

Regular Council Meeting
October 27, 2025

1. **Mayor Amanda Milne called the meeting to order at 7:00pm.** Present were Council members Kale Dankenbring, Larry Finley, Dara Carmichael, and Justin Lohr. Also present were City Superintendent Dan Blair, Interim City Clerk Lila Whitmore, City Treasurer Jennifer Blair, and City Attorney Lauren Reyelts. Council member Robert (Bud) Erskin was absent.
Audience: Sheree Downs
2. **Minutes** from the October 14th Council meeting were distributed and read. A motion was made by Kale and seconded by Dara to approve the minutes as written. Motion passed.
3. **Minutes** from the October 21st Special Council meeting were distributed and read. A motion was made by Larry and seconded by Kale to approve the minutes as written. Motion passed.
4. **New Business:**
 - a. A motion was made by Kale and seconded by Dara to approve the Mayor's appointment of Jacquelyn Ketzner as City Clerk. Kale – yes, Larry – yes, Dara – yes, Justin – yes. Motion passed.
 - b. A motion was made by Kale and seconded by Larry to approve the following building permit: Jerry Sims – 208 W. Whittier, concrete slab with covered awning. Motion passed.
5. **Old Business:**
 - a. **Property Cleanup** – The Council discussed and identified several properties that need attention. A few will not be addressed at this time as they are on the tax sale. Some owners have already received an initial letter, but it is not clear if they are now in compliance. Dan will follow up on those and will obtain pictures of all newly identified properties for the Council to review. The property at 703 S. Frances was discussed and is a high priority on the cleanup list. There are two condemnations in process currently. The property owner of 528 E. Third has been sent a notice and has until November 10 to respond. Lauren confirmed that she will be sending a condemnation notice tomorrow for a property on Emerson Street. There is a property on South Adams street that has been vacant and without utilities for quite some time. There may be some structural issues and it may need to be inspected. Lauren confirmed that per City Code Chapter 8-511 the City Superintendent is authorized to inspect a property to determine the condition and whether or not it meets the minimum housing code. There was some discussion regarding the possibility of hiring a Code Enforcement Officer. Lila and Jacquelyn will obtain job descriptions and rate of pay from other communities to share with the Council. The Council also would like to have a notice sent out to all residents along with the utility bills reminding everyone of the City's Code regarding property cleanup.
 - b. **Projects Pending**
 - **Washington Street Beautification Committee** – Amanda has sent an email to committee members to schedule a meeting. Members are Amanda Milne, Dara Carmichael, Justin Lohr, Dan Blair, Carla Lampe, and Robyn Raile. Kris Oldsen may be joining as well.
 - **Theater Renovation Project** - The Council approved online access to the CCKCF Theater Fund portal for the City Clerk, City Treasurer, Theater Manager and Theater Board President. This provides authorized users access to the fund information such as donations received and current fund balance but does not give any access to the actual funds or authority for determining use of the funds. Lila clarified that grant requests can only be signed by the Mayor or City Clerk with authorization for fund distribution approved by the City Council.
 - **KDOT/Access Road** – Amanda has spoken with Attorney Baxter. The Council talked about the access road and after considerable discussion decided to hold a special public meeting on November 24th to share information and request public input. A notice will be mailed to all utility customers and shared on Facebook, in the newspaper, and with posted flyers. There are a couple of options for the location and Lila will check on availability.
 - c. **Streets Project**
 - Tyler Hillmer with Miller & Associates believes that most of the city streets may have already been cored during the previous street project. He is checking into it and will let Dan know.
 - The Council discussed crack sealing and chip sealing. A pallet of crack seal costs approximately \$5,000 and will do 2-3 blocks on average. Lila will check how much was budgeted for this in 2025.

- Dan will follow up with IdeaTek regarding patching asphalt holes in the streets that were made during the installation of the fiber.

