

**CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
TUESDAY, JANUARY 22, 2019
6:00 PM**

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

D) CITIZEN COMMENTS

All comments are limited to a maximum of three minutes for each speaker. In accordance with the Open Meetings Act, City Council members may not discuss or take action on any item that is not on the Agenda.

E) CONSENT AGENDA

These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.

1. Approval of Minutes
 - a. Regular Meeting – January 7, 2019 and January 14, 2019 retreat
2. Appropriation Ordinance
 - a. Ordinance #1140

F) APPOINTMENTS & ELECTIONS

1. Tourism Board - Approve the appointment of Brenda Adams for a term to expire December 31, 2019.

G) ITEMS OF BUSINESS

1. Greensburg Fire Dept. Memorial Weekend BBQ Contest, Band & Dance. City property use request

H) CITY STAFF REPORTS

I) GOVERNING BODY COMMENTS

J) EXECUTIVE SESSION

Executive session in accordance with K.S.A 75-4319 to discuss potential economic development at the Greensburg Business Park. 10 minutes

K) EXECUTIVE SESSION

Executive session in accordance with K.S.A 75-4319(b) for personnel matters of non-elected personnel regarding City Administrator performance goals. 15 minutes

L) EXECUTIVE SESSION

Executive session in accordance with K.S.A 75-4319(b) for personnel matters of non-elected personnel. 10 minutes

M) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

To be placed on future agendas please contact City Administrator Stacy Barnes at administrator@greensburgks.org or call City Offices at 620-723-2751.

**Greensburg City Council
January 7, 2019
City Hall**

A) CALL TO ORDER

Mayor Matt Christenson called the January 7, 2019 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION

The Pledge of Allegiance was said. Ellen Peters gave the invocation.

C) ROLL CALL & APPROVAL OF THE AGENDA

Council Present: Mike McBeath, Mark Trummel, Sandy Jungemann, Pam Reves, and Haley Kern. (Staff present: Administrator Stacy Barnes, Clerk Christy Pyatt). Upon Christenson's request for additions or deletions to the agenda, Barnes noted that Appropriation Ordinance check 27285 to Main Street Flowers & More has been voided. This charge was paid with a credit card and will be represented when the next credit card statement appears on the agenda for approval. Trummel made a motion to approve the agenda as presented. Jungemann seconded. The motion passed 5-0.

D) CITIZEN COMMENTS

There were no citizen comments offered.

E) CONSENT AGENDA

Reves made a motion to approve the Consent Agenda, except voided check 27285. Kern seconded. The motion passed 5-0.

F) ITEMS OF BUSINESS

1. Council President Appointment

Christenson asked for volunteers to serve as Council President. Kern had previously agreed to serve until 2019. Jungemann nominated Trummel, with whom she had already conferred. Reves seconded. Motion passed 4-1 (Trummel voting "no").

2. Annual GAAP Waiver – Resolution 2019-01

Annually, the Council passes a GAAP Waiver in the form of a Resolution, requesting the Director of Accounts and Reports to waive requirements of KSA 75-1120a. This directs staff to construct all financial statements and reports using cash bases accounting practices and budget laws. McBeath made a motion to adopt Resolution 2019-01 as proposed. Jungemann seconded, and the motion passes 5-0.

3. Resolution amending City Holidays in the Personnel Policy Handbook – Resolution 2019-02

At their last meeting in December, Council discussed amending the list of approved City Holidays, removing Good Friday and adding Presidents Day, allowing the City to better align with State and Kiowa County holidays. Resolution 2019-02 was presented to amend the approved holidays in the Personnel Policy Handbook. Reves made a motion to approve Resolution 2019-02. Trummel seconded, and the motion passed 5-0.

4. Ordinance amending Article I, Section 1-302 of the Code of the City of Greensburg, Kansas, adding Convention and Tourism Director as a department head appointed by the City Administrator, with the advice and consent of the Mayor and Council, amending 1-316 to add the Convention and Tourism Director position office and duties description, and amending numbering of current Sections 1-316 and 1-317 to 1-317-1-318. – Ordinance 1084

Upon review of the Code of the City of Greensburg, during the last Council meeting, it was noted that the Convention and Tourism Director position is not listed as a department head in Article 3 Section 1-302. Upon further review, it was discovered that there is no office and duties section for this position. Adoption of proposed Ordinance 1084 would correct these omissions. Jungemann made a motion to

approve Ordinance 1084 as presented. The motion was seconded by Kern. Christenson called for a roll call vote: Kern: yes; Reves: yes; Jungemann: yes; Trummel: yes; McBeath: yes. Motion passed 5-0.

