

Regular Council Meeting  
February 10, 2025

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 Clerk Leann Lee, City Attorney Lauren Reyelts, and Sheriff Cody Beeson.
2. **Visitors/Audience:** Troy Zwegardt, Jeff Meyer
3. **Minutes** from the January 27<sup>th</sup> Council meeting were distributed and read. A motion was made by Larry and seconded by Justin to approve the minutes. Motion passed.
4. A motion was made by Kale and seconded by Robert 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 25<sup>th</sup> 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; Permission for Clerk to pay the following membership dues: City Attorney Association of Kansas for \$35.00, Kansas Mayor Association for \$50.00, Kansas Association for Court Management for \$50.00, League of Municipalities for \$1,062.47, City Clerks and Municipal Finance Officers Association for \$100.00, and the Kansas Municipal Judges Association for \$25.00. Motion passed.
5. **Sheriff's Report –**
  - Sheriff Cody Beeson was present and before the Council to give the Sheriff's Call Log for January and additional details regarding the calls. Cody also informed the Council that within the next couple of months, the Sheriff's department will be switching over to the encrypted radios, that there have been 5-6 arrests made this year, violent crimes in the City have decreased, vehicle accidents due to weather have increased, and that the Sheriff's Department is working on a grant to purchase a mobile radar station. Cody, Lauren and Amanda will schedule a meeting to go over processes and fees for the traffic cases that could be seen in Municipal Court.
    - ❖ Cody, Jeff, and Troy left the meeting.
6. **New Business:**
  - ❖ A motion was made by Kale and seconded by Dara to adopt **Resolution 2025-1: (GAAP) A WAIVER OF GENERAL ACCEPTED ACCOUNTING PRINCIPALS.** Robert – yes, Kale – yes, Larry – yes, Dara – Yes, Justin – Yes. Motion passed.
  - ❖ The Council was presented with an updated commercial lease agreement for Cheyenne County Kansas Community Foundation. Leann informed the Council that the contractual language and agreement amount per month remained the same as the prior year with changes to the dates of the contract. The Council inquired if the contract renewal was an automatic renewal or an annual item. Lauren informed the Council that the lease agreement is year by year and does not contain an autorenewal clause. The Council has requested moving forward that the renewal of the agreement be brought before the Council during the November Council meetings to be approved and able to take effect for the following term on January 1<sup>st</sup>. A motion was made by Larry and seconded by Robert with Dara abstaining to approve the commercial lease renewal. Motion passed.
  - ❖ The Council was presented with trash waiver renewal applications for 315 S. College and 405 S. Lorraine for review and approval. A motion was made by Kale and seconded by Larry to approve the renewal of the trash waivers. Motion passed.
  - ❖ The Council was presented with a chicken permit application from Chris Warner. Dan has inspected and signed off on the location of the chicken coop. A motion was made by Kale and seconded by Dara to approve the chicken permit. Motion passed.
  - ❖ The Council was presented with a building permit for razing the structures at 114 W. Emerson. A motion was made by Kale and seconded by Larry to approve the razing building permit. Motion passed.

- ❖ The Council was presented with an email from Terri Finley on behalf of the St. Francis Public Library informing the Council that the library is submitting a Universal Grant application through CCKCF to assist in their purchase of new computers. Terri has requested a letter of support from the Council to submit with the grant application. The Council has agreed to issue a letter of support on behalf of the library.
- ❖ The Council was presented with the Blue Cross Blue Shield Kansas 2025 renewal information for the City's medical coverage and optional dental insurance choices. The premium renewal rates for medical coverage for the 2025 policy decreased 12.4% from the previous year. Leann informed the Council that the decrease was due to having younger employees. The Council was also given information from BCBS regarding 2 dental plans that could be offered to the City's employees. The Council approved offering the dental plans to the employees and allowing the employees to choose which plan the City will sign up for. A motion was made by Dara and seconded by Kale to approve the BCBSKS 2025 medical renewal. Motion passed.
- ❖ The Council was presented with the proposed year end transfers for 2024. Jen and Leann informed the Council of their proposed transfer amounts based on the year end reports from the CIC system. The Council discussed the proposed transfers and after additional information had been provided and confirmed, the Council approved the proposed transfers. A motion was made by Dara and seconded by Kale to approve the following transfers: \$65,000.00 from the Utility Fund to the General Fund; \$300,000.00 from the Utility Fund to the Capital Improvement Fund; \$175,000.00 from the Utility Fund to the Equipment Reserve Fund; \$20,000.00 from the Sewer Fund to the Equipment Reserve Fund; \$163,642.00 from the Infrastructure Sales Tax Fund to the Infrastructure Improvement Fund; \$93,433.00 from the Infrastructure Sales Tax Fund to the Bond and Interest debit service Fund; \$40,000.00 from the Refuse Fund to the Capital Improvement Fund; and \$40,000.00 from the Refuse Fund to the Equipment Reserve Fund. Motion passed.

