

**Greensburg City Council**  
**July 18, 2016**  
**City Hall**

**A) CALL TO ORDER**

Mayor Robert Dixon called the meeting to order at 6:00 pm on July 18, 2016.

**B) PLEDGE OF ALLEGIANCE AND INVOCATION**

The Pledge of Allegiance was said. The invocation was given by Mayor Dixon.

**C) ROLL CALL & APPROVAL OF THE AGENDA**

Council present: Matt Christenson, Mark Trummel, Sandy Jungemann, Rick Schaffer, and Haley Kern. Trummel made a motion to approve the agenda as presented. Schaffer seconded the motion and it passed 5-0.

**D) CITIZEN COMMENTS**

Dixon welcomed those in attendance and opened the floor for comments or questions, of which there were none.

**E) RECOGNITIONS, PROCLAMATIONS, AWARDS, & NOMINATIONS****1. Tourism Board**

The Convention and Tourism Committee requested the appointment of two members to fill unexpired terms: Kasha Charlton for a term to expire December 31, 2016 and Shelbie Smith for a term to expire December 31, 2018. Christenson made a motion to approve the appointments. Kern seconded the motion, which passed 5-0. (Current Committee members: Jeanine Hassiepen, Sue Greenleaf, Haley Kern, Kasha Charlton, Jennifer Greenleaf, Grant Neuhold, Shelbie Smith, Heather Coyne, Aaron Zadina, Roger Harris.)

**F) CONSENT AGENDA**

Trummel made a motion, seconded by Jungemann, to approve the Consent Agenda as presented. The motion passed 5-0.

**G) ITEMS OF BUSINESS****1. Water Pump – Impeller Purchase**

The water treatment plant has 4 pumps, each designed to pull 330 gallons of water per minute. Three pumps are in use and one is used as a spare. Recently there has been a loss in efficiency in two of the pumps to just over 100 gallons per minutes. Staff has pulled the pumps and found the impellers to be corroded from contact with the chlorinated water. Staff anticipates a similar issue to develop with the 2 remaining pumps. Pictures of the impellers were provided in the meeting packet. A quote was provided by Layne Christensen Company to replace the impellers with nichol alloy impellers, rated for use with chemicals. The quote to replace all 4 impellers is \$14,843. The parts would need to be ordered, and the repair could take up to 6 weeks from the time the repairs are authorized. Ludwig recommended approving the purchase, utilizing the water reserve fund. Utilities Superintendent Mick Kendall was present to answer questions from the Council.

Schaffer asked if Staff had looked at other companies to supply the impellers. Kendall stated that he has dealt with other dealers in the past. Because of the urgency of the situation, their experience with similar issues, and their availability Kendall believes that Layne Christensen is the best option. In the past Staff has had trouble getting another area company here in a timely fashion and when they

deployed, the company sent a crew from Kansas City rather than their Dodge City office. Kendall confirmed that the impellers that were originally installed in the treatment plant were not designed for chlorinated water. When the impellers are replaced, the mechanical seal will also have to be replaced.

Trummel made a motion, seconded by Schaffer, to accept the bid of \$14,843 from Layne Christensen and to use funds from the water reserve fund for the purchase.

## **2. Procurement Policy Update**

As discussed at the last Council meeting, the City pays regular bills in the Appropriation Ordinance at each Council meeting. The 2-3 week delay between meetings can cause the city to take on late fees. Staff has been attempting to pay bills with credit cards or by amending the Ordinance prior to meetings in an effort to avoid the fees. At the last Council Meeting Staff requested an amendment to the current procurement policy to allow routine purchases to be made prior to the council meetings and included on the appropriation ordinance of the next regularly scheduled meeting. A resolution was provided in the meeting packet which includes the entire procurement policy with the addition of section E to the General policy.

Kern made a motion to approve the proposed Resolution with the appropriate Resolution number to be assigned. Jungemann seconded the motion, and the motion passed 5-0.

## **3. Land Bank Request – 302 W. Wisconsin**

Council went into recess and convened as the Land Bank. The City Land Bank owns the property commonly known as 302 W. Wisconsin. An application has been received by Chetan Kumar to purchase the property. Kumar will close on the purchase of the Best Western Plus tomorrow and would like the Wisconsin property for the purpose of building a home. The policy states that individuals interested in building on residential lots would be sold these properties at a cost of \$300. Should the Land Bank agree to the purchase, it must first notify adjacent land owners and publish a 30 day notice in the newspaper. The application provided is incomplete as it does not yet include house plans. Kumar is requesting 1.5 years to complete the home. Ludwig recommended requiring minimum plans from the applicant prior to the sale of the property.

