

**Greensburg City Council
June 19, 2017
City Hall**

A) CALL TO ORDER

Mayor Robert Dixon called the meeting to order at 6:00 p.m. on June 19, 2017.

B) PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance was said and the invocation given by Pastor Terry Mayhew.

C) ROLL CALL & APPROVAL OF THE AGENDA

Council present: Mark Trummel, Rick Schaffer, Haley Kern, and Sandra Jungemann. Matt Christenson was absent. Trummel made a motion to approve the agenda as presented. Jungemann seconded. The motion passed 4-0. Christenson arrived after the vote.

D) CITIZEN COMMENTS

Mayor Dixon welcomed those in attendance and opened the floor for citizen comments.

Aaron Einsel voiced his concern over the animal husbandry request being discussed this evening. Einsel was concerned that the proposed 6 calves will quickly grow and eventually consume nearly as much grass than the 6 proposed cows. He feels that allowing cattle in city limits would open the door for other issues. Einsel also expressed concern for public safety if the cattle were to get out of their containment and for children who may unknowingly touch the proposed electric fence.

Georgina Rodriguez thanked Council for their support of the Annual Arts and Crafts Fair. This year's proceeds went to the gun club. Rodriguez provided Council a packet of information she had collected regarding food peddler regulations in other communities.

E) CONSENT AGENDA

Kern asked how many lifeguard certifications comprised the bill from City of Pratt and how long the certifications were good for. City Administrator Kyler Ludwig stated that a handful of 2 lifeguards were re-certified, a handful of new guards and the assistant manager also received training. Certifications must be renewed every 2 years. Kern made a motion to approve the Consent Agenda. Christenson seconded. Motion passed 5-0.

F) ITEMS OF BUSINESS

1. City Attorney Appointment and Contract – Clayton Kerbs

Dixon stated that with the consent of the Council he wished to appoint Clayton Kerbs as City Attorney. Schaffer made a motion, seconded by Jungemann, to consent to the Mayoral appointment. Motion passed 5-0. Kerbs had provided a one year City Attorney Agreement for consideration. Christenson made a motion, seconded by Kern, to allow Dixon to sign the agreement as presented. Motion passed 5-0.

2. Circles of Kiowa County – Incubator Donation Request

Ludwig has received a request from Circles of Kiowa County, a local non-profit focused on helping families in Kiowa County get out of poverty, to utilize space in the Incubator to establish a call center to help provide a living wage to locals. Ludwig recommended the former Economic Development Office as a potential location. Cathy McFall and Deborah Factor, Circles of Kiowa County, were present and explained the need. They stated that they have been in contact with Ron Harden of the National Association of Insurance Professionals who is targeting this area to find, train and employ individuals through insurance call centers. The work can be done at home, but Circles would prefer a call center, to create a sense of community and accountability. Currently there are 4 Circles members being trained.

The school offered space and computers for the training. Youth For Christ paid the class fees. Once students have passed their tests, they will be fully licensed in the Kansas insurance industry and guaranteed employment. McFall and Factor requested Council consider allowing them to occupy the back office space of the Incubator free of rent for 6 months. They hope this will be a pilot program for southwest Kansas and that they will soon require a larger space to accommodate more employees.

With support of the concept voiced by the Council, Schaffer asked if the guaranteed employment would be within the community. Harden has guaranteed jobs at \$11-\$13/hour and will work with them to see if employment opportunities can be created locally (such as the call center). Schaffer asked if Circles would be interested in a truck dispatch center. Factor and McFall would like to explore the concept and will work with Schaffer to obtain contacts for potential job creation opportunities. Kern asked if employees will be offered health insurance. Full-time employment with a benefit package is the goal. Trummel asked if the group would consider expanding within the Incubator at the end of 6 months.

Trummel made a motion to approve the use of the building manager's office in the Incubator for the Circles call center project, rent free for 6 months. Schaffer seconded, and the motion passed 5-0. Training will be completed in July. Ludwig will work with the Chamber to finish cleaning out the space and allow Circles to begin moving items in.

3. Unruh Animal Husbandry Special Exception Request

City Clerk Christy Pyatt reminded Council of the request for a special exception for animal husbandry from John Unruh that was presented and tabled at the last Council meeting. On May 17th the Planning Commission unanimously approved up to 6 cow/calf pairs and a double wire electric fence for the property listed in the application. Council was asked to support the decision of the Planning Commission; send the application back to the Planning Commission for further discussion; or deny the application. At the previous Council meeting, Staff voiced that they had received comments of concern from a neighbor who wished to remain anonymous. Since that time Staff has received an additional phone call voicing concern. Christenson, Schaffer and Kern stated that they have each had 3 negative contacts on the topic. Council voiced concern over approving the application as presented, having just placed strict regulations on the keeping of chickens in town (specifically the need for screening from the public). Trummel stated that he did not agree with the type of fencing being proposed and that he has concerns of liability if the cattle got out and were hit by a vehicle. Schaffer asked if Unruh lived on the property. Christenson stated that it is not officially his residence. Christenson stated that when considering animal husbandry he was thinking along the lines of horses, not cattle. Discussion on the potential for future requests for husbandry of other farm livestock was had.

