

Regular Council Meeting
October 14, 2025

1. **Mayor Amanda Milne called the regular Council meeting to order at 7:00 pm.** Present were Council members Justin Lohr, 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.
2. **Visitors:** Sheree Downs
3. **Minutes** from the September 22 Council meeting were distributed and read. A motion was made by Justin and seconded by Kale to approve the minutes as written. Motion passed.
4. A motion was made by Larry 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.
5. **New Business:**
 - a. A motion was made by Kale and seconded by Justin to approve the CMB License renewals for Majestic Service Truck Stop and Restaurant. Motion passed with Bud abstaining.
 - b. A motion was made by Justin and seconded by Kale to approve a building permit for Thomas and Marilyn Hnizdil – 616 S. Quincy, fence. Motion passed. The fence was approved to be built on the right-of-way line.
Sheriff Beeson and Attorney Reyelts arrived at the meeting.
6. **Sheriff Report:** Sheriff Beeson shared the September incident report. He talked about the scheduling of officers with one deputy gone on military deployment. The procedure for dogs at large needs to be clarified and the public needs to know that citizens are not allowed to drop stray dogs off at the Vet Clinic. Three traffic stops resulted in warnings. There was discussion regarding issues with trailers parked on City streets. Cody will review the City Code and the Standard Traffic Ordinance to identify the codes that address the problem. Part of the issue may be that residents are not aware of the restrictions. The information that Cody finds will be put on the City's Facebook page and in the newspaper, and Jen will include it in the new customer handouts. A motion was made by Larry and seconded by Kale to accept and file the Sheriff report. Motion passed.
7. **New Business (continued):**
 - c. Ryan Murray, Emergency Management Director, spoke to the Council about the Kansas Region A Local Hazard Mitigation Plan, which is reviewed and updated every 5 years. The City is currently a sub-jurisdiction under the County's mitigation plan. Ryan explained the purpose of the mitigation plan. Potential projects that improve infrastructure to lessen the impact of a disaster need to be identified in the plan in order to be eligible to apply if FEMA funds were to become available. The Council reviewed the previously identified mitigation actions. Ryan indicated that additional projects and action items could be added to the list but need to be decided on within a week. Ryan also spoke briefly about the County Emergency Operations plan for reimbursement of expenses associated with a disaster.
➤ *Ryan and Cody left the meeting.*
8. **Old Business:**
 - a. **Property Cleanup:** Lauren stated that a letter will be sent to the owners of the property at 528 E. Third with the condemnation process beginning in November if no response is received. Lauren will also send a letter to the property owners of a house on Emerson street that had caught fire several months ago and needs repair. Council members will be identifying other properties they feel need attention. Dan will be tasked with taking any required pictures.
 - b. **Projects Pending:**
 - **Washington Street Beautification** – Amanda talked to Carla Lampe and she will meet with Justin to share ideas they have.

- **Council Chambers Sound System** – Bud indicated he has not had an opportunity to look into options. No recommendations were received from an inquiry Lila put out on the Clerk link.
- **Recodification** – Larry asked where we were with the recodification process. Lauren stated that she had presented the updated Code to the Council a year ago for their review and had not received any feedback. The updated code with revisions and corrections was submitted to Mr. Kleeman (Ranson Financial) at that time. One of the administrative chapters was modified per recommendation of the League and is more comprehensive than the previous version. Any new ordinances since the code was submitted will need to be emailed to Mr. Kleeman. It was decided that before the code is officially codified, Amanda and Lauren will meet to divide the chapters among Council members for review and then discussion at the second meeting in November. This will allow time for any suggested changes to be made and submitted to Mr. Kleeman so that the updated code can be implemented at the start of the year.
- **Empire Motel Property** – There has been one inquiry on the property sale. Bids are being accepted until November 7 and will be reviewed at the November 10 meeting. Lauren will confirm the procedure for open meetings regarding the sale of public property and what may or may not be discussed in executive session.

c. **Streets Project:** The city crew is continuing to patch potholes. Potholes on Angle Road were talked about. Dan will be contacting Miller & Associates for a quote for additional core samples.

9. **Theater Report:** Theater minutes from September 22 and October 6 were shared. Robert Grace has resigned from the Theater Board and the Board elected Pat Cress as President. Dara reported that Elevation Design will be taking over the Cheyenne Theater website domain. There is confusion on the Board regarding utilizing volunteers at the Theater. The Council confirmed that only Theater Board members, appointed by the Mayor and Council, may work as volunteers at the Theater. Any other person interested in helping at the Theater would need to complete an employment application and be hired as an as-needed (PRN) employee. A motion was made by Kale and seconded by Justin to accept and file the Theater report. Motion passed.

