

Regular Council Meeting
July 22, 2024

1. **Mayor Amanda Milne called the regular Council meeting to order at 7:00 pm.** Present were Council members Kale Dankenbring, Larry Finley, Dara Carmichael, Justin Lohr, and Robert Erskin. Also present were City Superintendent Dan Blair, City Treasurer Jennifer Blair, City Clerk Leann Lee, and City Attorney Lauren Reyelts. Sheriff Cody Beeson was absent.
2. **Visitors/Audience:** Carol Redding
3. **Minutes** from the July 8th Council meeting were distributed and read. Amanda informed the Council that she had given some minor corrections to Leann which had been completed before the meeting. A motion was made by Justin and seconded by Kale to approve the minutes. Motion passed.
4. **Sheriff's Report** – None.
5. **New Business:**
 - The Council was presented with a transient vendor license for Hello Lemon. Leann informed the Council that the owner had given a copy of their current insurance policies and the proper paperwork. A motion was made by Justin and seconded by Robert to approve the license. Motion passed.
 - The Council was presented with a building permit for 820 S. Denison for The Cheyenne County Village to do some concrete work. A motion was made by Larry and seconded by Kale to approve the building permit. Motion passed.
 - The Council was presented with a special event application and Band Shell rental application for the Concert in the park. Leann informed the Council that Cindy Burr with Riverside Recreation will be emailing a copy of their insurance certificate for the beer garden so that the resolution may be done at the next meeting. A motion was made by Kale and seconded by Justin to approve the special event permit. A motion was made by Kale and seconded by Justin to approve the Band Shell rental application with the rental fee to be waived. Motion passed.
 - The Council was presented with the 2025 Budget Workbook that was used to give the County Clerk notice to exceed the RNR. Leann informed the Council that the current workbook was still requiring some corrections and that City Hall was working with the auditors to finish the adjustments. The notice to exceed the RNR was submitted with an RNR of 33.138 and will be able to be adjusted downwards as the corrections are made. The Council discussed the RNR and the possible need for another budget workshop. No decisions were made, and the topic was tabled until the next meeting.
6. **Old Business:**
 - a. **Property Cleanup** – None
 - b. **Projects Pending**
 - Amanda informed the Council that there were some existing trees along Washington that needed to be trimmed. The Council discussed getting some quotes for trimming trees along Washington, at Roadside Park, and at Saw Hill Park. Amanda will coordinate with Dan to go over the scope of work.
 - Amanda will follow up with Michael Baxter regarding the KDOT Access Road in August to see if there are any updates and to have him possibly call in to speak with the Council.
 - The intersection repair work was brought up; however, the City cannot move forward without the estimates of what areas to be completed. The Council had previously decided to wait until they could allocate using all the remaining bond funds so that they can be specific in the revision to the ordinance.
 - The Council was informed that Brock McAtee with St. Francis Redi Mix was ordering the replacement bench for outside City Hall.
 - c. **Streets Project** – None

7. Visitors – Carol Redding was present before the Council to follow up on the information she provided for the St. Francis Senior Center. The Council has received the financial reports to review. Carol also informed the Council that she has spoken to Dan regarding the recycling committee and that they are interested in pursuing anything that is possible to move forward.

