

Regular Council Meeting
September 8, 2025

1. **Mayor Amanda Milne called the regular Council meeting to order at 7:00 pm.** Present were Council members Dara Carmichael, Larry Finley, Kale Dankenbring, and Robert (Bud) Erskin. Also present were City Superintendent Dan Blair, Interim City Clerk Lila Whitmore, and City Treasurer Jennifer Blair. Council member Justin Lohr and Attorney Lauren Reyelts were absent.
2. **Minutes** from the August 25 Council meeting were distributed and read. A motion was made by Larry and seconded by Kale to approve the minutes as written. Motion passed.
3. A motion was made by Dara and seconded by Kale 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.
4. Amanda Milne presented John Larson with a retirement plaque in recognition of his 45 years of service to the City of St. Francis.
5. **Sheriff Report**: The August incident report was shared with the Council.
6. **New Business**:
 - a. **Scout Hut Use Policy** – Jen informed the Council that there had been complaints recently from a group that regularly uses the Scout Hut regarding another group not cleaning up after they had used it. Jen explained that the Boy Scouts, Girl Scouts, and one 4-H group have been allowed to use the Scout Hut rent free for their meetings for several years. They each have a key to the facility. The Scout Hut is also rented out for use by others so it is important for these groups to put things away after using the facility. The policy states that anyone using the Scout Hut must clean up after use or be charged a cleaning fee. There was discussion about possible ways to address the issue. Lila suggested before making any changes to the policy a meeting be held with all of the leaders, the City Superintendent, either herself or Jen, and a Council member to discuss the use of the Scout Hut to ensure everyone understands the expectations for continued use of the facility. The Council agreed this would be a good first step and Larry agreed to take part in the meeting.
 - b. A motion was made by Kale and second by Larry to approve the **trash waiver** for Sergio Varela/Nallely Olivas for 100 W. North. Motion passed.
 - c. A motion was made by Larry and seconded by Dara to approve the following **building permits**: Dawn Harper – 118 W. Webster, fence; Cheyenne County Hospital – 221 W. First, handicap ramp; Gilbert Carroll – 322 S. Benton, sidewalk; Robert Martinez and Kelsey Dunn – 106 S. River, concrete pad; Mike and Trisha Zwegardt – 219 N. Frances, concrete slab; Ashley Navarro – 508 S. River – house addition; Danny Laffond – 322 E. Whittier, cement work. Motion passed.
7. **Old Business**:
 - a. **CKKCF** – Jessica Matthies, Cheyenne County Community Foundation Director, and Darci Schields with the Greater Northwest Kansas Community Foundation, spoke to the Council about establishing a designated project fund with the Community Foundation to receive donations in support of the Theater renovation project. Jessica explained the differences between non-endowed and endowed funds. The funds in a non-endowed fund would be available to the City at any time for the designated project. An endowed fund is restricted to a certain percentage withdrawal each year. Darci explained how the Foundation can help the City with not only the Theater project but future projects by encouraging donations and providing administrative support and investment oversight to maximize growth of the donations received. Lila had spoken with the City's auditors about using the current Theater donations as a start for a project fund. They indicated that while funds transferred to the Community Foundation would still benefit the City they would no longer be considered assets of the City as they would be controlled by the Foundation. Darci explained in detail how contributions to the funds work and how the funds are invested. It is not required to have funds transferred to the Foundation to establish a project fund.

The Council thanked them for the information and will consider the options presented.

➤ *Jessica and Darci left the meeting*

- b. **Distributed Generation** – Attorney Reyelts and Darren Prince with KMEA joined the meeting via phone. Mr. Prince explained in detail the differences between Parallel Generation and Net-Metering with regards to cost and billing. Parallel Generation is the minimum that is required for municipalities per Kansas Statute. Net Metering is required for investor-owned utilities. Darren also explained the reasons behind KMEA's recommendation that the City adopt the Parallel Generation Policy. Lauren advised against doing more than what is required by statute. Following discussion, a motion was made by Bud and seconded by Larry to go with Parallel Generation. Motion passed. Lauren will put together the required documents for Council approval at the next meeting.

➤ *Attorney Reyelts, Darren Prince, and Robert Grace left the meeting*

- c. **Property Cleanup:** none
d. **Projects Pending:** none
e. **Streets Project:** Teddy Weber with Weber Road Solutions provided a quote of \$1,464 to complete core samples and provide repair recommendations for several streets in town. The Council discussed the streets that will be done.

8. Visitors: Sheree Downs

- 9. Theater Report:** Dara reported that a down payment has been made on the marquee sign. Three employees have resigned within the last six weeks so they are again looking to hire. The board has not yet heard back from any contractors regarding the Theater renovation. Jen shared a report showing Theater revenue and expenses since 2015. The Council talked more about the Community Foundation Funds and agreed that they would like to establish a designated project fund with the Foundation for the Theater project but not move any current City funds to it at this time. A motion was made by Larry and seconded by Kale to accept and file the Theater report. Motion passed.

- 10. Pool Report:** The pool has been closed and drained. There will be a Pool Board meeting Thursday night. A motion was made by Kale and seconded by Dara to accept and file the pool report. Motion passed.

11. Superintendent Report:

- The water main project will be \$2,875.39 more than the original quote for additional work that has been needed. Reusel Construction will be hired to install the three water taps that still need to be done at a cost of \$2,850. A motion was made by Kale and seconded by Larry to approve the work. Motion passed.
- The City has entered into an agreement with Neal Thornburg from Goodland to provide services to the City as a Contract Operator for the wastewater treatment facility for \$275 per month. Dan and Garrett Sundstrom will attend the wastewater certification class in Dodge City in October.
- The mule is ready to be picked up in Salina. Kawasaki covered most of the repair costs.
- A motion was made by Kale and seconded by Larry to accept and file the Superintendent report. Motion passed.

12. Attorney Report: none

- 13. Treasurer Report:** Jen explained that there had been a software issue today preventing checks from being issued to Municipal Supply and Neal Thornburg. A motion was made by Dara and seconded by Kale to approve an out-of-cycle payment for these when the issue is resolved. Motion passed. A motion was made by Kale and seconded by Larry to accept and file the Treasurer report. Motion passed.

- 14. Clerk Report:** Ads for the City Clerk position have been placed on Indeed and the Nex-Tech classifieds, as well as in the St. Francis Herald. It will be reposted on the City Facebook page as well. The League suggested considering extending the area for eligible candidates to include neighboring counties such as Sherman and Rawlins. A Charter Ordinance would need to be passed to allow out of County residents to work as an appointed officer of the City. The Council may consider this depending on applications received. A motion was made by Larry and seconded by Kale to accept and file the Clerk report. Motion passed.

- 15. Council comments: Bud** – The Highway 36 yard sale will be held September 17-20, and maps are available at Majestic Service. There are 44 sales locations in St. Francis. **Kale** – none. **Larry** – none **Dara** – none

16. Mayor Comments: none

17. All bills on **Ordinance #1102** were reviewed. The total amount of claims on Ordinance #1102 is \$144,717.87. A motion was made by Dara and seconded by Kale to approve payment of the bills on Ordinance #1102. Motion passed.
18. **Adjournment:** It was moved by Larry and seconded by Kale to adjourn the meeting. Motion passed.

Interim City Clerk