

Greensburg City Council
August 1, 2016
City Hall

A) CALL TO ORDER

Mayor Robert Dixon called the meeting to order at 6:00 pm on August 1, 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: Mark Trummel, Sandy Jungemann, and Haley Kern. Rick Schaffer was absent. Matt Christenson arrived at 6:12 pm. City Administrator Kyler Ludwig requested that the proposed date for the 2017 Budget Public Hearing be changed to August 15, 2016 on the agenda. Jungemann made a motion to approve the agenda with the corrected date. Kern seconded the motion. The motion passed 3-0.

D) CITIZEN COMMENTS

There were no citizens present in the audience during the designated comment portion of the meeting.

E) CONSENT AGENDA

Trummel made a motion, seconded by Jungemann, to approve the Consent Agenda as presented. The motion passed 3-0.

F) ITEMS OF BUSINESS**1. Email Service – Microsoft 365**

The City's website and email service are currently hosted through Spinnaker LLC. Email has been a complementary service with the website; however, Spinnaker is discontinuing its email service. Spinnaker has said that they will assist customers in transitioning to a new provider and recommended Microsoft 365. Ludwig has obtained a quote from Microsoft Office 365 with two email options. 1) Email with 50 GB storage for \$3.50/month/per email address. 2) Email with 50 GB storage and archiving services for \$7.00/month/email address. The City currently has 10 active email accounts with Spinnaker. Because of potential open records requests, Ludwig recommended Council approve option 2 at a cost of \$7.00/month/per email address. Ludwig noted that, currently, the Mayor has an email account through the City, but all members of the governing body are subject to open records laws when conducting City business. Ludwig suggested Council consider creating a City email to use while conducting City business.

Trummel asked how plans to provide tablets to each Council member rather than emailing packets out would affect the change. Staff has been placing meeting packets in Dropbox, allowing members access to the packets without having to receive email. Additional discussion occurred on the amount of archive storage being offered. Christenson, arriving at 6:12 pm, stated that 50 GB of storage would be reasonable for the current needs of the City.

Kern made a motion, seconded by Christenson, to authorize Staff to transfer City emails to Microsoft 365, utilizing option 2 at a rate of \$7.00/month/email address. The motion passed 4-0.

2. Street and Sidewalk Vendor Permit Discussion

Staff was asked by a member of the governing body to initiate a discussion about vendors operating in City limits. Chapter V Article 2 of the City Code regulates solicitors, canvassers, and peddlers; however, the policy has not been heavily enforced. A copy of the current license application and code were provided in the meeting packet. Ludwig explained that the code requires individuals or business' conducting door-to-door sales or collecting orders, as well as vendors using mobile or temporary locations, to obtain a city license to do so. The code does allow for exemptions (City supported events, non-profits, and those who sell produce that they grew themselves). The code does not apply to residents holding a yard sale or hosting a sales party from their homes.

Ludwig reviewed the current licensing requirements which include: a background check for non-Kiowa County residents (\$10 fee); a photo I.D.; a photo measuring 2"x2" taken within the last 90 days; a Kansas sales tax number; \$10/day fee (up to \$50/6month period); and a \$25 annual fee for salesperson with a regular route. Sales can only take place from 8am-9pm. Discussion was had on possibly simplifying the requirement and

Staff has been asked by the Department of Revenue to assist them in educating vendors about the requirement of submitting sales tax to the state. Staff has been given packets to provide to vendors, requesting the tax ID so that Department of Revenue can follow up with them.

Discussion was had on possibly simplifying the requirements and whether there was a need for additional enforcement at this time. The consensus of the Council was that there is not a need to address the code or its enforcement at this time.

3. 2017 Budget – Set Public Hearing August 15, 2016

Ludwig presented the City's proposed State budget form, showing the mil levy rising by 3 mils to 63.443. Ludwig has collected information for other entities in the county regarding proposed increases to their levys.

Haviland 1-2; Mullinville 20; Kiowa County 8.5; Kiowa County Schools 1-3 (undetermined)
The budget before Council tonight reflects significant cuts (a 10% cut to the overall budget). Ludwig requested Council authorize Staff to publish the proposed budget and call for a hearing for August 15th at 6:00 pm.

Christenson made a motion, seconded by Jungemann, to approve the publication of the proposed budget and set a budget hearing for August 15th at 6:00 pm. The motion passed 4-0.

CITY ATTORNEY'S REPORT

There was no report from City Attorney Gordon Stull.

H) CITY ADMINISTRATOR'S REPORT

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

Land Bank: The potential buyer for the property at 302 W. Wisconsin has purchased a home in town, and is no longer interested in this property. The property owner notified Staff of this change prior to the publishing of the notification.

UPOC/STO: Staff will be preparing Ordinances to adopt the 2016 Uniform Public Offense Code and 2016 Standard Traffic Ordinances. These will be presented at the next council meeting.

Primary Election: The primary election is scheduled for tomorrow (August 2nd). Mayor Dixon will address this in his comments.

Asian Kitchen: Owners of Asian Kitchen have announced that they have closed their doors. Staff is working with the owners to close their Incubator lease.

KPP Fall Planning Retreat: KPP will be hosting their annual retreat September 9th-10th. Council Members interested in attending were encouraged to let staff know.

Employment Anniversary: As Ludwig approaches his employment anniversary with the City, he wished thank the community for their support. He stated that working for the City has been a fun learning experience, and he is looking forward to another great year.

I) GOVERNING BODY COMMENTS

Dixon encouraged those present to vote in tomorrow's Primary Election.

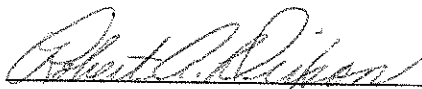
J) EXECUTIVE SESSION

1. Non-Elected personnel

Ludwig requested 15 minutes executive session for non-elected personnel. Trummel made a motion to go into executive session until 7:00 pm. Christenson seconded the motion, which passed 4-0.

K) ADJOURNMENT

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


Robert A. Dixon, Mayor


Christy Pyatt, City Clerk