested an executive session for 5 minutes for non-elected personnel for possible hiring issues.

10. A motion was made by Justin and seconded by Kale to recess into executive session for 5 minutes for non-elected employee status update with everyone in the room, to resume at 8:08pm. Motion passed.

The open meeting resumed at 8:08 pm and no decisions were made.

A motion was made by Kale and seconded by Justin to return to executive session for 5 minutes for non-elected employee status update with everyone in the room to resume at 8:17pm. Motion passed.

The open meeting resumed at 8:17pm and no decisions were made.

11. A motion was made by Justin and seconded by Kale to recess into executive session for 5 minutes for non-elected employees for potential employment with everyone in the room, to resume the open meeting at 8:22pm with everyone in the room. Motion passed.

The open meeting resumed at 8:22pm and no decisions were made.

A motion was made by Kale and seconded by Justin to approve the hiring of the pool individuals. Motion passed.

Larry clarified that the motion for hiring the employees is contingent on the individuals obtaining their lifeguard certification.

A motion was made by Kale and seconded by Justin to approve hiring Morgan Sherlock to teach swim lessons for two sessions. Motion passed.

There was clarification on the Aquasize Instructor and the Lifeguard Certification Instructor for the pool that did not require motions.

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