5. Call special meeting for Monday, January 14th, 2019 at 6p.m. for the purpose of Council/Dept. Head planning retreat to discuss 2019 goals, projects, plans and long range planning

Barnes requested Council call a special meeting for Monday, January 14th, 2019 at 6 p.m. for the purpose of a Council/Department Head planning retreat. The retreat would be open to the public and will be carried out in an informal conversation setting. Barnes has received a few topics from Council and has collected items from Department Heads as well. Department Heads have been asked to be present. Kern made a motion, seconded by Trummel, to call a special council meeting for Monday, January 14, 2019 at 6 p.m. in the Council Chambers, for a Council/Department Head planning retreat. Motion passed 5-0.

6. Recess: Land Bank Annual Meeting

Christenson recessed the Council at 6:12 p.m. and convened them as the Land Bank, for their required annual meeting. Barnes advised that the Land Bank had accepted two properties into the bank during 2018: 212 E. Garfield and 503 S. Sycamore. One property was sold from the bank in 2018: 412 S. Sycamore, for \$300. Staff continues to place signs on the bank properties, identifying them as available for sale through the Land Bank. Staff has had a couple of inquires on various bank properties this year. Both inquiries were for potential residential construction. Council was provided a copy of Ordinance 1053 (establishing the Land Bank), Land Bank Policy, and a current map of all bank properties.

7. Recess: Public Building Commission Annual Meeting

Council recessed as the Land Bank and convened as the Public Building Commission at 6:14 p.m.

Roll Call: Matt Christenson (Mayor) and Council Members Mark Trummel, Michael McBeath, Sandra Jungemann, Pamela Reves, and Haley Kern.

Approval of Minutes of Previous Meeting (January 2, 2018): Kern made a motion to approve the minutes of the January 2, 2018 Annual Meeting as presented. The motion was seconded by Reves, and passed 5-0.

Communications: There were no new communications received.

Reports: The Big Well continues to make monthly payments to the City, for payment of the PBC bond. Staff provided financial reports showing rent payments totaling \$61,229.40 having been made in 2018. Funds to make those payments are provided entirely through sales tax. Staff received sales take of \$86,319.51, a \$6,319.51 increase above budgeted revenue.

Unfinished Business: There was no unfinished business to discuss.

New Business: Annually, the PBC by-laws require the election of a PBC President, Vice President, and Secretary. Current officers are: Christenson, President; Jungemann, Vice President; Kern, Secretary. After a brief discussion as to whether the by-laws restrict the Mayor from serving as a PBC officer, Reves made a motion to retain current officers for 2019. Kern seconded. Motion passed 5-0.

Adjournment: Christenson declared the meeting adjourned at 6:18 p.m.

G) CITY STAFF REPORTS

Council reconvened open session at 6:18 p.m.

Barnes reported on the following items:

- Barnes is still open to receiving topics for next week's retreat. Current digital versions of the Position and Pay Plan, Personnel Policy Handbook, and City Code will be made available later this week.

- Staff has received a donation of \$35,000, for rebuilding, from a long time Greensburg supporter.
- The next Council meeting will be on Tuesday, January 22nd due to the observance of Martin Luther King Day.
- Barnes has not begun advertising for the Tourism Director position yet. She plans to discuss this at the retreat next week and then begin advertising in the TIAK and Kansas Museum Association monthly newsletters, which publish at the end of the month.

Trummel asked if there would be an executive session during the retreat. There will not be, as it was not part of the approved agenda. Council was also reminded that no changes to policy, etc. can be voted on during the retreat. Jungemann asked if anything had progressed from the Council's last executive session. Jungemann then requested an executive session on the topic be added to the agenda of the next regular Council Meeting.

H) GOVERNING BODY COMMENTS

There were no additional comments from the Council.

I) EXECUTIVE SESSION

An executive session for personnel matters of non-elected personnel regarding City Administrator performance goals was part of the approved agenda. Trummel made a motion to go into executive session until 6:40 p.m. Jungemann seconded, and the motion passed 5-0.

Council returned to open session at 6:40 p.m. with no official action taken, and with nothing additional on the agenda. Trummel made a motion to go into executive session for non-elected personnel until 7:00. Kern seconded and the motion passed 5-0. Trummel clarified that he would like the City Administrator to join the executive session.

Council convened open session at 7:00 p.m. with no official action taken.

J) ADJOURNMENT

Christenson declared the meeting adjourned at 7:00 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk

**Greensburg City Council
January 14, 2019
City Hall**

A) CALL TO ORDER

Mayor Matt Christenson called the special council meeting of January 14, 2019 to order at 6:03 p.m. Those present, in addition to Christenson, were Council members Mike McBeath, Mark Trummel, Sandy Jungemann, Pam Reves, and Haley Kern; City Administrator Stacy Barnes; City Clerk Christy Pyatt; Public Works Superintendent Mike Hayes; Police Chief Paul Alvarez; and Kiowa County Signal writer Alesa Miller (Miller left the meeting just before 7:00 p.m.)

