

Regular Council Meeting
March 10, 2025

1. **Mayor Amanda Milne called the regular Council meeting to order at 7:00 pm.** Present were Council members Larry Finley, Justin Lohr, and Robert Erskin. Also present were City Superintendent Dan Blair, City Clerk Leann Lee, and City Attorney Lauren Reyelts. Council members Dara Carmichael and Kale Dankenbring, along with City Treasurer Jennifer Blair, and Sheriff Cody Beeson were absent.
2. **Visitors/Audience:** Zona Potter, Robert Grace, Kris Oldsen
3. **Minutes** from the February 10th Council meeting were distributed and read. A motion was made by Robert and seconded by Justin to approve the minutes. Motion passed. Amanda noted for the record that the February 24th meeting was cancelled for lack of quorum and that no minutes would be issued.
4. A motion was made by Larry and seconded by Justin 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 – Absent**
 - Amanda contacted Sheriff Beeson and requested that he be present at the March 24th Council meeting since a couple of Council members were going to be absent.
6. **New Business:**
 - The Council was presented with trash waiver application renewals for 100 E. Washington, 709 S. Denison, and 320 W. Royce Peter Road. A motion was made by Larry and seconded by Justin to approve the trash waiver renewals. Motion passed.
 - The Council was presented with 2 quotes from Reach Solutions regarding City Hall's SonicWall with a security protection subscription, and a wireless network quote for City Hall. Leann informed the Council on both matters. The Council has tabled the security protection subscription item until additional information from Reach Solutions can be obtained. The Council will also discuss the WiFi issue at a later date as they believe it is an issue with the Chromebook and not the WiFi.
 - Robert Grace with the Cheyenne Theater Board was present before the Council, along with Kris Oldsen, regarding replacing the current sound system and the theater renovation project.
 - The Council was given a quote for \$9,578.10 from Claco Entertainment to replace the existing sound system that is 30 years old and has been experiencing some issues lately. Robert informed the Council that the Theater Board has met and agreed that they are working on submitting a grant application to CCKCF for \$5,000.00 to help cover the costs of purchasing the new sound system. The Council discussed the sound system and feels it falls under equipment maintenance and will cover the costs for the purchase and confirmed that the Theater Board would still be pursuing the grant. A motion was made by Justin and seconded by Larry to purchase the sound system out of the equipment reserves. Motion passed.
 - Robert further inquired if the Council was looking to receive bid proposals or project estimates for the renovation project. Robert clarified the differences between the two project cost documents and further requested to know who the contractors could contact if a change of scope, or cost increase were to happen, in lieu of waiting until the next scheduled Council meeting. The Council confirmed that the theater was still contacting the City Superintendent for any issues they may be having with the building. Kris informed the Council that during the grant application process, they will be requesting 10% on top of the estimated amount of the project for any unforeseen items that may arise. After further discussion, the Council has confirmed that the theater and the contractors can contact the City Superintendent first, who would then bring the item to either the Council or to the Mayor if it requires immediate approval.

The Council also informed Robert that they could hold a special meeting if necessary to discuss any cost-impacting items.

- Kris Oldsen with the Cheyenne County Development Corporation was present to inform the Council that she is looking to apply for multiple grants on behalf of the theater and the City. Kris has requested permission from the Council as well as a letter of authorization granting her permission to submit grant applications on the City's behalf. A motion was made by Larry and seconded by Justin to give permission to CCDC to submit grant applications on behalf of the City for the theater renovation project. Motion passed.

❖ Robert Grace and Kris Oldsen left the meeting.

- The Council was presented with concrete permits for 322 S. Benton, 210 W. First, 503 S. Scott, 511 E. Spencer, 105 S. River, 412 W. Spencer, and 520 E. Third. Dan confirmed that there were no issues with the projects. A motion was made by Justin and seconded by Robert to approve the concrete permits. Motion passed.
- The Council was presented with building permits for 306 W. Washington and 112 W. First St. Dan confirmed that there were no issues with either projects. A motion was made by Justin and seconded by Larry to approve the building permits. Motion passed.
- The Council was presented with a special event and Bandshell rental application from the St. Francis Alumni Association. The Alumni Association is looking to have a band play on June 21st in the Bandshell. They have requested the rental fee and deposit be waived for the event. A motion was made by Justin and seconded by Robert to approve the special event application and the Bandshell rental application with the fees and deposit waived. Motion passed.
- The Council was presented with a chicken permit application renewal from Erin Guthmiller. A motion was made by Larry and seconded by Justin to approve the chicken permit. Motion passed.

