

Regular Council Meeting
November 10, 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, City Treasurer Jennifer Blair, and City Attorney Lauren Reyelts.

Visitors: Sheree Downs, Larry Barnes, Randy Wieck

2. **Minutes** from the October 27th Council meeting were distributed and read. A motion was made by Justin and seconded by Kale to approve the minutes as written. Motion passed.
3. A motion was made by Dara and seconded by Larry 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. **Sheriff Report:** Sheriff Beeson was unable to attend the meeting. Amanda had provided him a list of trailers parked on City streets and they are being addressed. There is also a repeat issue of a semi-truck parking on the City streets.
5. **New Business:**
 - a. The Council discussed the Courthouse Park and Sawhill Park. The City has a lease agreement with the County for Sawhill Park, with the current 50-year lease expiring in 2027. The lease states that the City will maintain the park. There was correspondence between County Attorney Beims and City Attorney Day in 2019 indicating there did not appear to be a similar lease agreement for the Courthouse Park. However, there was no further action taken on it at that time. The City has been maintaining both parks for many years. Larry stated it was likely a mutual understanding, but Amanda pointed out it is important to have something in writing, especially with the current interest in applying for grants for improvements. Following discussion, the Council agreed that Amanda will bring the subject to the attention of the County Commissioners to consider either establishing a lease agreement for the Courthouse Park or deeding both properties to the City. The Council requested Lila find out if the parks are currently covered under the City's insurance.
 - b. A motion was made by Larry and seconded by Kale to approve a building permit for Larry Barnes – 406 E. Jackson, concrete patio. Motion passed. *Larry Barnes left the meeting.*
 - c. The Council approved a Letter of Support for the St. Francis Senior Center.
 - d. A motion was made by Larry and seconded by Justin to approve a Special Event Permit for the St. Francis Area Christmas Celebration and to wave fees. Motion passed.

6. Old Business:

- a. **Access Road** – Attorney Michael Baxter joined the meeting via phone. The Project Authorization Agreement between KDOT and the City for the mill and overlay of the access road was emailed to the Mayor and Council members earlier today. Attorney Baxter stated that all requests made have been resolved or included in the agreement and he believes the City can move forward with it. He explained that once the State completes the 2" mill and overlay the access road will be deeded to the City and the City will take over ownership and responsibility for the road. He expects construction to begin in the spring. There was considerable discussion regarding the crossovers and Attorney Baxter stated that the crossovers will remain part of the highway and will be maintained by the State as part of the connecting link agreement. He has not yet seen the agreement but indicates it is a standard form agreement for highway maintenance. However, Attorney Reyelts requested that a copy be shared with her and the Council prior to the Council approving and signing the mill and overlay project agreement. Attorney Baxter will contact KDOT for this and will also ask for clarification on who is responsible for the maintenance of the medians and in particular the curb and gutter. There will be a Public Meeting on November 24th at 6:30pm where the Council will share updates and answer questions about the access road. A letter with

information about the Public Meeting was mailed to residents of the City on November 7th.