## 7. Old Business:

### a. Items from previous meetings:

- **PBC Board** – The Council had tabled the topic regarding the PBC Board member appointments. There was a discrepancy of the personnel appointed and the ordinance establishing the PBC Board appointments. The Council was informed that Ordinance 602 requires that the PBC Board be composed of 3 members of the governing body, 2 members of the St. Francis Recreation Commission, and 2 members at-large from the community. The discrepancy of only 2 members from the governing body had been appointed while 3 members at large had been appointed. Leann informed the Council that the third seat for the governing body, based on the ordinance is considered vacant at the moment and would need to be filled which would then remove one of the members at large. The Council discussed the topic briefly and after reviewing the information provided, the Council approved having Amanda appoint herself onto the PBC Board to avoid any possible conflict associated with having 3 Council members on the PBC board. Leann was directed to reach out to the PBC Board and discuss the changes in the appointments.
- **Budgeted Allocations** – The Council had requested additional information be obtained from Western Kansas Child Advocacy Center and the Cheyenne Food Pantry regarding their organization's 2025 goals and financial information. This information is normally provided to the Council during budget time while requesting consideration to receive allocated funds from the City. The Council reviewed the documents and has additional questions for the Cheyenne Food Pantry which the Council has requested to come to the next meeting.

### b. Property Cleanup – None

- ❖ Amanda proposed formulating a process so that property cleanups could be addressed come Spring. The Council has discussed previously having the town inspected in quadrants; however, no decision was made. The Council members will start looking for any properties to bring to the Council's attention during future meetings.

### a. Projects Pending:

- Larry informed the Council that Amanda, Justin, Larry, and Dan have come up with a priority list for the street work and that Miller & Associates has been contacted to assess and give the City an estimate of costs for the work to be done. Larry also informed the Council that he spoke with Brock with St. Francis Redi Mix regarding concrete work and suggested that the Council give Brock more projects all at once instead of small projects spaced out, so that more projects may be able to be completed within the year. Larry has requested that Brock provide his professional insight and estimate for the Sunny Hill addition. Amanda informed the Council that she has spoken with Michael Baxter but there has not been any update, and she has also not seen anything regarding Highway 36 on the State project board for 2025. Robert would like to try to coordinate some of the work to be completed by the same company that the State will be using. There was discussion regarding the curb and gutters and that the property owner may elect to repair or replace them prior to the street work; however, they would need to know the specifications for the new curb and gutters. The topic is currently on hold until the City can get the scope of work rough cost evaluation from Miller & Associates.
- The Council discussed the bench for City Hall that Brock was to replace and that the flagpoles were at City Hall. The Council discussed the City Hall planters briefly and will discuss it with the Washington Street Beautification Committee. Amanda will see when the committee can schedule their next meeting.
- Dara informed the Council that the Theater Board is still working on moving forward with the theater renovations and is still waiting for a complete estimate from Quentin.
- Dan will contact Tyler with Miller & Associates to schedule him to come to town to evaluate.

**b. Streets Project – None**

**8. Visitors – None**

**9. Theater Report –**

- The theater received notice that their newest employee has resigned.
- The theater has received applications through the Nex-Gen program. Leann has spoken to Jessica Matthies on how the process is done for the applicants and the payroll aspects.

**10. Superintendent Report –**

- Dan presented the Council with a map of a parcel of land at North and Quincy that the City owns that Bob Ogden is interested in purchasing. The property has a drainage ditch that the City would need to maintain. Lauren informed the Council that if they choose to sell the small part of the property, the City will need to add a clause to the deed and property description that clearly reserves an easement for City operations. Amanda will check to see if the area is platted. The Council has tabled the topic until later.
- Dan informed the Council that he spoke with Matt Hanzlick regarding line clearing of tree branches. Matt has informed Dan that the cost would be \$3,000.00 a day, which includes all labor and equipment. The Council discussed how many days they would like to approve. The work could be scheduled to be done after March 1<sup>st</sup>. A motion was made by Kale and seconded by Robert to approve Matt Hanzlick to complete 1 week of line clearing at \$3,000.00 a day. Motion passed.
- Dan informed the Council that the City's sand spreader is not working. Dan presented the Council with a quote for an electric spreader from Northern Tool and Equipment for \$5,060.00 plus \$300.00 for freight to replace the current spreader. A motion was made by Larry and seconded by Kale to purchase the sand spreader at a cost not to exceed \$6,000.00 with shipping out of the equipment reserve fund. Motion passed.
- Dan informed the Council that he has a lead on a dump truck that is being sold for \$27,500.00 in Cope. He will be going to look at it and will report back to the Council.
- Dan informed the Council that he will be contacting B&H Paving regarding the chip seal along Scott Street that has not stayed in place. He will also speak with them regarding the list of street work that Larry, Justin and Amanda have come up with.

