

Regular Council Meeting
December 9, 2024

1. **Mayor Amanda Milne called the regular Council meeting to order at 7:00 pm.** Present were Council members Kale Dankenbring, Larry Finley, Justin Lohr, Dara Carmichael and Robert Erskin. Also present were City Superintendent Dan Blair, City Treasurer Jennifer Blair, City Attorney Lauren Reyelts, and City Clerk Leann Lee. Sheriff Cody Beeson was absent.
2. **Visitors/Audience:** None
3. **Minutes** from the November 25th Council meeting were distributed and read. A motion was made by Kale and seconded by Larry to approve the minutes. Motion passed.
4. A motion was made by Larry and seconded by Dara 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.
5. **Sheriff's Report** – Sheriff Beeson was absent.
 - Amanda informed the Council that there were a couple of citations that she inquired about. Lauren added that there is one citation for two counts of dog at large and two counts of vicious dog and the dogs have been picked up for these offenses previously which unfortunately may lead to the dogs being put to sleep. Lauren stated that she believes the offenses will be prosecuted as one case and not multiple cases as there is enough evidence available.
 - Lauren informed the Council that she spoke with Sheriff Beeson regarding the cases being handled by District Court versus Municipal Court. Cody will be compiling another in-depth report for the Council to review for the January 13th meeting.
6. **New Business:**
 - Dan presented the Council with a concrete permit application for 320 S. Scott for the driveway and a building permit for 502 S. Valley for an additional mobile home to be placed. Dan informed the Council that the mobile home would be a newer model and that the applicant will be painting the structure after it is moved to the site. A motion was made by Kale and seconded by Robert to approve the building permits. Motion passed.
 - The Council was presented with mobile home park license renewals for Zimbelman Property Services at 305 W. Second and for Rosa Dominguez at 502 S. Valley. A motion was made by Kale and seconded by Larry to approve the renewal of the mobile home park licenses. Motion passed.
 - The Council was presented with cereal malt beverage (CMB) license renewals for review and approval for Diamond R Bar, Colorado Retail Adventures (the Eagle Store), and Majestic Service. A motion was made by Larry and seconded by Dara to approve the renewal of the CMB licenses. Motion passed with Robert abstaining.
 - The Council was given a copy of Cheyenne County's observed holiday schedule for 2025 to review for approval. The Council had previously chosen to follow the county's schedule that is adopted on a year-to-year basis. Amanda noted that the 2025 schedule would need to include New Year's Day. A motion was made by Kale and seconded by Justin to approve the City to adopt the 2025 county observed holidays with New Years Day added to it. Motion passed.
Holiday Schedule that was presented to Council and adopted for 2025: New Year's Day – January 1st, 2025. Martin Luther King Jr. Day – January 20th, President's Day – February 17th, Good Friday – April 18th, Memorial Day – May 26th, Independence Day – July 4th, Labor Day – September 1st, Columbus Day – October 13th, Veteran's Day – November 11th, Thanksgiving Day and day after – November 27th and 28th, Christmas Eve – December 24th, and Christmas Day – December 25th.
7. The Council was presented with AdamsBrown annual renewal acceptance contract and the notice for the City

and the St. Francis Public Library. Leann informed the Council that she has already given the library their copies for the Library Board to review and sign if approved. A motion was made by Kale and seconded by Larry to approve the City's annual renewal contract and for the Mayor to sign the contract. Motion passed.

8. Old Business:

a. Items from previous meetings:

- **Maps of the Streets** – Kale brought up the intersections that he feels needs to have the gutter apron expanded which included Denison Street and Jackson Street, First Street and Frances Street, and that Spencer Street and the entirety of Angle Road are in really bad shape. Larry brought up the streets in the Sunny Hill addition. The Council discussed waiting until they have an accurate amount of funds that can be utilized prior to designating which areas. The Council also discussed the scope of work for concrete, chip sealing, or full repair of the streets. Dan suggested completing the 2 blocks that were removed from the 2023 street project as the project was over budget at the time. Dara brought up Adams Street needing repair and the patching on East Spencer that has degraded again. Amanda, Justin, and Kale will get together to discuss the streets and the priority areas. Dan will contact Kasey who was with McCormick to get a quote and his professional suggestions. Leann provided the Council with the amounts of each of the funds that could be utilized for street work. There was a brief discussion regarding the funds and budgeted transfers to have a better idea of funds available for the street work.

b. Property Cleanup – None

c. Projects Pending:

- Amanda inquired if the policy for liability insurance additional insured item could be removed since the City Code is being recodified. Lauren informed the Council that the City Code is available for review. The Council has agreed to leave the item on until the recodification has been completed and the City Code reviewed.
- Kale inquired if the lot in the industrial park has been cleaned off. A letter has been sent and Lauren will follow up on if it has been served.

d. Streets Project – Discussed in previous meeting items.