7. Old Business:

a. Items from previous meetings:

- **Cheyenne County Food Pantry** – Zona Potter was present before the Council at their request to provide more insight into the food pantry's previously submitted financials and documents. At the February 10th Council meeting, there were a few questions the Council wished to have answered regarding a previous item about a refrigerator, the utilities, property taxes, and funds from the County. Zona informed the Council that the food pantry was gifted a new refrigerator by the First Christian Church and that they purchased a used one for \$500.00 that will need a repair made before it can be operational. The pantry still has not heard back from Jared Sowers for the quote to repair their freezer/refrigerator that was having issues. The Council was also informed that the portion of the building that houses the food pantry is the only area of the building that has utilities as the other sections of the building are storage areas with no electrical connections. Zona has leased the building to the Cheyenne Food Pantry Board, and in lieu of rent, they have an agreement that the food pantry would pay \$1,000.00 towards the property taxes each year. The last item the Council wanted clarification on was any other funds the pantry may be receiving. The pantry had also approached the County Commissioners to possibly receive support from them and was granted \$3,800.00 in which was labelled on their profit and loss statement as a grant. Zona inquired if the pantry's trash waiver renewal had been approved and was informed it had been. The Council thanked Zona for coming in, answering their questions, and the services the pantry provides.

❖ Zona Potter left the meeting.

- **Shipping Containers** – Amanda had previously brought up the uses of shipping containers within city limits and if the Council wished to amend the current ordinance to allow them with stipulations or to enforce the current ordinance. Leann had reached out to other cities and received 3 responses which were shared with the Council. The Council discussed the information that was presented, the City's current ordinance, their personal opinions, and Lauren gave the Council her legal guidance. The Council has decided to leave the ordinance as it is currently written and tabled the final decision until all Council members are present.

b. Property Cleanup –

- Dan informed the Council that there are a few properties that he has seen around the City but has not been able to get photos for the Council to review yet. There is also a tiny home that has been parked in the driveway of 616 S. Denison. Dan will obtain pictures to present to the Council.

c. Projects Pending:

- The Council discussed crack sealing and chip sealing of the streets.
- Dan informed the Council that he has not been able to run the street sweeper recently.
- Amanda followed up with Dan regarding the chip seal along Scott Street that did not stick. B&H Paving will fix the issue.

d. Streets Project –

- Justin informed the Council that he has seen comments on Facebook regarding some alleyways.
- The Council discussed the concrete work at intersections, alley approaches, and the chip sealing. The Council is waiting for the assessment from Miller & Associates on the list of streets they have compiled for work to be done. Dan gave the Council the information on the previous intersections that Brock has given quotes on.

8. Visitors – Lauren Reyelts inquired if she needed to renew her razing permit as her project will not be done by her completion date. Lauren was informed that her permit is good for 6 months even with an earlier date scheduled for completion.

9. Fire Chief –

- Dan presented the Council with an application for a new volunteer fireman. Gerald Lauer has resigned from the fire department. A motion was made by Larry and seconded by Justin to approve hiring the volunteer fireman applicant.
- Dan informed the Council that the air bags that were purchased did not come with the controls. The cost for the controls is \$2,247.18. The City's half of the cost shared with the County is \$1,173.59. Council approved without a motion.

10. Superintendent Report –

- Dan brought up an issue regarding the snow routes and the 2 options the City has for declaring snow routes for a traffic emergency or a heavy snow traffic emergency. Dan also inquired about what to do with the snow being plowed on snow routes prior to being able to haul it off. The Council discussed the options of how best to approach the plowing and hauling off of the snow.
- Robert inquired if the new spreader for the city was acquired and was informed that it has not yet been ordered.
- Dan informed the Council that the KMU Conference will be held April 23-25 in Wichita. He requested permission from the Council for Derek and himself to attend. The Council approved without a motion.
- Dan informed that Scott Lesuer is working on the roads in the Industrial Park, and he would like to install an 18" x 40' culvert which would cost \$1,489.60. Scott will install the culvert as part of his scope of work for the grading of the ditch area. Dan is going to check with Tr-State Irrigation for pricing on their PVC type culverts as well.
- The trash truck will need an alignment done and will need to be hauled off for the alignment. The Council discussed where to take the truck to and Dan will follow up with more details on costs.
- The City has received compliments regarding the Roadside Park restrooms and the recycling center.
- Mackenzie Lampe contacted Dan for Little Tribe Daycare. The daycare would like the City to put in a crosswalk and signage from the daycare to the park on N. Benton between E. Washington Street and E. Jackson Street. The Council has agreed to put in the crosswalk and possible signage.
- Dan inquired about the fire department employees that are also city employees and if they need to clock in and out when called to a fire. Dan has stated that since his time with both departments, it has been that the City employees do not clock out but are to not get the pay for the firemen's call out if it is a City fire.

- Dan informed the Council that McGuire Iron will be here for the Water Tower on April 1st and let the Council know that water will be discharged and running down the City streets during the work.
- Dan informed the Council that a complaint has been called in to the City and to some of the Council members regarding the trash truck driving the alleys in town but not picking up the trash. Dan investigated the claim once it was reported and found that the trash had been picked up in the alleys and believes the claim is unfounded but wished to acknowledge it with the Council.
- Dan brought up a vacant lot on S. River Street. The new potential owner has supplied their conceptual layout and designs for the property which Dan shared with the Council. The Council did not see any issues or have any concerns with the proposed designs.
- Amanda circled back to the Water Tower on if McGuire Iron would need to be rescheduled. Dan is unsure; however, they can reschedule if necessary. McGuire Iron was scheduled to be in town during the week of March 17th; however, Dan rescheduled them in case there was an issue the following week while he and 2 others would be out of town at the KRWA.
- Dan and Derek were accepted to test for their water certification at the KRWA conference. John is attending to complete mandatory continuing learning hours to be recertified. Dan informed the Council that there are other ways to obtain credits throughout the year, but the conference allows an individual to get all the credits needed at one time.
- A motion was made by Justin and seconded by Larry to accept and file the Superintendent report. Motion passed.