8. Pool Report – None

9. Superintendent Report –

- Tri-Angle Park has requested to know if they require building permits to pour concrete as the project is being done on City property. The Council has agreed that they would not need permits.
- Tri-Angle Park has requested approval from the Council to install 8' chain link fence for the courts. City ordinance is limited to 6' without the Council's approval. A motion was made by Kale and seconded by Larry to approve the installation of the 8' tall chain link fence for the Tri-Angle Park courts. Motion passed.
- Dan informed the Council of the inspection report the City has received from the insurance company for the power plant. Some of the repairs the City will be able to complete themselves and others will need to be contracted out. The repairs are to be completed or scheduled for completion within 45 days of the inspection; however, the City did not receive the report until July 22nd and now has 25 days. The Council discussed some of the items on the repair list. Dan was directed to have the City crew complete what they could and get outside companies for the rest.
- Dan presented a building permit for Taylor Willis at 711 S. Frances. Taylor would like to install a privacy fence on the property line that she shares with 703 S. Frances. The property owner of record is not available to sign the permit; however, the spouse of the owner is. The Council has discussed the matter previously with the City Attorney. Lauren has informed the Council that if the applicant installs the fence on the property line, they need to inform the applicant that if the property owner returns and is not in agreement with the placement, that they will need to relocate the fence accordingly. A motion was made by Kale and seconded by Robert to approve the building permit contingent on the applicant agreeing to remove the fence if any issue arises in the future. Motion passed.
- Dan informed the Council that B & H Paving will be completing the chip seal on the streets on July 30th. North Street will be accessible for vehicle traffic to the Cheyenne County Fair Grounds during the work. The Council has directed City Hall to post a notice on FaceBook of the streets being chip sealed and to contact property owners that will be affected for a short time. The streets to be chip sealed are as follows: Benton between Spencer and Emerson, Denison between Spencer and Whittier, Frances between Spencer and Emerson, and College between Spencer and North Street. The work will be completed in one day and vehicles can drive on the streets as soon as the rock is spread on top of the oil. The Council would like to see if B & H Paving can provide estimates for other street work to be budgeted for. Dan informed the Council that he had requested \$200,000.00 to be included in the budget just for chip sealing, but it could be used for any street work.
- Dan informed the Council that the Water Tower inspection has been rescheduled for August.
- Dan shared a couple of options for the LED sign from Leon with Commercial Sign Co. Dan is currently waiting on pricing for the options before continuing to research the options.
- Dan informed the Council of a water leak on Emerson on Saturday, July 20th. The pipe was damaged and needed to be replaced. The City contacted KDHE as they had to turn off the water to the one block and issued a Boil Water Notice to the residences effected. The City will need to submit two water samples to KDHE before they can suspend the boiling water notice.
- Dan informed the Council that the City crew is working on repairing the small digger truck and that the street sweeper is not working. Justin inquired about the loader at the grass pile for removing it to be repaired.

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

10. Attorney Report – Lauren informed the Council that the transfer quit claim deed of ownership from Travis Jensen back to the City was signed and given to City Hall to be filed with the Register of Deeds office. Jen informed the Council that it has not been filed as she would need a motion to pay the \$21.00 filing fee out of cycle. A motion was made by Larry and seconded by Kale to pay the filing fee for the deed to transfer the property from Travis back to the City in the amount of \$21.00 out of cycle. Motion passed.

A motion was made by Dara and seconded by Kale to accept and file the Attorney report.

Motion passed.

11. Clerk Report –

- Leann shared the renewal contract for the City's AirMed policy. The renewal contract had the increased pricing that the Council was informed about a year ago. Leann also gave the Council members an application form if they were interested in signing up. All applications and payment for the AirMed policies are requested to be turned in by August 26th so City Hall may process them and get the information to AirMed for the September 2nd renewal date.

A motion was made by Kale and seconded by Robert to accept and file the Clerk's report. Motion passed.

12. Council Comments:

Robert – None

Kale – None

Larry – None

Dara – None

Justin – Requested 15 minutes executive session for non-elected personnel.

13. Mayor Comments: Amanda informed the Council that the previously motioned and approved wage change for the City Clerk was incorrect. The previous amount approved was \$884.00 a week and should have been \$844.00 per week. A motion was made by Kale and seconded by Dara to rescind the previous wage of \$884.00 per week and to approve \$844.00 per week. Motion passed. Amanda also informed the Council that the Library Board has voted for a new president to replace the temporary president from their April meeting. They have voted Nancy Walraven to be the president and Karen Nietzel will be the secretary. A motion was made by Kale and seconded by Justin to approve the Library Board appointments. Motion passed.

14. Executive Sessions –

- A motion was made by Larry and seconded by Kale to recess into executive session for 15 minutes for non-elected personnel for job performance to resume at 7:45 pm with only the Council and Mayor. Motion passed.

Open meeting resumed at 7:45 pm with no decisions made.

- A motion was made by Justin and seconded by Larry to recess back into executive session for 5 minutes for non-elected personnel for job performance to resume at 7:51 pm with only the Council and Mayor. Motion passed.

Open meeting resumed at 7:51 pm with no decisions made.

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

City Clerk