- Dan informed the Council that he has registered 3 employees, John, Derek, and himself, for the KRWA water conference. Dan and Derek will take the certification test while there.
- A motion was made by Justin and seconded by Kale to accept and file the Superintendent report. Motion passed.

#### **11. Attorney Report –**

- ❖ Lauren reviewed the gWorks contract regarding the read only license for the software that the City uses for Municipal Court. Currently the City pays an annual subscription fee of \$1,781.00 and would need to purchase the read only license for an additional \$600.00 a year. The Council was informed that the City could download each case as a pdf off the current system; however, there would be a lot of items to go through per case. Lauren will check the municipal court records retention statutes so that the City will stay compliant. Lauren also informed the Council of her concern regarding the security and liability responsibility the City would face if a data breach were to happen. Leann did contact the CIC representative, Joseph Morris, regarding getting a quote for CIC's court software, onboarding time frame, ease of use, and a demo of the software. Joseph will be getting the requested items put together for the Council to review. The topic is on hold until the information from CIC is obtained.
- ❖ Justin brought up the fee schedule and if any update has been made to the costs. Lauren has emailed the fee schedule to the Sheriff's Office.
- ❖ Lauren informed the Council that the first appearance regarding the dog case that had the special hearing on January 10<sup>th</sup>, was held on January 31<sup>st</sup>. The next court date has been scheduled for March 13<sup>th</sup> as the February court date would have been too soon to prepare for.
- ❖ A motion was made by Justin and seconded by Dara to accept and file the Attorney report. Motion passed.

#### **12. Treasurer's Report –**

- ❖ The merger between Bankwest and The Bank has been completed. Jen informed the Council that The Bank does pledging on accounts which would allow the City to have more than the FDIC coverage of \$250,000.00 in one account. The City would be able to move the City's holding account and ICS sweep accounts into the main banking account if the Council wants to.
- ❖ Jen also suggested that the Council may want to invest some of the funds currently in the ICS Sweep account into CDs or treasury notes. Jen and Leann will get rates for the Council to review and decide if they want to invest any funds from the ICS sweep account.
- ❖ A motion was made by Justin and seconded by Kale to accept and file the Treasurer report. Motion passed.

#### **13. Clerk Report –**

- Leann shared the Fire Lien Act notice distributed by the League of Municipalities from the Kansas Department of Insurance emailed for informational purposes. There was a brief discussion regarding the information in which the Council does not feel there is currently enough need to be able to utilize the Fire Lien Act in which an ordinance would need to be created for.
- Leann shared the notice of filing for tax exemption request for the property that was returned to the City.
- Leann shared the information regarding the upcoming 2025 Bike Across Kansas that the City is a host for. The information included the bike route and the schedule. St. Francis is the first stop on the route.
- Leann shared updated information from KDOT regarding their City Connecting Link Improvement Program Guidelines. The information was provided strictly to keep the Council updated on the program.
- Leann requested clarification from the Council on the procedure they prefer for appointing voting delegates to groups the City has a membership with. The Council has voted on the delegates for some years and not other years. The Council has confirmed that they will vote on delegates when changes to the delegates are required moving forward. Leann requested a motion for the approval of Dan and Derek to be the City's KRWA voting delegates. A motion was made by Dara and seconded by Kale to approve Dan and Derek as the KRWA voting delegates. Motion passed.
- A motion was made by Kale and seconded by Larry to accept and file the Clerk report. Motion passed.

**14. Council Comments:**

**Robert** – Shared an event that he had Leann put on the link for the Council. Leann informed the Council when, where, and what the event was regarding. The Council agreed that they were ok with anyone that wanted to, or could go to the event, to attend for the City.

**Kale** – None

**Larry** – None

**Dara** – None

**Justin** – Inquired as to the outcome of the request to have the siren sound for three times during the day.

**15. Mayor Comments:**

- Amanda was approached by an individual regarding shipping containers. The City currently does not allow them within City limits, but there are a few. Amanda has asked Leann to reach out on the clerk link to see what other cities' policies and procedures are if they allow the containers in town. Amanda would like the Council to review the City's current policy and decide if they would like to change the Code and/or start enforcing the Code. The topic was tabled until information from other cities could be obtained.
- Amanda requested 10 minutes for executive session for non-elected personnel.

**16. Executive Sessions:**

- A motion was made by Larry and seconded by Kale to recess into an executive session for 10 minutes for non-elected personnel for job performance review with the Council and Mayor, to resume at 9:37 pm. Motion passed.
  - ❖ Lauren left the meeting.Open meeting resumed at 9:37 pm with no decisions made.
- A motion was made by Kale and seconded by Justin to recess back into executive session for 5 minutes for the same topic and people included. Motion passed.
  - Open meeting resumed at 9:43 pm with no decisions made.
  - Employee evaluations have been postponed until a later date.

**17. All bills on Ordinance #1095** were reviewed. A motion was made by Kale and seconded by Justin to approve paying of the bills on Ordinance #1095. Motion passed.

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

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City Clerk