

**Greensburg City Council
September 19, 2016
City Hall**

A) CALL TO ORDER

Mayor Robert Dixson called the meeting to order at 6:00 p.m. on September 19, 2016.

B) PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance was said and the invocation given by Dixson.

C) ROLL CALL & APPROVAL OF THE AGENDA

Council present: Matt Christenson, Mark Trummel, Rick Schaeffer, and Sandra Jungemann. Haley Kern was absent. Trummel made a motion to approve the agenda as presented. Christenson seconded. Motion passed 4-0.

D) CITIZEN COMMENTS

There were no citizen comments.

E) RECOGNITIONS, PROCLAMATIONS, AWARDS, & NOMINATIONS

Upon a request from Daughters of The American Revolution, Jungemann made a motion, seconded by Trummel, to approve a "Proclamation For Constitution Week" designating September 17th through 23rd as Constitution Week in Greensburg. The motion passed 4-0.

F) CONSENT AGENDA

Jungemann made a motion, seconded by Trummel to approve the Consent Agenda as presented. The motion passed 4-0.

G) Business Items**1. Presentation of City Audit**

A representative of Kennedy McKee was not present when Dixson opened the floor for discussion on the City Audit. City Administrator Kyler Ludwig advised Council that the 2015 Audit showed nothing out of compliance. Ludwig complemented Staff, noting that Staff went through a software change in mid 2015. Only minor adjustments were needed to the books, primarily due to the software change. Ludwig also noted that the trash service fund transfer of interest that is required has not previously been made. Staff will make that transfer in the next year, upon the advice of the Auditors.

Christenson noted that most all the City's funds (with the exception of the General Fund and the Big Well Fund) ended with the same or more cash as they had the previous year. Ludwig stated that he is working on those issues with Staff. New positions previously budgeted this year have not been filled.

Trummel made a motion to accept the audit as presented. Christenson seconded and the motion passed 4-0.

Jim Kennedy, Kennedy McKee, joined the meeting after Business Item 2, and went briefly through the published audit report. Kennedy noted that only 3 items had to be adjusted in the books, and these appeared to all be reclassifications. The Sanitation Capital Reserve Fund is nearly complete, with a cap of \$100,000. As Ludwig previously stated, interest has not been being posted to this fund. Kennedy feels that the business and unbudgeted funds are in good shape, but noted that the City Infrastructure and Big Well funds were down more than predicted. The Special Highway Fund was mostly affected by the street sealing project. Kennedy recommended Council consider a long term solution to make the Incubator Fund a viable account.

Kennedy presented a contract for the 2016 Audit and 2018 budget preparation for the Council's consideration. His office will submit the 2015 Audit to the state electronically.

2. Equipment from Asian Kitchen

Ludwig explained that Asian Kitchen has ended their Incubator lease with \$1,743.76 of debt to the City in rent and utilities. There are a few items left in the space that can be sold. The county economic development board, with the help of Great Plains Economic Development, provided approximately \$40,000 in funding for the business. Ludwig has discussed the situation with Bob Wetmore (Great Plains). He confirmed that the City would have the right to sell the materials left behind to cover the unpaid costs. Any additional money raised would go to the economic development board for disbursement. Ludwig provided a list and pictures of materials remaining in the facility. Confirming for Schaffer that there are currently no renter prospects, Ludwig stated that he had contacted Brown Auction regarding the matter. Any item they would auction below \$300 would require a 30% commission. Any item above \$300 would require a 20% commission. Council could also choose to utilize Purple Wave online auction or a sealed bid process.

City Attorney Gordon Stull stated that he also represents Great Plains in legal matters. He would like time to discuss the situation with them before a decision is made by the Council. Ludwig advised that he has had contact with the former tenant. They intend to file bankruptcy after the sale. They have been advised by their attorney not to sell the items themselves. Section 9 of the signed lease agreement, dealing with liens, was reviewed.

Trummel asked about the alterations that the tenants made to the facility. Ludwig stated that the cabinetry and stove hood are considered improvements to the facility and would remain in the City's possession. Should a future tenant not utilize the hood system, Staff will need to replace the window that was removed for the venting.

It was the consensus of the Council to allow Stull time to speak to Great Plains. To sell remaining materials, Council preferred to separate the items into lots and attempt to sell them locally before

utilizing an auction company. Utilizing social media and the City's utility bill newsletter to advertize the items was recommended.