- b. **Property Cleanup:** Dan shared pictures of several properties that are on the cleanup list. The Council agreed that the process will need to be restarted for the following property owners who had previously received letters but no follow-up was done: 203 E. Emerson, 619 S. River, and 616 S. Denison. Letters will also be sent for 521 S. Denison, 511 S. River and 703 S. Francis. Amanda and Dan inspected a property on South Adams and determined that it is structurally okay but needs new siding and roof. They have given the property owner 6 months from today to take care of those issues. Amanda and Dan will also inspect the property at 528 E. Third. The owner has received a condemnation letter. The Council and Lauren requested that the property cleanup list be sent to them whenever it is updated.
 - c. **Projects Pending:**
 - **Washington Street Beautification** – The committee will meet next month and formulate a plan for replacing trees and possibly planters. They will be looking into grant funding for these projects.
 - **Council Chambers Sound System** – Bud is still doing research on sound systems.
 - **Empire Motel property** - There were no bids received for the property by the deadline of November 7th. Since it was put out for bids it will now remain for sale to the public at large.
 - d. **Streets Project:** The Council discussed streets to consider for crack sealing and chip sealing. Lila recommended using funds from the Special Highway fund. She will provide budget information at the next meeting so the Council can determine how much work could be done this year. Amanda will follow up with the owners of a property on Spencer street who were previously sent a letter for repair of the curb and gutter.
7. **Theater Report:** Jen presented a proposal from Elevation Design for the redesign of the Cheyenne Theater Website and for providing training for theater staff to be able to update the website. Total cost is \$1,200. A motion was made by Kale and seconded by Dara to approve the proposal. Motion passed. The Theater has hired two new employees. A motion was made by Larry and seconded by Justin to accept and file the Theater report. Motion passed.
8. **Superintendent Report:**
- The boiler is working now but the expansion tank is leaking.
 - Dan took the air compressor to Denver for repairs. The cost could range anywhere from \$600 - \$4,100 but it is a necessary repair. The spare compressor is also not working.
 - Dan will be getting a quote from Ward Electric for continued electrical work. He is looking at the alley between Whittier and Emerson and between Emerson and Jackson for the next phase.
 - An updated estimate was received from Altec in the amount of \$3,157.06 which is \$776.96 more than originally presented. The Council had previously approved up to \$3,000. A motion was made by Kale and seconded by Justin to approve the difference. Motion passed.
 - Dan is still working on the EMC insurance recommendations for the power plant.
 - Dan is looking into upgrading the meter reading system to a newer drive-by system or meters that will automatically send readings to City Hall. Support for the current system will end in 2028.
 - The sweeper part is here but Denis Juenger has not had an opportunity to work on it yet.
 - Dan has ordered 5 cylinders of chlorine.
 - A motion was made by Kale and seconded by Justin to accept and file the Superintendent report. Motion passed.
9. **Attorney Report:**
- The Council discussed the Cereal Malt Beverage section of the City Code and parts of it they may want to change while recodifying. For now, the Council agreed that they would like the CMB ordinance to match whatever the state requirements are regarding CMB sales. Lauren will update Ordinance 658 and it will be available for review at the next meeting.

- The City Code chapters have been distributed to the Council members for review and will be discussed at the first meeting in December.
- The Emerson property condemnation letter was sent to the physical address of the property as shown on the property record. The letter has not been returned as undeliverable, but Lauren questioned if it would reach the owner since the property is vacant. She will resend it certified mail.
- A motion was made by Justin and seconded by Kale to accept and file the Attorney report. Motion passed.

10. Treasurer Report: none

11. Clerk Report: Lila shared information she had received on the Clerk Link regarding Code Enforcement. Lauren reminded the Council to be cautious of using the term enforcement as that implies the person performing the job has legal authority to enforce the code. A motion was made by Dara and seconded by Justin to accept and file the Clerk report. Motion passed.

12. Council comments: **Bud** – Will be out of town until January 8th but can be contacted if needed. **Kale** – none, **Larry** – none, **Dara** – none, **Justin** – requested 15 minutes of executive session for non-elected personnel.

13. Mayor Comments: none

14. All bills totaling \$207,350.08 on **Ordinance #1104** were reviewed. A motion was made by Larry and seconded by Justin to approve payment of the bills on Ordinance #1104. Motion passed.

15. At 9:15pm, a motion was made by Larry and seconded by Kale for the Council, Mayor, City Superintendent, Interim City Clerk, and City Treasurer to recess into **executive session** for non-elected personnel employee status, the open meeting to resume at 9:20. Motion passed. The open meeting resumed. No decisions were made.

16. At 9:25pm, a motion was made by Kale and seconded by Larry for the Council and Mayor to recess into **executive session** for non-elected personnel job performance, the open meeting to resume at 9:40. Motion passed. At 9:37 the City Superintendent was asked to join the executive session. At 9:40 the open meeting resumed. No decisions were made.

17. A motion was made by Larry and seconded by Kale to approve a **building permit** for Heather Foreman – 110 W. First, concrete patio and removal of deck.

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


Interim City Clerk