The applicant arrived at 6:28 p.m. and was advised of concerns being voiced about the number of animals and type of fencing proposed. Unruh advised that he had looked into Kansas fence law and gave specifications as to what it allows. Schaffer advised that the law being cited pertains to rural areas and that municipalities are allowed to adopt their own fencing codes, which the City has done. Jungemann and Christenson voiced concern over the use of electric fences in town, especially near a residential area. As a rule, electric fencing is not allowed within the City and would have to be specifically approved as part of the special exception, as would barbed wire. Council was concerned about setting precedence.

Schaffer asked Unruh if the property is his primary residence, to which he responded that it is. He stated that for the last 2 years he has hayed the property being proposed for animal husbandry. Unruh reminded Council that there were no complaints from neighbors voiced at the advertised public hearing.

Trummel made a motion to deny the application. Kern seconded, and the motion passed 5-0.

4. Land Bank – Property Sale (504 S. Cherry, 103 S. Grove, 313 W. Garfield)

Dixon recessed the Council and convened them as the Land Bank at 6:40 p.m. Ludwig reported that Staff has received no notice of interest on Land Bank properties advertised as for sale, other than the applicants, for 504 S. Cherry, 103 S. Grove, and 313 W. Garfield. Ludwig requested a motion to allow Administration to sell the properties for the set prices provided by the Land Bank Policy.

504 S. Cherry – residential property - for the purpose of building a residence - \$300

103 S. Grove – commercial property – adjacent land owner - \$1,000

313 W. Garfield – residential property - adjacent land owner - \$750

Christenson made a motion, seconded by Trummel to authorize Administration to sell the properties for the set prices provided. Motion passed 5-0.

The Land Bank adjourned and Council reconvened open session at 6:43 p.m.

5. 2nd Quarter Transfers

Ludwig requested Council approval to move forward with 2nd quarter budgeted transfers from the water, electric, and sanitation funds. A list of transfers was provided in the meeting packet. The amounts remain the same as the approved 1st quarter transfers. Jungemann made a motion, seconded by Kern, to authorize the requested 2nd quarter budgeted transfers. Motion passed 5-0.

6. General Fund Budget Discussion

Ludwig presented a preliminary 2018 General Fund budget. An analysis of assumptions used in preparing the budget was provided in the meeting packet, along with the proposed budget. Ludwig estimates expenses high when setting budgeting authority. Revenues for reimbursed expenses are increased. Previously the yearly insurance dividend check that the city receives has been entered as a negative expense. Staff is now listing those checks as revenue. Of special note in expenditures, Ludwig budgeted for the purchase of a mower to maintain the airport property next year. He plans to start a trend of transferring back into the equipment reserve fund. As prepared, the mill levy would increase slightly in order for the city to receive the same revenue as 2017. A new state law limits the amount of mill levy increase allowed for inflation. There are some exceptions to that rule for public safety. In order for the city to go above the set threshold, a special election would have to be called. In looking at audit totals from the city's software, in 2015 the city had approximately 20 days worth of cash on hand. Staff has made significant cuts to turn the General Fund around. Salary assumptions were discussed. A full 3% merit increase is budgeted across the board; however, most employees do not receive the full 3% increase. Cost of Living Allocations (COLA) typically take place at the beginning of the year. The last review of the CPI was in October 2016. Currently the increase for 2018 appears to be around 1%. Ludwig has budgeted a 25% for currently insured employees (to cover any increases and minimize the budgeted impact of any potential family changes), a filler of \$1,500 for each employee covered under a spouses' plan and \$3,000 for each employee using their Medicare benefits. BCBS estimates a 4% minimum increase each year for changes in age, but early projections for 2018 are estimating a 10% increase. Ludwig discussed estimates for the airport, court, police, pool, parks, industrial park and streets. Staff has done some maneuvering of employees within departments. The street department plans to do some street crack sealing in 2018.

Discussion was had on transfers from utilities that have been done in the past. Christenson voiced that he would like to see a cash balance of 2-3 months worth of expenses. The General Fund has been substantially supported by the Electric Fund, and though there is justification, he would like to see the fund become for self-sufficient. Christenson would also like to see a regular transfer of funds to an electrical reserve for repairs. Ludwig stated that \$70,000 has been built in for 2018.

In discussing the mill levy, Dixon mentioned finishing the new park near the swimming pool. He would not be opposed to raising the mill levy to finish the park, rather than use reserve funds. Kern would rather

see a steady increase of the mill levy each year, rather than keeping it the same and have to do a large increase all at once down the road. Staff did not receive many concerns over the increase in 2017. Ludwig asked for direction on raising the mill levy to keep the budget dollar for dollar from last year or increasing it the allowed 1.4 to keep up with inflation. Christenson views the city budget much like an employee's need for COLA. Based on valuation, an increase of 1.4 would only bring in an estimated \$4,000. The consensus was to use the taxing authority increase allowed by the new tax lid.