11. Attorney Report –

- Lauren inquired if the Council had looked over the recodified or if the Council wanted to assign chapters of the Code to be reviewed. The Council has requested to table the discussion until more Council members are present.
- Lauren clarified her statement made at the last Council meeting she was present at, regarding the fines and fee schedule being sent to the Sheriff's Office. She had sent the sheriff's current fines and fee schedule for informational purposes and to be aware of what citations would be returned to Municipal Court for due process. Cody has indicated that there are some items on the schedule that he feels should stay with the District Court. The fine schedule will need to be set by the Council and should be gone through line item by line item.
- Lauren informed the Council that the dog case that had been continued until the March Municipal Court date has been continued again until April.
- A motion was made by Justin and seconded by Robert to accept and file the Attorney report. Motion passed.

12. Treasurer's Report –

- Amanda was contacted by Jen regarding the Treasurer's Report and shared the following:
 - The City's Holding and ICS accounts are currently accumulating 1.5% interest, while the main bank account is receiving a 3.02% interest rate. The Holding account has a balance of \$1,000.00, and Jen recommends the Council motion to transfer the remaining \$1,000.00 to the main account and close the holding account at the earliest date allowed by the bank. Jen also recommends doing this with the ICS account once the bank has the pledging requirements in place. After the transfers are completed, the Council may place some of the funds into CDs as the ICS account currently has \$1,809,610.40.
 1. A motion was made by Larry and seconded by Justin to move the remaining \$1,000.00 from the holding account into the main account and close the holding account at the earliest date available by the bank. Motion passed.
 2. A motion was made by Justin and seconded by Larry to transfer the balance of the ICS account to the main account and close the ICS account at the earliest available date by the bank. Motion passed.
 - Jen has also informed Amanda that the phone system at City Hall would need to be updated. The current Avaya phone system through Nex-Tech is going to be obsolete and if the phones at City Hall were not

updated, City Hall would need to change back to AT&T. It has been recommended to update the phone system to an internet phone system. The Council discussed some of the downsides of the internet system. City Hall will obtain a quote for updating phone system and present it to Council for review and consideration through Vyve Broadband.

13. Clerk Report –

- Leann shared with Council the City's Silver Membership Certificate from U.S Highway 36 Association and a thank you note as well as the Options Third Friday Memo for February.
- Leann requested consideration from the Council to allow Justin Gardner to remain on the City's MASA policy and have the monthly cost to be withheld from his paycheck for being the Municipal Court Judge. Since the City currently allows Council and other types of employees to enroll in the Air-Med coverage, Leann requested clarification if MASA could be offered as well. Amanda had recommended that the Council open the MASA up to the part-time and Council members. Lauren brought up concerns as to the policy contract with MASA for allowing it. Leann informed the Council that the representative from MASA has stated that they view the Council, the Judge, and the Attorney as part-time employees as they receive regular paychecks, unlike the firemen. A motion was made by Justin and seconded Larry to offer the Council, Judge, and City Attorney the ability to enroll in the City's MASA plan. Motion passed.
- Leann informed the Council that there were a couple of items on the financial review documents regarding a couple of checks that were lost in the mail, reissued for payment, but the original checks were later received by the vendors. The original checks were also processed by the vendors as the stop payment on the checks were not completed but the vendors were informed to not process them. This has created an issue in the CIC system in which Jen and Leann are working with CIC to correct the problem.
- A motion was made by Larry and seconded by Robert to accept and file the Clerk report. Motion passed.

14. Council Comments:

Robert – None

Kale – Absent

Larry – Received applications for the pool and the Pool Board will have a meeting to review.

Dara – Absent

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

15. Mayor Comments:

- Amanda received a thank you letter from the St. Francis Senior Center
- Amanda also informed the Council that the Strategic Doing Planning meeting will be held at 202 on Washington on Tuesday, March 11th at 6:30 pm.
 - ❖ Lauren left the meeting.

16. All bills on Ordinance #1096 were reviewed. A motion was made by Larry and seconded by Justin to approve paying of the bills on Ordinance #1096. Motion passed.

- ❖ Dan left the meeting.

17. Executive Sessions:

- A motion was made by Justin and seconded by Larry to recess into an executive session for 15 minutes for non-elected personnel for job performance review with the Council and Mayor, to resume at 8:55 pm. Motion passed.

Open meeting resumed at 8:55 pm with no decisions made.

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