Greensburg City Council  
October 16, 2017  
City Hall

A) CALL TO ORDER
Mayor Robert Dixson called the October 16, 2017 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION
The Pledge of Allegiance was said. No invocation was given.

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

D) CITIZEN COMMENTS
Dixson welcomed those in attendance and opened the floor for citizen comments, of which there were none.

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. 903 N. Sycamore Discussion
On September 5th, Council voted to delay abatement of property located at 903 N. Sycamore if established deadlines were met. City Administrator Kyler Ludwig reminded Council that the first deadline was for the structure to be attached to a foundation prior to October 7th. Doors, windows, and house wrap were to be installed by October 14th. Owner Arrow Zanghi has been working toward these goals; however, as of today, none of them have been completed. Staff was previously asked to bring the case back to Council if a deadline was not met.

Arrow Zanghi was present and was asked to update the Council. Zanghi answered that Staff had made a phone call to his house mover and that they knew more about the situation than he did. He stated that he had the foundation ready 2 weeks ago. Zanghi stated that he does not plan to wrap the structure until he installs OSB. The north side of the structure has OSB.

City Clerk Christy Pyatt stated that she was asked today to contact the house mover for an update. She was advised that he had been delayed at another project, but that he intended to be in town today to look the site over and had planned to stop by City Hall. The mover said that he intends to move his truck down to the site tomorrow and have the structure set sometime this week. Zanghi replied that as of 10 minutes prior to the meeting, the mover had not been at the site.

Ludwig asked Council if they wanted Staff to bring the issue back to them if future deadlines are not met. The next deadline on Zanghi’s schedule is October 31st, at which point the structure should be set, windows and doors installed, the exterior wrapped, the existing shingles removed, and the roof wrapped. Kern stated that it would be nice to have an update on the project at the November 6th meeting.

   2. Airport Construction Contract
Lochner has advised that construction contracting generally takes 3 week. EJA Dozier would like to begin work in November on construction of the 4000’x60’ turf runway and parking lot at the new airport. The
contracts are still being reviewed by RJA, but to help expedite the overall process, Staff recommended Council approve the construction contract pending approval by the City Attorney or call a special meeting to approve the contract. Trummel noted that he had gone out to the property and observed that grass had been swathed and baled. Ludwig stated that Mike Hayes, Street Superintendent, had a contract that had done the swathing and baling. Trummel made a motion to approve the construction contract between the City of Greensburg and RJA Dozer upon approval by the City Attorney. Schaffer seconded, and the motion passed 4-0.

3. Fire Truck Donation
In 2007 the City received a 1976 E1 Ford fire truck as a donation from the City of Shawnee. Fire Chief Jay Koehn has advised that he is looking to clear space in the fire house and that the truck is not being utilized. The Mullinville Fire Department, under the command of Clarence Banzent, has expressed interest in the vehicle. The City of Mullinville is in need of a pumper truck. Mullinville has a Council meeting tonight and will discuss whether or not they would be willing to accept the donation. Koehn also reported that there are some mechanical issues and hoses that need to be replaced on the truck. This would be done at the expense of the City of Mullinville. Trummel voiced that he would like to see the truck utilized by a department that needs it. Schaffer made a motion to donate the 1976 Fire Truck to the City of Mullinville Fire Department. Kern seconded the motion. Motion passed 4-0.

Ludwig presented an eBilling option available though the city’s software company. City utility bills are currently printed off site through Postalocity. The service costs the City approximately $1/bill/month, a total of $5,000/year. eBilling would have an initial start up cost of $642.50, with an annual cost of $100. The investment would allow for interested customers to select eBilling over paper bills. If a customer received an eBill they would get an email with their bill and the City’s newsletter each month. Ludwig suggested setting up an incentive to kick-start the program and encourage residents to participate. The incentive may also be used to encourage direct deposit paying of utility bills. Ludwig suggested 2 incentive options. Option #1: One time $10 off utility bill. Option#2: Gift card/prize drawing for participants (i.e. theatre, restaurants and local shops).

