Regular Council Meeting
November 9, 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, and Robert "Bud" Erskin were present. Also present were City Attorney Lauren Reyelts, Assistant City Clerk/City Treasurer Jennifer Blair, and City Clerk Jamie Crable. Council member David Butler and Sheriff Cody Beeson were absent.
2. **Visitors/Audience:** Sheree Downs and Troy Zweygardt.
3. **Minutes** from the October 26th, 2026, Council Meeting were distributed and read. A motion was made by Randy and seconded by Larry to approve the minutes as written. Motion passed.
4. **Minutes** from the November 2nd, 2026, Special Council Meeting were distributed and read. A motion was made by Justin and seconded by Randy to approve the minutes as written. Motion passed.
5. **Sheriff Report:** Sheriff Beeson was absent.
6. **New Business:**
   - **Keller Pond Lease:** The Council discussed mowing and maintenance responsibilities for Keller Pond. Amanda reported that Attorney Michael Baxter outlined two options for consideration:
     - 1.) Amend the lease to shift mowing and maintenance responsibilities to the property owner; or
     - 2.) Have the City continue to hire a contractor for the work, which would require putting the project out for bid.

     Amanda will ask Attorney Baxter to draft a lease amendment for the Council to review at a future meeting.
   - **St. Francis Equity Property:** Amanda reported that a consultant with High Plains will attend a Council meeting after Thanksgiving. Amanda said High Plains has been unwilling to accept a long-term lease. Discussion was tabled.
   - **Transient Vendor Permits:** A motion was made by Justin and seconded by Larry to approve the following Transient Vendor Permit: Wild Frontier BBQ. Motion passed.
   - **Building Permits:** Two permits were not reviewed and tabled for the next regular meeting. A motion was made by Justin and seconded by Larry to approve the following Building Permit: Cheyenne County Village, sidewalk, curb and gutter. Motion passed.
   - **Special Event Permit:** A motion was made by Larry and seconded by Justin to approve a Special Event Permit for the annual light parade on Washington Street to be held November 27th, 2026. Motion passed.
7. **Old Business:**
   - **Property Cleanup:**
     - The property cleanup list was distributed and discussed. Procedures for non-compliance and non-payment were discussed. Lauren requested executive session for Attorney client privilege.
     - The Council directed City Hall staff to request that a citation be issued to the property owner at 600 S. Adams Street.
     - Amanda asked City Hall staff to follow-up on a curb and gutter letter that was sent to the owners of 301 E. Spencer.
   - **Projects Pending:**
     - Lauren provided a USB drive with the updated City Code for the Council to review and discuss at the next regular meeting.
8. **Visitors:** Sharee Downs reported that her new newspaper has sold several copies.

9. **Theater Report:**
   - Amanda reported that the crew is working on changing ceiling tiles and bulbs at the Theater.
   - Jen reported that the Theater has begun accepting applications for ads before the movie and that one business owner has picked up an application form at City Hall.
   - Jen reported that she called Hinkle Pest Control about bat mitigation but has not heard back. The Theater board will need to look at options.
10. **Pool Report:**
   - Larry will ask the Pool manager for her final numbers.
   - Jamie is working on a manual for pool staff.
11. **Superintendent Report:**
   - Jen reported that the generator at the tornado shelter was serviced and is now on schedule for yearly maintenance.
   - Jen reported that the new bucket truck should arrive the week of November 9th. Jen requested permission to pay the sales tax. A motion was made by Larry and seconded by Bud to approve paying sales tax in the amount of $12,340.50 to be paid out of cycle from the utility fund. Motion passed.
   - Jen provided an update on wrapping up current projects with contractor Brock McAtee. She also reported that he will submit bids for curb and gutter work in front of City Hall and at Sawhill Park.
   - Amanda reported on the water leak on Emerson Street in which a contractor drove over two water meters. Costs of repairs will be billed to the property owner.
   - Amanda reported that no Jake-brake signs had been installed outside of town but were removed by KDOT. Amanda will reach out to KDOT to resolve the problem with the location of the signs.
   - Amanda spoke with Prairieland about an OCR over the substation that was not responding when they were last here. Amanda let Prairieland know that Council approved the five poles and OCRs (oil circuit reclosers).
   - Amanda stated the City crew should be working on hanging Christmas lights soon and Dallas is repairing and changing bulbs in the lamppost lights on Washington Street.
   - Amanda requested 10 minutes of executive session for employee performance.
   - Jamie reported that she had posted the City Superintendent position on the Kansas League of Municipalities job board.
12. **Attorney Report:**
   - Lauren restated her request for five minutes of executive session.
13. **Treasurer Report:**
   - Jen reported that the fire department will be getting bunker gear. A motion was made by Larry and seconded by Randy to approve the purchase of one set of bunker gear from Delta Fire and Safety Inc. in the amount of $2,789.16 plus shipping costs to be paid out of the equipment reserve fund. Motion passed.
   - Jen reported that the meter reading program integration is still in process. Jen said that Josh with Dutton-Lainson recommended a few options. Jen will be testing the options and return to Council with pricing.
   - A motion was made by Justin and seconded by Randy to accept and file the Treasurer Report. Motion passed.

14. **Clerk Report:**
    - Jamie provided the financial reports for review.
    - Jamie reported that the Hwy 36 membership was due and asked Council if they would like to remain in the association which publishes tourism advertising and builds awareness of communities on US Hwy 36 for an annual $150.00 fee. Council agreed to continue membership.
    - A motion was made by Justin and seconded by Larry to approve paying for advertising on the Kansas League of Municipalities job board in the amount of $100.00 to be paid out of cycle. Motion passed.
    - Jamie reported that she will be out of the office November 16th through the 18th for training.
    - Jamie reported that the new computer and speaker have arrived and will be tested as soon as possible.
    - Jamie reported that she is meeting with Shannan Praete and has spoken to Ryan Murray to find potential grants.
    - A motion was made by Justin and seconded by Randy to approve and file the Clerk Report. Motion passed.
15. **Council Comments:**
    - **Robert**: None.
    - **David:** Absent.
    - **Larry:** None.
    - **Randy:** None.
    - **Justin:** None.
16. **Mayor Comments:** Amanda reported that she was approached by a citizen wanting to but the loader at the grass pile. Council agreed to put the loader up for sale by bid.
        - ❖ Troy Zweygardt and Sheree Downs left the meeting.
17. **Executive Sessions:**
    - A motion was made by Justin and seconded by Larry to recess into executive session for communication subject to attorney client privilege to resume at 8:55 pm. Motion passed. Regular session resumed with no decisions made.
        - ❖ Lauren Reyelts left the meeting.
    - A motion was made by Larry and seconded by Justin to recess into executive session for non-elected personnel, employee job performance to resume at 9:06pm. Motion passed. Regular session resumed with no decisions made. A motion was made by Larry and seconded by Randy to resume executive session for an additional five minutes. Motion passed. Regular session resumed with no decisions made.
    - A motion was made by Larry and seconded by Randy to recess into executive session for ten minutes for non-elected personnel, employee job performance to resume at 9:45pm. Motion passed. Regular session resumed with no decisions made. A motion was made by Larry and seconded by Randy to approve the six-month evaluation and pay increase for the City Clerk. Motion passed.
18. **Bills on Ordinance #1116** in the amount of $423,614.36 were reviewed. A motion was made by Justin and seconded by Bud to approve paying the bills on Ordinance #1116. Motion passed.
19. **Adjournment:** It was moved by Larry and seconded by Justin to adjourn the meeting. Motion passed.

Jamie Clapp

City Clerk