3. Discussion on Junked Motor Vehicles

Staff has received a few complaints about junked motor vehicles. Ludwig reviewed the current policies with Council and asked for feedback on the policies, as well as enforcement. Staff will be making junked motor vehicles their code enforcement focus for the next month or two. The consensus of the Council was that the policies are appropriate. Staff was directed to start sending friendly letters to violators 30 days prior to beginning the formal process for those still not in compliance.

4. Airport Grant

The deadline for KDOT Airport Improvement Grant applications is September 30th. Ludwig has been in contact with the Lochner, airport designer. If Council would like to change the previously submitted airport plan, a new grant application must be submitted. The recommendation is to look to the community of Quinter, previous grant award winner, as an example. Their plan was to go directly to a paved runway (Quinter already had a grass runway). Quinter has a large medical facility and had a large amount of support from the medical community for the airport project. Quinter hospital foundation applied and accepted a 75/25 grant (rather than a 90/10 grant that is described in the KDOT grant literature). Lochner was asked by Ludwig to prepare a plan that would do the same, but within the \$1.6 million offered for new runway construction. Ludwig has received 3 grant requests that Lochner would like to submit to KDOT on the City's behalf. The requests total approximately \$3 million, in an effort to save money for mobilizing. The goal is to construct a runway that will be able to land a fixed wing medical transport. The request will not include any facilities. Greensburg will need support from other groups within the community and may be required to use the 75/25 reimbursement ratio.

H) CITY ATTORNEY'S REPORT

Stull stated that the title of the Land Bank property would be ok. He will discuss the topic with Ludwig.

I) CITY ADMINISTRATOR'S REPORT

ICMA Conference: The International City Manager's Conference will be in Kansas City from September 25th through the 28th. Ludwig will be attending.

Lineman Program: Staff met with the State Department of Revenue to put together an apprenticeship agreement. The agreement is an affirmation of our personnel policies, and Staff will be contacting the State Board of Apprenticeships for final approval. Following the agreement, Staff will be able to participate in KMU's apprenticeship program.

KPP: Mark Chesney will be attending the City Council Meeting on October 3rd to give an update on the Power Pool. It is likely he will discuss the need for amending the City's contract.

Flu Shots: This City will be offering Flu Shots for all its full time and part time employees on October 4th at 8:00am.

LED Light Bulbs: The City has purchased 200 dimmable LED light bulbs to give to electric customers. The LED bulbs were ordered in bulk and subsidized by the Kansas Power Pool. This is an effort to encourage energy efficiency. Staff will use the utility newsletter to contact residents about this program.

State Fair: Ludwig thanked those that volunteered at the City's State Fair booth. Staff has discussed the booth and will likely make next year our final year at the fair.

Council Retreat: Staff is looking to schedule a Monday evening in November for a Council retreat. Council was asked to let Ludwig know if they have any conflicts on November 7th, 14th, or 21st. If the retreat is planned for a regular council night, Staff will limit the regular business on that night to focus on goal setting, and strategic planning

Personal Necessity Leave: Ludwig will be taking a short leave in late October pending the birth of a little boy. Ludwig will try to work half days to ensure things are taken care of in the office, and will be available by phone, text, or email.

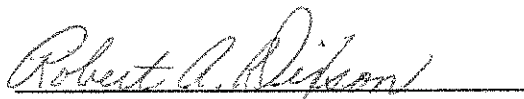
J) GOVERNING BODY COMMENTS


Dixon advised that he will be attending the Kiowa County Economic Development Annual Meeting on Tuesday at 7 p.m. All County Commissioners and City Council Members are invited to attend.

Trummel questioned Ludwig on the progress of abating the Meadowlark House. Ludwig has had contact with the owner, who stated that some siding work would be started today, prior to receiving windows. Trummel noted that last November the Council voted to stop the abatement process with the previous owner, but to begin a new process should the Council's expectations for the property have not been met. Agreeing that there has been limited progress, Christian voiced that he does not feel the owner is refusing to co-operate, but has run into some difficult issues with the project. Trummel believe the Council needs to revisit the abatement process, after nearly a year of minimal progress.

K) ADJOURNMENT

Dixon declared the meeting adjourned at 7:22 p.m.


Robert A. Dixon, Mayor


Christy Pyatt, City Clerk