Regular Council Meeting
October 13, 2026

1. **Mayor Amanda Milne called the regular Council meeting to order at 7:00 p.m.** Council members Larry Finley, Justin Lohr, Randy Wieck, David Butler, and Robert "Bud" Erskin were present. Also present were City Attorney Lauren Reyelts, City Superintendent Dan Blair, Assistant City Clerk/City Treasurer Jennifer Blair, and City Clerk Jamie Crable. Sheriff Cody Beeson was absent.
2. **Visitors/Audience:** Patrick Cress, Matt Grogan, Tom Keller, Darci Schields, John Blea and Robin Kauakahi were present.
3. **Minutes** from the September 28, 2026, Council Meeting were distributed and read. A motion was made by David and seconded by Randy to approve the minutes as written. Motion passed.
4. **Minutes** from the October 6, 2026, Special Council Meeting were distributed and read. A motion was made by Larry and seconded by Randy to approve the minutes as written. Motion passed.
5. **Sheriff Report:** Sheriff Beeson was absent.
6. **New Business:**
   - **Tom Keller and Darci Schields - Keller Pond and Riverwalk Fund:** Tom Keller and Darci Schields proposed establishing a Keller Pond and Riverwalk Fund through the Cheyenne County Community Foundation. The fund would accept charitable donations for maintenance and development of the pond and Riverwalk. A motion was made by Justin and seconded by David to approve creation of the fund. Motion passed.
     - Darci Schields left the meeting.
   - **Tom Keller – Keller Pond Lease:** Tom requested that the current Keller pond lease be amended to allow his family to complete mowing and groundskeeping activities. Discussion was held about current responsibilities and maintenance on the property. Larry requested some time to review the lease. Discussion was tabled until the next meeting.
   - **Robin Kauakahi and John Blea – 600 S. Adams:** Robin explained the property's ownership history and the difficulties she has had maintaining it. She stated that she is selling the home to John Blea, who is making repairs. John reported setbacks in bringing the property into compliance and said renters had contributed to the unsightly conditions. He confirmed that the work was due by November 8. Robin asked to return to the Council if they could not meet the deadline. The Council thanked Robin and John for communicating and agreed they should return if further delays occurred.
     - Tom Keller, Robin Kauakahi and John Blea left the meeting.
   - **Cheyenne Theater Board:**
     - Patrick Cress reported that the Theater is ready to start accepting applications for ads to run before the movie. Pat stated that the board plans to start with four ads per movie and will expand if it goes well. Pat asked the Council to approve the advertising plan. Council agreed that the Theater board should move forward with selling ads.
     - Patrick also reported several instances of bats entering the Theater and asked about the appropriate response. The Council discussed replacing missing ceiling tiles and identifying openings where bats could enter. The Council agreed that the theater manager should continue to call the on-call employee. Jamie will investigate the cost of bat removal.
     - David brought up the theater staff having trouble changing the light bulbs in the ceiling.
     - A motion was made by David and seconded by Justin to approve sale of ads by the theater. Motion passed.

- Amanda requested five minutes of executive session to review employment applications. A motion was made by Justin and seconded by Larry to recess into executive session for non-elected personnel to review applicants with all in attendance to remain with regular session to resume at 8:00. Motion passed. Regular session resumed with no decisions made. A motion was made by Justin and seconded by Randy to approve offering employment to the theater applicant. A motion was made by David and seconded by Randy to approve and file the Theater report. Motion passed.
    - Patrick Cress left the meeting.
- **Small Business Incentive:** A motion was made by David and seconded Larry to approve the small business utility incentive for Mackenzie and Brett Lampe - Revive Performance and Rehab LLC. Motion passed.
- **Transient Vendor Permits:**
    - Discussion was held on options to simplify the Transient Vendor Permit process. City Hall staff will research State licensure requirements.
    - A motion was made by David and seconded by Justin to approve the following Transient Vendor Permits: K & S BBQ, Moms Kitchen, and Chiwas Tacos. Motion Passed.
- **Building Permits:** A motion was made by Justin and seconded by Larry to approve the following Building Permits: Keaton Frewen, 512 S. Frances – Fence; Ryan and Lauren Reyelts, 108 W. Emerson – Shed. Motion passed.
- **Letter of Support:** A motion was made by Larry and seconded by David to approve a letter of support for Cheyenne County General Public Transportation. Motion passed.
    - Matt Grogan left the meeting.

7. **Old Business:**
- **Property Cleanup:**
    - The property cleanup list was distributed and discussed.
    - Amanda asked if anyone has received concerns about the property at 616 S. Denison St. Lauren updated the Council on a camper parked in the driveway of the property and the possibility that someone might be living in the camper in violation of City Code. Lauren stated that Sheriff Beeson contacted the property residents who denied there was anyone living in the camper. Lauren advised that the Sheriff's office is going to follow up and monitor the camper to ensure no one is living in the structure. Lauren will follow up with law enforcement. Lauren also reported that this was the same property where a vicious dog case originated and that if law enforcement finds that the dog is on the premises while monitoring the camper issues, they will seize the dog. Conditions at the property were also discussed and Council instructed City Hall staff to send a property cleanup letter.
    - Lauren reported that she discussed untagged vehicles on City streets with Sheriff Beeson and he is going to begin enforcement activities according to the City Code. Sheriff Beeson will also begin issuing citations for campers parked on the street on October 16, 2026.
    - A property on the corner of Jackson and North Quincy streets was discussed. Lauren stated the owner received a final notice letter in which he was notified that citations will be issued for further non-compliance with Code. City Hall staff will locate a copy of the letter that was sent to the owner, and the Sheriff will attend the next meeting for further discussion.
    - Trailers parked on streets were discussed. Jen explained that a Deputy had been into City Hall with questions about the way the City Code is written. Lauren will review and update the Code if needed.
    - 703 S. Francis St. was discussed. Jamie reported that a phone call was made and a letter was mailed to the property owner requesting written plans with a deadline of fourteen days to submit them to City Hall.

