A) CALL TO ORDER
Mayor Robert Dixson called the meeting to order at 6:00 pm on June 6, 2016.

B) PLEDGE OF ALLEGIANCE AND INVOCATION
The Pledge of Allegiance was said. The invocation was given by Pastor Terry Mayhew.

C) ROLL CALL & APPROVAL OF THE AGENDA
Council present: Matt Christenson, Mark Trummel, Sandy Jungemann, and Haley Kern. Rick Schaffer was absent. Trummel made a motion to approve the agenda as presented. Christenson seconded the motion and it passed 4-0.

D) CITIZEN COMMENTS
Dixson welcomed those in attendance and opened the floor for comments or questions.

Marsha Unruh addressed 3 concerns: affordable housing, the hole on the lot to the west of her property, and corner visibility on Main Street. Dixson explained that there are many factors in bringing additional affordable housing to town (including the City’s low and moderate income housing index and developers) Unruh asked who sets the income limits for the current housing. She was advised to speak to the facility managers. The City is not involved in rate setting for any of the income based housing in the city. City Administrator Kyler Ludwig will contact Unruh tomorrow to address her other concerns.

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

F) ITEMS OF BUSINESS
1. Credit Card and Debit Payments
Ludwig stated that Staff was asked by a councilmember to look into the possibility of adding online card processing and a point of sale system (POS). Ludwig has checked into two systems, Forte and FirstData, and discussed set up fees and convenience fees associated with each program (details can be found in the meeting packet). The convenience fee is set through the average utility payment, and would be set by ordinance. In order for convenience fees to be assessed to the user Council would need to pass an ordinance. Council discussed the number of possible transactions. Staff has had several patrons ask to pay utility bills, traffic tickets, and other costs with credit cards. Forte can link the POS and online billing systems with the City’s utility billing software (Data Tech). FirstData is not compatible with Data Tech software and would require Staff to enter transactions manually, something City Clerk Christy Pyatt does not feel would be time consuming. The Big Well currently uses FirstData for their POS. Pyatt enters the transactions into the General Ledger when the bank statement comes each month. Christenson made a motion, seconded by Jungemann, to move forward with FirstData as a point of sale and Forte for online credit card processing. The motion included an order for Staff to prepare an ordinance allowing the City to charge a convenience fee to customers. The motion passed 4-0.

2. Stair Replacement Request
The City has an 80 foot easement on Florida Street east of Main; within the easement a loading ramp was built (1950s or earlier). Adjacent landowners Gary and Erica Goodman have spoken to Ludwig
about having the stairs of the dock replaced. They see the stairs as a potential liability for the City. As shown in photographs provided in the meeting packet, the stairs have cracked away from the dock and are in disrepair. The last repair to the dock was in 1991, but Staff is unclear if the City or adjacent landowner performed the repairs. During construction of the downtown area in 2007, the City installed new sidewalk on each cross street (including Florida), but the adjacent landowner was held responsible for extending the sidewalk. In recent history, the City has not replaced or built sidewalks within the City’s easement.

During discussion on sidewalk placement, Dixson suggested cutting out the stairs and sloping the sidewalk down, eliminating the dock. City Attorney Gordon Stull cautioned that, if altered, the sidewalk would have to be made ADA compliant. Concern over the ability to properly slope the area for ADA compliance was discussed. Kern suggested getting bids to repair or tear out the dock.

Norman Unruh, who was in the audience, was asked if he knew the history of the adjacent property and why the dock would have been installed. Unruh stated that there had been a grocery and creamery in the area. The property has been in use for many purposes since the town was founded. Unruh voiced concern over what elimination of the dock would do to the historically registered building directly adjacent. Staff would need to contact the State Historical Society regarding any major changes. The Goodman’s have been in contact with the State, as they would like approval to construct a brick fence behind the building.

The consensus of the Council was for Staff to contact the State Historical Society for direction on what can be done with the dock.

3. Incubator Rent Proposal
Staff has presented information on the Sunchips Business Incubator over the course of several meetings. On May 16th, Staff was directed to put together a proposal for adjusting rent costs. Ludwig presented a proposal that would increase rent by approximately 3% each year through 2020. The increase would help offset the increased burden from inflation and maintenance costs. In addition to adjusting the base rate, Ludwig suggested a market rate adjustment of 10-20% for businesses that have been in the Incubator for longer than 36 months.

Kern asked if there would be any repercussions with USDA, allowing businesses to remain in the facility beyond the original incubation period. Christenson agreed with the proposed phased approach to the increases and feels that it meets the previously discussed concerns.

Preferring to have taxpayers subsidize operating costs as little as possible, Christenson made a motion to approve the proposed increases to Incubator rent. Trummel seconded the motion. The motion passed 4-0.

Council discussed with Staff and City Attorney Gordon Stull if changes would need to be made to the lease agreements or if the changes would come at the end of leases. Increases will come at the end of the year, when it is time to renew. Rent would increase 5% this year and 5% next year. The current lease agreement will be reviewed.

G) CITY ATTORNEY’S REPORT
There was no report from the City Attorney.
H) CITY ADMINISTRATOR’S REPORT
Ludwig provided a prepared City Administrator’s Report to Council. The following topics were discussed in the report:

City Pool: The Pool opened this week with an average attendance of 97. 50 season passes (family and individual) have been sold. In the first week, the pool has nearly matched the revenues from last year’s operations. On opening day, the lifeguards successfully responded to one incident.

Email: Please remember that any emails discussing City business sent from a personal account may open the account to open records laws. Senate Bill 22 takes effect on July 1st and helps to expand the reach of open record laws.

Pledged Securities: This past week 3.025 million in pledged securities through Greensburg State Bank were called and 3 million new securities were pledged. The City has sufficient pledged securities to cover our accounts.

Recycling Schedule: Collection of recycling is scheduled to change in July. All customers south of US-54 and west of Main Street will have collection on the 2nd Wednesday, and all customers on the north side of US-54 along with customers south of US-54 and to the east of Main Street will have collection on the 3rd Wednesday of the month.

I) GOVERNING BODY COMMENTS
Dixon stated that Council will elect a Council President at the next regular meeting. The selection was to be done at the first meeting in May but was not due to an oversight. Dixon also advised that landfill employees would like to see citizens bag their regular trash rather than loosely deposit it in their trash containers, as they are to do with the single-stream recycling. The trash is brought to the landfill and becomes a maintenance issue when the wind blows.

J) ADJOURNMENT
Dixon declared the meeting adjourned at 7:00 pm.

Robert A. Dixon, Mayor

Christy Pyat., City Clerk