7. Mobile Food Vendor Discussion

Mobile food vendor trucks were discussed at the June 5th meeting. Staff was asked to look into how other communities in the area regulate mobile food vendors. A list of 10 area towns was provided in the meeting packet.

Kern stated that she would like to look through the packet provided by Rodriguez during public comments. She believes that the difference between Greensburg and other area communities is that Greensburg has 6 legitimate restaurants to support and keep in town, whereas other communities do not have as many or have a larger population base by which to support those businesses.

Trummel asked if the mobile knife sharpening business that was in town over the weekend had obtained a peddler's permit. They did not. Staff is asking for direction on if Council would like to see a change of direction in how the code is being enforced. Schaffer stated that he had brought the topic of in August 2016 with a concern of vendors who come to town, do not spend money for fuel in town, take money for their product and leave. Christenson asked if Council would like to stick with the current code or have a different set of regulations for mobile food vendors. Trummel, Kern and Christenson voiced that a blanket code would be easier for Staff to enforce. Jungemann and Schaffer voiced that they do not believe the current permit fees are sufficient.

Ludwig asked if there was a change in the consensus on enforcement of the current code. A brief discussion was had on the cost of enforcement in general and after hours. Christenson would like to see a change in enforcement and the fee structure, as well as a requirement for verification that the business is paying the required sales tax. Ludwig asked if Council would like to push enforcement now or after changes to the fee structure have been made. Kern and Christenson would prefer to wait on a change in enforcement so as not to confuse vendors. Also mentioned was the need to clarify whether the intent of the code is to limit the number of days a vendor can peddle or if they could peddle an unlimited number of days per year for a specific fee. Council was asked if they would prefer to simplify the code and set an annual fee, rather than attempting to count the number of days they are in town. Jungemann would like to see the number of days limited. Christenson would prefer an annual fee.

G) CITY ATTORNEY'S REPORT

Kerbs opened the floor for questions from Council. He asked if Council would prefer him at every meeting or as needed. Dixon stated that in order to get acquainted with the City he felt it best that Kerbs attend every meeting for a period of time and then move to an "as needed" basis. This was the consensus of the Council as well. Dixon has asked Kerbs to meet with Pyatt and Ludwig following tonight's Council meeting to discuss Municipal Court.

H) CITY ADMINISTRATOR'S REPORT

Ludwig discussed the following topics:

Hail: The City did sustain some hail damage Saturday evening, including a couple of awnings at the pool, a pickup windshield, and a window in the Tahoe. Ludwig has not contacted EMC Insurance yet. He is assessing the damage to see if there would be enough to warrant a claim.

Kansas Geological Survey: As previously discussed, Kansas Geological Survey has approached the City with the desire to put an earthquake monitoring station in the industrial park. This was approved,

but noise testing will be required prior to their occupation. Staff is looking at Land Bank properties as potential alternative sites.

BTI Field Day: BTI has requested permission to drive some of their equipment into the property adjacent to theirs within the industrial park during the second week in July for their field day. This will be approved administratively

Firework Permit: Youth for Christ's firework permit was submitted today. This will be approved administratively.

Paperless Billing: Staff is looking into options for paperless billing. This would give customers the option to have their bill emailed. This policy encourages conservation, and has some potential cost savings for the City. The cost for this transition is about \$650. In addition, an annual fee would be associated with the use of this software module. Data Tech has stated that this is the one module that will pay for itself in a very short amount of time.

City Pool: The new chlorine system has been working well, and staff is satisfied with the transition. The pool seems to be using less chlorine with this change.

Stoplight: The broken stoplight on US-54 was replaced.

KDHE Review: KDHE has requested an update to our water conservation plan. Staff will be updating the numbers from the 2004 plan and submitting this for approval through KDHE.

Big Kansas Roadtrip: There is a meeting scheduled for June 29th at 5:30pm to discuss this upcoming event. The meeting will be at the Wilmore Community Center, and is for anyone in the community interested in participating.

I) GOVERNING BODY COMMENTS


Kern has noticed roofing signs popping up around town. Staff is working with contractors to receive peddlers licenses (if applicable) and to register them as contractors within the City.

Trummel asked if there had been any communication with Arrow Zanghi regarding his property at 903 N. Sycamore. Staff has not been contacted by the property owner. July 31st is the deadline for code compliance. Trummel also asked about progress on the RV park/cabin project on N. Bay. Ludwig verified that the cabins were not part of the original development plan and that the developer should be receiving financing in the next few days. Trummel asked about the watering of trees at the pool park. Ludwig stated that they are being watered twice a week by volunteers. Brady Nursery instructed Ludwig that watering was only necessary once a week. Ludwig was asked by several Council Members to call if more volunteers for watering were needed.

J) ADJOURNMENT

Dixson declared the meeting adjourned at 7:47 pm.


Robert A. Dixon, Mayor


Christy Pyatt, City Clerk