- **Zoning:** Amanda presented maps of the east side of town encompassing the five hundred block of E. First Street. Amanda noted the area had previously been zoned as residential/commercial. Amanda recommended listing the entire section as residential/commercial in the updated City Code due to current mixed use in practice. Lauren will review the maps and update the Code as needed.
- **Projects Pending:** Lauren reported that she tried emailing the updated City Code, but the file was too large. Lauren will upload the file to a flash drive and bring it to City Hall so that Jamie can load it all onto a shared Google drive for review.

8. **Visitors:** None.
9. **Pool Report:** None.
10. **Superintendent Report:**
    - Dan reported that his previous request to purchase supplies from Stanion Electric in the amount of $28,923.28 was incorrect and the actual price is $28,450.16. A motion was made by Randy and seconded by Larry to approve the purchase of supplied from Stanion in the corrected amount of $28,450.16. Motion passed.
    - Dan reported the new bucket truck has been held up in Kansas City.
    - Dan reported that he met with Ward Electric and identified priority areas for its next work session. Justin asked whether Ward would check Majestic. Dan explained that he had been unable to work on the transformers because a second worker must be on the ground and none was available. Ward could replace the transformer to determine whether that would resolve Majestic's power issues. Amanda stated that Majestic would be responsible for the cost of any service upgrade. Dan also reported that KMEA would collect oil samples from the substation and test a transformer. Ward Electric will test switches; inspect poles and transformers; and work near the fairgrounds, lift station, and other high-priority areas. Dan stated that Ward would complete as much work as possible while in town.
    - David asked if there was any crushed asphalt that the City might sell. Dan explained that the City no longer sells it and they have been using what is left.
    - Amanda reported that she and Randy would be meeting with a representative from Prairie Land to discuss coverage in Dan's absence.
    - A motion was made by Justin and seconded by Randy to approve up to $200,000 for Ward Electric to complete electric repairs to be paid from the Capital Improvement fund. Motion passed.
    - A motion was made by David and seconded by Randy to approve and file the Superintendent's report. Motion passed
11. **Attorney Report:**
    - The Council discussed a conditional use permit for keeping livestock in town, as well as statutes previously presented by the landowner. Lauren clarified that those statutes reference zoning only and do not pertain to keeping livestock within town limits. Following a review of the permit, the Council set the annual permit fee at $10.00. Jamie will send the permit along with a letter specifying a 30-day deadline for its completion and return.
    - Lauren reported there is a property cleanup case in Municipal Court on Thursday, October 15, 2026. The timeline of the citation and notice were discussed. Lauren explained delays that occurred in the case. Amanda asked that Lauren ensure that journal entries are provided in a timely manner.
    - A motion was made by Larry and seconded by David to approve and file the Attorney's report. Motion passed.

12. **Treasurer Report:**
    - Jen presented information on CDL training for the City Crew. Two options for training were discussed. Council agreed to send Kevin Trembly to Northwest Tech for CDL training with the stipulation that he signs an agreement to remain employed with the City for a certain amount of time.
    - Jen stated she will be out of the office on October 16 through October 21.
    - Jen reported there will be a come and go retirement party at City Hall for Dan on October 22, 2026.
    - A motion was made by David and seconded by Randy to accept and file the Treasurer Report. Motion passed.
13. **Clerk Report:**
    - Jamie provided the financial reports for review.
    - Jamie requested permission to purchase a new laptop and a speaker phone microphone for use as a workstation computer as well as use for council meetings. A motion was made by Justin and seconded by Randy to allow Jamie to buy a laptop, dock and microphone with installation in the amount of $2,035.00 from Reach Solutions to be paid out of the General Fund. Motion passed.
    - A motion was made by Larry and seconded by Randy to approve and file the Clerk Report. Motion Passed.
14. **Council Comments:**
    - **Robert**: None.
    - **David:** None.
    - **Larry:** None.
    - **Randy:** None.
    - **Justin:** Justin asked if the Clerk's office had posted Employment ads for the City Superintendent and Lineman positions. Jamie reported the ads are live on Indeed and would run in the High Plains News for 2 weeks and that other options for advertising are being explored.
15. **Mayor Comments:**
    - Amanda reported that Mike Frewen and Cindy Ham were selling the lot they purchased in the Industrial Park and the City had first right of refusal. A motion was made by Larry and seconded by Randy to sign the first right of refusal allowing the owners to sell the property to someone other than the City. Motion passed.
16. Amanda reported that Scott Sinclair of St. Francis Equity asked if the City would consider a permanent lease for the area where their building encroaches on City property. Attorney Michael Baxter advised that such a lease is legally permissible, provided it includes a clause stating the agreement terminates if the property is no longer used for its intended purpose. The Council agreed to consider a lease of up to 99 years. Additionally, Sinclair inquired if the City would be interested in purchasing any real estate currently held by St. Francis Equity.
17. Bills on Ordinance #1115 in the amount of **$368,146.18** were reviewed. A motion was made by Randy and seconded by David to approve paying the bills on Ordinance #1115. Motion passed.
18. **Adjournment:** It was moved by Justin and seconded by Randy to adjourn the meeting. Motion passed.

Jamie Crapo
City Clerk