10. Superintendent Report:

- A motion was made by Kale and seconded by Justin to pay the pool painting invoice in the amount of \$58,940 out of cycle. Motion passed.
- A motion was made by Kale and seconded by Larry to pay the Redi-mix invoice for sand and dirt for the tree pits in the amount of \$458.25 out of cycle. Motion passed.
- The trash truck had a glitch that was resolved by resetting the battery.
- An estimate of \$2,380.10, not including tax, was received from Altec for repairs to the digger truck. A motion was made by Justin and seconded by Kale to approve up to \$3,000 to be paid out of cycle for repairs to the digger truck. Motion passed. This will be paid out of the electric fund.
- The cost of the repairs to the Midwest Energy meter caused by the skidsteer mishap is \$581.55.
- The concrete work for the Frances street water main was \$2,177 more than the original estimate. A motion was made by Larry and seconded by Dara to approve payment of the additional cost. Motion passed. The total cost of the water main project was \$63,792.60.
- A motion was made by Kale and seconded by Justin to approve the purchase of fertilizer for the parks for \$1,567.50. Motion passed.
- Only \$75,000 of the \$200,000 budgeted from Capital Improvement for 2025 Electrical Work has been used. Dan will be purchasing poles for future electrical infrastructure improvements with the remaining funds.
- Dan will be contacting B&H Paving regarding crack sealing some of the streets.
- Denis Juenger will be checking out the problems with the street sweeper.
- The power plant boiler is having issues again and Dan has reached out to American Boiler. There are also problems with the 9-cylinder engine. This is not critical as long as the other two engines

are functioning. The Council approved having someone come out and provide an estimate for repairs of the 9-cylinder engine.

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

11. Attorney Report:

- Lauren indicated that Travis Jensen had contacted her regarding the cargo trailer he has which he may turn into an addition on his lot. Lauren informed him he would need to contact City Hall for a building permit for that. Travis had indicated to the Mayor that he was considering removing the sides of the trailer and attaching them to the interior of his fence. He is also wanting to convert his garage into a commercial kitchen which would require a zoning variance. He was informed by both the Mayor and City Hall that he will need to get on the agenda to discuss his project with the Council to see if it is doable before moving forward with a variance request.
- Ordinance 565 and Ordinance 566 had minor typos in the original documents. Lauren made corrections which did not affect the contents of the ordinances. Mayor Milne, Clerk Whitmore, and Attorney Reyelts signed the updated documents.
- There was additional discussion regarding the sections in the City Code that pertain to trailers parked on City Streets. Lauren will also look into the code relating to this topic and stated that it would be easy to revise the existing ordinance if needed.
- A motion was made by Dara and seconded by Bud to accept and file the Attorney report. Motion passed.

12. Treasurer Report: There have been recent issues regarding who is authorized to request utilities to be turned on or off on rental properties, the renters or the landlord. Jen shared a Notice of Occupancy form from another city that landlords are required to complete which confirms who is authorized to put utilities in their name on a rental property. The Council approved creating a similar document for use by City Hall. Lauren recommended including the verbiage from section 15-106 of the City Code on the policy/form. A motion was made by Larry and seconded by Justin to accept and file the Treasurer report. Motion passed.

13. Clerk Report:

- Lila shared the Options newsletter and a letter of support written for the Playground Renovation Project.
- A motion was made by Justin and seconded by Bud to establish the City of St. Francis – Cheyenne Theater Fund with the Cheyenne County Kansas Community Foundation. Bud – yes, Kale – yes, Larry – yes, Justin – yes, Dara – abstained. Motion passed. Mayor Milne and Interim Clerk Whitmore signed the establishment document.
- The Council approved and signed the Public Transportation Letter of Commitment for the Cheyenne County transportation van. This is an annual budgeted expense in the amount of \$5,500.
- The Council scheduled a special meeting for Tuesday October 21 at 7:00pm to conduct an interview for the City Clerk position.
- A motion was made by Dara and seconded by Justin to accept and file the Clerk report. Motion passed.

14. Council comments: Bud – Will be attending a KDOT mtg in Colby on October 15. Kale – none, Larry – none, Dara – asked about the tree stumps on main street. Dan stated they are working on getting them removed. Justin – would like to get things going on the plan for the streets project by spring.

15. Mayor Comments: none

16. All bills totaling \$331,486.77 on **Ordinance #1103** were reviewed. A motion was made by Justin and seconded by Larry to approve payment of the bills on Ordinance #1103. Motion passed.

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


Interim City Clerk