9. Visitors – None

10. Theater Report –

- Dara informed the Council that Ty Faulkender has joined the Theater Board to replace Jude Faulkender.
- The theater is still experiencing being short-handed at times, in which the Theater Board and Leann have been volunteering to help when able. The theater would like to present a list of community members that have offered to volunteer to the Council for approval. Leann informed the Council that she has spoken to Jessica regarding placing the help wanted ad and that Jessica was going to be running it after the first of the year. Lauren suggested that those who have offered to volunteer could put in an application and hire them as a Pro Re Nata (PRN) employee in lieu of volunteering. Lauren will reach out to the attorney's link to confirm there is no reason the City cannot hire PRN employees.
- Quentin with The Lighthouse is still trying to obtain more subcontractor bids and should present the information in the next month or so to the Theater Board.
- A motion was made by Kale and seconded by Larry to approve and file the Theater report. Motion passed.

11. Superintendent Report –

- Dan presented the Council with Justin Gardner's resignation letter and thank you card.
- Dan contacted Aaron Brown regarding the grass pile. Aaron has confirmed that he will remove what the City has and any future grass piles. Aaron is to bring his insurance into City Hall.
- Berry Tractor is still working on the appraisal of the old loader.
- The City had to replace two tires on the tandem truck for \$678.00.
- The well meters that were tested have passed.

- Maguire Iron will be sending the pop-off valves. We are still waiting for the scheduling of the water tower cleaning.
- Dan suggested that the Council consider having Ward Electric start the 2025 scope of work right after they are done with the 2024 scope of work to save on mobilization cost.
- Justin inquired if the lead and copper lines had all been looked at. Dan confirmed that the City has completed the survey for the state.
- The sweeper has been returned from getting repaired.
- A motion was made by Kale and seconded by Justin to accept and file the Superintendent report. Motion passed.

12. Attorney Report –

- Lauren shared the speeding fines for Bird City with the Council. The fines sheet also includes a docket cost that is added to the fine so individuals may pay for the ticket and not go to court. Lauren informed the Council they may set the docket fee to whatever they choose and the current fee for a court appearance is \$158.00. The Council discussed the topic and processes briefly. The Council is curious as to how many traffic citations have been written through the District Court in which Lauren has indicated should be part of the updated sheriff's report. Lauren was directed to request the fine schedules from other cities for comparison and see if it is permissible to charge more for semi-trucks that are speeding.
- Lauren shared the City Code website link with the Council. Lauren noted to the Council that there were errors that will need to be fixed prior to adoption. The code does include an area for policies and procedures where they added uniform policies that are not the City's. The City has listed items in this area of the code book as Appendix B and to see a separate policies book at City Hall. She has suggested that the Council continue to have the policies as a separate book so that the City does not have to create a new ordinance anytime a change is adopted. Lauren has received push back from Ransom City Code on some items. The Council will review the website version with the word document version of the City Code. Lauren will send the word document version to Leann so she may email it to the Council.
- Amanda had Lauren sign the application for exemption regarding the land that was reclaimed from Travis Jensen.
- A motion was made by Justin and seconded by Robert to accept and file the Attorney's report.

13. Treasurer's Report – None

14. Clerk Report –

- Leann shared the Options Third Friday Memo.
- Leann shared the League of Kansas Municipalities 2025 membership fee for review only as the renewal would be paid in January. Leann confirmed the number of copies of the Kansas Government Journal that the City receives. The League also provided their training schedules for the year.
- Leann shared the KMIT 2025 renewal for the City's workers compensation insurance. The cost of the renewal increased \$838.00 from the 2024 policy. KMIT also provided the certificate of coverage and the City's gold star certificate.
- Leann has shared the Mayor and Council appointments list for the Council's review for any updating due to personnel changes or discrepancies. Leann noted that she was waiting on confirmation from the Housing Authority and the Library Board for their members. The Mayor will confirm the appointments after corrections are made at the first meeting of January.
- Dara confirmed that Bankwest will become The Bank as of the first of the year. There will be a transition period for the accounts as the new bank takes over.
- Leann informed the Council that the separation between the 2020 and 2023 bonds was inaccurate as the Council had passed Resolution 2022-5 that transferred all remaining funds from the 2020 bonds to the 2023 bonds making it one total.
- A motion was made by Kale and seconded by Larry to accept and file the Clerk's report. Motion passed.

15. Council Comments:

Robert – None

Kale – None

Larry – None

Dara – Her Council laptop is experiencing WiFi issues and unable to bring up the documents during the Council meetings. Dara inquired if there was anything that could be done to correct the issue. It was suggested that it may be the laptop itself, and Justin has offered Dara the usage of his Council laptop to see if it works better for her as he prefers paper copies of the important documents.

Justin – Merry Christmas to everyone.

16. Mayor Comments: None

17. All bills on **Ordinance #1093** were reviewed. A motion was made by Kale and seconded by Justin to approve paying of the bills on Ordinance #1093. Motion passed.

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

City Clerk