City Attorney Gordon Stull reported that he has a conflict of interest in this case as he is representing Kumar in the hotel purchase. Trummel asked what the implications were for not complying with the policy's 12 month construction completion deadline. Ludwig explained that the applicant would no longer be eligible for incentives from the City.

Kern made a motion to authorize Staff to notify neighboring property owners and publish the public notice for the sale of 302 W. Wisconsin to take place on September 6<sup>th</sup>. Schaffer seconded the motion. The motion passed 5-0. The Land Bank adjourned and reconvened as the City Council.

## **4. Quarterly Report**

Ludwig presented some key performance measures for the second quarter of 2016. Many of the differences in expenditures are seasonal or due to the dates that data was collected. 2017 will provide for better comparisons. Ludwig noted an increase in the linear feet of crack sealing being completed with the use of the new crack seal machine, a significant increase in the number of social media impressions for the City through an increased social media presence, and an increase in positive officer contacts.

### 5. Draft Budget Discussion

Continuing the discussion of the draft budget for 2017, Ludwig provided an updated draft that included worksheets for all funds. The numbers in red noted items that need follow up verification. The current proposal shows an increase in the transfer from the Electric Fund to the General Fund, removing the \$50,000 transfer from the Equipment Reserve to the General Fund, and a \$53,000 cut in recurring General Fund expenses. Ludwig will meet with auditors Monday to do a final review of the State forms and on August 1<sup>st</sup> ask Council to approve a public hearing for August 15th.

A discussion on the need to increase taxes to offset the decrease in valuations ensued. Ludwig stated that the value of 1 mil for the City is approximately \$7,200. Dixon suggested a 2 mil increase rather than continuing to use reserves, to which Christenson agreed. Trummel asked when the City last increased its mil. Ludwig noted in 2010 the mil was set at 60.974. In 2015 it dropped to 60.25. The decrease was due to Neighborhood Revitalization. Christenson suggested taking a portion of what has been paid on the electric bond (\$196,000 annually) and putting it in Electric Reserve. He also suggested switching the \$50,000 transfer from Equipment Reserve to Electric Reserve rather than the General Fund and approving a 3 mil increase. An increase of 3 mils would keep revenue to the City consistent with last year. Educating the community on the value of a mil and the consistency of City taxes over the past several years was discussed. Christenson noted that the County has not yet reviewed the revenue side of their budget. The County did loose approximately ½ of its oil and gas valuation, so residents should expect an increase in County taxes as well.

It was the consensus of the Council to direct Staff to set aside an additional \$20,000 for Electric Reserve and increase taxes by 3 mils , to keep revenues consistent with the previous year.

### H) CITY ATTORNEY'S REPORT

Stull asked if there were any questions regarding the bond procedure information handed out at the last meeting. The City received notice today that agrees with Stull's opinion that the City does not need to make any changes to its policy.

### I) CITY ADMINISTRATOR'S REPORT

Ludwig provided a prepared City Administrator's Report to Council. The following topics were discussed in the report:

**Aramark Uniforms:** Staff is preparing formal notice to Aramark notifying them of our intent to end our current contract for uniforms. We will be going through a formal bid process in November.

**Siren Contract:** The City's contract with BVPS is set to start on August 1<sup>st</sup> and go through December 31<sup>st</sup> of 2017. The batteries have all been replaced, and the sirens passed their annual inspection.

**Staff Emails:** The City's current website provider will no longer be providing emails services. Staff is looking into converting current email addresses and paying for service through Microsoft 365. This will cost between \$480 and \$840 each year.

**Community Marketing Survey:** Economic Development and Tourism have paid for a marketing firm to help put together a proposal for our community. If Council has not responded to the marketing survey they were asked to visit <https://aanda.typeform.com/to/uNFfif>.

**Economic Development:** The County Economic Development Board will be meeting on Tuesday at 5:00pm in the Business Incubator. Erik Peterson from Network Kansas will be giving a presentation.

**State Historical Society:** Ludwig has talked with Katrina with the State Historical Society and she says that any work done to sidewalks adjacent to historic sites is subject to approval by the state. She

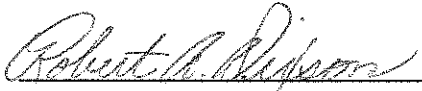
said that as long as the changes do not affect the historic site they are approved. The inquiry was in response to concerns over the loading dock stairs located on the south side of the antique store.

**J) GOVERNING BODY COMMENTS**

There were no additional comments from the Council.

**K) ADJOURNMENT**

Dixson declared the meeting adjourned at 6:40 p.m.

  
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Robert A. Dixon, Mayor

  
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Christy Pyatt, City Clerk