B) PLANNING DISCUSSION

1. Community sustainable identity and brand

Council would like to see education for the general public on what the community has learned through its sustainability efforts over the past 12 years. The community is viewed as a living laboratory; therefore, we should compile lessons learned, discuss what didn't work and why, and promote what worked well for the City and its citizens. NREL played an active role in rebuilding efforts. A suggestion was made to involve them in compiling data for a 10 year reflection.

2. Community vision

As a starting point, Council asked Barnes to organize a meeting of community stakeholders (20-25 people) to discuss where they would like to see the community in 5-10 years and to develop questions to ask for a future town hall meeting. Council wants to emphasize forward thinking in both settings. Following the stakeholders meeting, Council will decide if utilization of an outside resource for the town hall meeting process would be necessary. The stakeholder meeting is to be held at an undetermined neutral site, within the first quarter of 2019. One or two Council members will participate in the stakeholder meeting. A list of potential participants will be provided for Council's review at a later date.

3. 2019 Departmental Goals and Projects

Streets/Parks – Hayes provided a plan for the portion of city streets that will be sealed in 2019. The shelter for the pool park will be delivered in March. Staff will work on obtaining bids for the shelter foundation, a decorative apron around the shelter, and a concrete apron around the outside of the pool fence. Staff will be working on tree trimming this spring and plan a partial replacement of the purple sage in the bump out portions of the downtown planters. Sage will be replaced with low lying plants that take little maintenance and will blend with the remainder of the planters. Staff is preparing to sell unneeded public works vehicles. It was acknowledged that recent mowing done east on Grant Street (drainage ditch) has made a difference in the functionality of the ditch. Staff will seek an engineer's evaluation and proposal for repairs from PEC on the concrete portion of the ditch. Concerns over drainage in the south end of the city were discussed. Staff will ask PEC to assess the situation.

Utilities – Tim Lenz, PEC, will be evaluating and contacting the manufacturer of the light poles along Kansas Avenue, which are showing significant damage from treatments applied to the highway surface during winter weather. Staff will be exploring a potential electric backup generation source. Staff has identified infrastructure repairs/replacements that need to be made: water valve and fire hydrant replacements, 2" line replacement, and select electrical poles throughout the city. Staff will continue to work with engineers and the State to evaluate a potential

structural issue with the sewer lagoon. The electrical lineman program that the City is currently involved in has been successful. Staff would like to seek another potential lineman in the near future. Utilities Superintendent Mick Kendall has advised that there is a need to purchase a new Vactron trailer. These have an estimated cost of \$40,000.

Police – Staff will revisit USD 422’s desire to have a School Resource Officer. According to Alvarez, the officer must work under an NRI # and would therefore be an employee of the City. Enforcement of highway and local traffic was briefly discussed. Alvarez has been approached by Digiticket, and he discussed renting vs. purchasing software and equipment, the pros of using the product, and if this product would be a financially viable option for the city.

Administration – Council will again be discussion sewer rates in 2019. There will be a Council election this year. Barnes would like to explore trade-in options for the City’s Chevy Tahoe. Office Solutions (who currently provides IT services for the City) is compiling quotes for computer/server upgrades with possible service contracts. Staff will be seeking bids on employee insurance this year. Barnes is evaluating current Incubator rent rates and policy. Development of a technology policy has been recommended, to coincide with the recently adopted social media policy. Staff would like to seek assistance with building maintenance issues at City Hall and the Big Well. They will also evaluate current pest control contracts for city facilities and seek new bids for appropriate services. Staff has been exploring an update to the adopted commercial building code. Council voiced interest in moving toward an amended version of the 2018 IBC.

Convention & Tourism, Big Well Museum – The Convention and Tourism Director position will be advertised in the coming days. Barnes plans to apply for the Humanities Kansas 2020 traveling Smithsonian exhibit and continues to work with the Tourism Board on 2019 marketing and promotions.

Christenson recessed the meeting at 7:28 p.m. Hayes and Alvarez left the meeting, which reconvened at 7:34 p.m.

4. Park Development

Administration will develop a park naming contest for citizens to participate in, continue to discuss traffic control options around the pool block, and create amenity development options for the north side of the block. Council prefers to re-establish the pool park committee, rather than going back to PEC for further engineering. In addition to the concrete work previously mentioned, Council will seek bids for a perimeter sidewalk around the park and replacing the parking on the south side. Barnes would like to see Charles Wise, a long time supporter of rebuilding efforts in Greensburg, honored in some way within the new park.

5. Economic Development, Business Park, Existing Business Support

Discussion was had on how Council can assist current businesses to stay and expand while also recruiting new business to town. Potentially those involved in the community vision stakeholder meeting will be able to offer some viable recommendations.