Kern asked about current mailing and ACH statistics. Ludwig reported approximately 400 mailed invoices monthly and 100 ACH payments. Those utilizing ACH payment currently receive a paper invoice and newsletter. Discussion was had on the savings in postage, processing, and paper usage. Ludwig explained that utilizing eBilling will not save staff time. Staff would process the bills as they normally would, with an extra step of sending the eBills. Staff would also need to collect email addresses from customers wishing to participate and mark the account as an eBill account in the utility billing software. Dixson asked at what point the postage charged by Postalocity would increase due to less bulk mail being submitted. This would not be the case, as the city is charged per bill. Discussion was had on other possible options for incentives. Trummel asked about utilizing the local paper to inform citizens of the options available to them.

Kern made a motion, seconded by Jungemann, to move forward with eBilling. The motion passed 4-0. Trummel made a motion, seconded by Kern, to offer customers a one time $10 credit on their utility bill for utilizing the service. The motion passed 4-0.

5. 3rd Quarter Financials
Ludwig presented a brief report of 3rd Quarter Financials. Two charts were made available in the meeting packet. Ludwig pointed out that the Parks expenditures appear high because the trees for Starlight Park were purchased through that fund. Grant funds received for the project were shown as revenue rather than a negative expenditure. The Electric Fund shows lower expenditures due to decreased usage/purchasing. Revenue for Electric is also decreased due to an increase in transmission costs, in addition to reduced
usage. The Trash Fund shows a decrease in expense for the this quarter as the agreement between the City and County to place funds in a reserve has been fulfilled.

G) CITY ATTORNEY'S REPORT
City Attorney Clayton Kerbs was not present at the meeting.

H) CITY ADMINISTRATOR'S REPORT
   Business Incubator: Staff went with a bid from Adams Electric totaling $1,137 for repairs to the broken heat pump at the Incubator. There is an additional cost if the compressor needs to be replaced. Market 54 has backed out of their lease, and will not be occupying the ground floor office formerly occupied by Main Street Massage.
   Health Insurance: A meeting has been set up with Blue Cross on October 9th to review the proposed 2018 health insurance costs. This proposal will be brought to the governing body on November 6th for review and approval.
   ICMA Conference: Ludwig will be attending the ICMA annual conference and will be out of the office next week (October 21st-26th).
   Trunk-or-Treat: The Chamber has submitted a road closure permit for their annual Halloween event. The closure will be approved administratively.
   Chamber of Commerce: Jill Eller has stepped down as the president of the Kiowa County Chamber of Commerce, and Mike McBeath has filled that role.
   Airport Groundbreaking: Staff is working with Lochner on scheduling for the airport groundbreaking, but it is tentatively scheduled for November 3rd. More details will be released when they are available.
   Municipal Election: The municipal election is scheduled for November 7th. There are 5 names on the ballot with the top 3 candidates taking office on January 8th, 2018. There will need to be a special meeting on January 8th to swear in elected Council Members.
   KPP Rate Forum: The KPP Rate forum is scheduled for November 2nd. This is an opportunity for members to review the proposed budget and rates for the upcoming year. Any member of the governing body may attend, and can register at www.kpp.agency.
   Backyard Fowl Permit: An application for a backyard fowl permit has been received for the property 216 West Grant. Staff has mailed out notices to neighbors within 200 feet of the property.

I) GOVERNING BODY COMMENTS
Dixson stated that the time for the November 3rd airport ground breaking should be chosen and those who can attend will be there. Ludwig advised that Lochner will be sending invitations out. Lochner plans to invite State Representatives, as well as representatives of KDOT. Staff will help develop a guest list.

J) ADJOURNMENT
Dixson declared the meeting adjourned at 6:34 p.m.

[Signatures]
Robert A. Dixson, Mayor
Christy Fynn, City Clerk