6. Visitors – none

7. Superintendent Report -

- The digger truck has been repaired.
- The Street sweeper has a broken wheel. The cost for repairs will be \$10,756.92, \$1,200 for labor, plus freight. A motion was made by Kale and seconded by Justin to approve up to \$12,500 for the Street sweeper repairs. Motion passed. This will be paid out of the general fund/streets.
- Dan shared a Loss Control Survey from EMC insurance showing recommendations for improvement at the power plant. The recommendations are based on conditions observed during the survey and are part of EMC's efforts to help the city prevent or reduce the number or severity of accidents and losses. The City is required to respond by November 30, 2025, with any plans of corrective action. Dan will be working on this. The Council agreed to have the roof inspected.
- A motion was made by Larry and seconded by Kale to approve the purchase of 1" meter tap parts for \$3,019.39. Motion passed.
- Dan informed the Council that the City received a warning letter from KDHE indicating that the City had failed to certify to KDHE by July 1, 2025, that each resident was provided with written notification of the actual type of service line material serving their residents. These notices were sent out, but the electronic copy of the notifications were not uploaded to KDHE. The City is not required to submit a corrected Notification to KDHE at this time but must submit the correct Notification by the next compliance deadline. Dan will continue attempts to contact KDHE regarding the notice letter. However, the Lead and Copper inventory letters that were sent to residents last year must be sent out annually and City Hall is in the process of getting that done for this year.
- Dan is still working on getting parts ordered for Ward Electric.
- The library wall-mount toilets needed new seals. They were replaced but the walls were damp. Mold is a possible concern. AB Plumbing was contacted and recommended letting the walls dry out and then recheck.
- There has been no word yet from American Boiler.
- A motion was made by Kale and seconded by Dara to accept and file the Superintendent Report. Motion passed.

8. Attorney Report

- Lauren shared Ordinance 658 which is an update to the Cereal Malt Beverage application process that was recently changed by the State. Ordinance 615 had been passed in 2018 modifying chapter 3 article 2 for enhanced cereal malt beverages. Rather than modifying a previous modification, Ordinance 658 repeals Ordinance 615, restates the content of Ordinance 615, and includes the updated application and process renewal procedures. Lauren discussed the changes that were made to sections 4,5, and 10. While reviewing the Ordinance, Justin questioned the licensing requirements in Section 8 which state that a person must be a resident of Kansas and Cheyenne County to obtain a CMB license. This section has not changed from the original 2015 Code of the City. However, Justin wondered why this is required. The Council moved on to the Treasurer report so that Lauren could check State Statute.

9. Treasurer Report

- Jen shared a Notice of Occupancy form that landlords will need to complete and sign authorizing tenants to occupy the premises and to have utilities put into their name. The Council approved the use of the form.
- The Council approved 20 hours of vacation carryover for Jen. Her work anniversary is October 29.
- A motion was made by Larry and seconded by Justin to accept and file the Treasurer report. Motion passed.

10. Clerk Report

- At the April 28th City Council meeting the Council discussed the tax distribution for the Library for 2025. Per Ordinance the Council can levy up to 4.5 mil for the library. In the 2025 budget it was set at 4.028, a difference of .472 mils. For 2025, one mil generates \$13,384.75. Based on this the Ad Valorem taxes levied for the Library are short by \$6,317.60. A motion was made by Kale and seconded by Justin to pay the Library \$6,317.60. Motion passed. This will be paid out of the general fund library department.
- A motion was made by Justin and seconded by Larry to accept and file the Clerk report. Motion passed.

11. Attorney Report (Continued)

- The Council further discussed the licensing requirements for the CMB license. Jen stated that the state only collects the fee, but the City has the say in what applications will be accepted or denied. The state does not do background checks on applicants. The Council agreed that we should find out what other communities have in their codes. Ordinance 658 was tabled. Jen will follow the new State Statute that went into effect October 1st.
- Amanda asked about recodification. She and Lauren will review the chapters and assign them to Council members this week.
- A motion was made by Kale and seconded by Dara to accept and file the Attorney Report. Motion passed.

12. Council Comments: Kale – none, Larry – none, Dara – none, Justin - none

13. Mayor Comments - none

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

Interim City Clerk