6. Incubator

Rental rates at the Incubator were discussed during earlier departmental discussions. Barnes will have signs reprinted for windows in the Incubator that advertise space available and market the spaces through avenues such as social media. The establishment of a preventative maintenance schedule was discussed.

7. Airport

People's Insurance is working on having liability insurance ready for the opening of the airport this spring. Council would like to see the property surrounding the airstrip mowed and the grain bin and grass bales removed. A management plan for the airport was discussed in an earlier meeting. If awarded, one of the current grant applications before KDOT would pay for Lochner to develop such a plan for the City. Council would like to see directional signage placed and local pilots updated on current grant processes and development phases.

8. Position descriptions review

The Position Classification and Pay Plan was made available to Council for review prior to tonight's meeting. Of particular interest was the Convention and Tourism Director job description. Barnes mentioned two items that could be added to the description, but does not feel that they warrant a resolution to amend the code. Barnes will begin advertising the position following tonight's meeting, leaving the position open into the first week of February. Advertising will take place locally as well as through entities such as TIAK, LKM, and the Kansas Association of Museums. McBeath and Grant Neuhold, Tourism Board Chairman, will assist on the hiring committee.

9. 5-10 year goals

Five to ten year goals for the City and city services were discussed and included:

- Departmental maintenance plans
- Development of an interdepartmental cooperation policy that emphasizes coordination between department heads, cross training, equipment sharing, and assisting with work load
- Project proposals from department heads
- Maintenance plans for all city infrastructure
- Training for HVAC maintenance
- Airport completion
- Business Park occupancy
- Development of the green space across from City Hall
- Development and naming of the pool park

C) ADJOURNMENT

Christenson declared the meeting adjourned at 8:45 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk

APPROPRIATION ORD. 1140

01.22.2019

CHECK #	VENDOR	REFERENCE	AMOUNT
PRE-PAID			
	KANSAS POWER POOL	OCTOBER USAGE	\$ 87,276.36
	*****PRE-PAID TOTAL*****		\$ 87,276.36
PAID			
27307	AIRGAS USA,LLC	INVOICE # 9959027698	\$ 119.60
27308	AMERICAN SAFETY UTILITY CORP	LED RECHARGEABLE LIGHTS	\$ 31.24
27309	CITY ATTORNEY'S ASSOC. OF KS	CLAYTON KERBS	\$ 35.00
27310	CITY OF GREENSBURG	DEC-15 - JAN 15 UTILITIES	\$ 8,724.81
27311	COMPLIANCE ONE	DRUG TEST	\$ 38.50
27312	FARMERS ALLIANCE	ADMIN. BONDS	\$ 301.00
27313	GREENSBURG FRA	T.ALDERFER & J. RUGG	\$ 126.92
27314	INTERNATIONAL INSTITUTE OF	MEMBERSHIP FOR C. PYATT	\$ 170.00
27315	KANSAS GAS SERVICE	5103518292017822 73	\$ 293.69
27316	KANSAS POWER POOL	DEC USAGE	\$ 93,976.27
27317	KS DEPT OF HEALTH & ENVIRON.	4QT ANALYTICAL SERVICES J7500	\$ 72.00
27318	KERBS LAW OFFICE	LEGAL SERVICES	\$ 573.50
27319	KIOWA CO HISTORICAL MUSEUM	AD FOR SODA FOUNTAIN	\$ 708.00
27320	KIOWA CO. AFTER PROM	AFTER PROM	\$ 100.00
27321	MATT DEIGHTON	ITEMS FOR RESALE	\$ 312.00
27322	MAUPIN'S TRUCK PARTS INC	BRAKE SHOES	\$ 81.74
27323	PEOPLES BANK GREENSBURG	POSTAGE, SUPPLIES, MEETINGS	\$ 3,859.28
27324	SAFE KIDS KIOWA COUNTY	SUPPORT SAFE KIDS	\$ 100.00
27325	SOLOMON CORPORATION	ANNUAL DGA TESTING	\$ 455.00
27326	STANION WHOLESALE ELEC. .	7 PIECE SCREWDRIVER	\$ 74.05
	***** PAID TOTAL *****		\$ 110,152.60
	***** REPORT TOTAL *****		\$ 197,428.96

Greensburg Fire Department Memorial Weekend BBQ Contest, Band and Dance

Saturday, May 25, 2019

Location- Would like to request the use of the lot west of City Hall owned by the City of Greensburg

Setup and Check in- Friday, May 24, 2019 6pm

Start time-Saturday, May 25, 2019 7am

Judging-5pm

Judges-TBD

Band and Dance in evening

Possible beer garden-vendor either Crazy Mule or Cannonball Bar & Grill