

**Greensburg City Council
December 17, 2018
City Hall**

A) CALL TO ORDER

Mayor Matt Christenson called the December 17, 2018 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION

The Pledge of Allegiance was said. Tony Factor gave the invocation.

C) ROLL CALL & APPROVAL OF THE AGENDA

Council Present: Mike McBeath, Mark Trummel, Sandy Jungemann, Pam Reves, and Haley Kern. (Staff present: Administrator Stacy Barnes, Clerk Christy Pyatt). Reves made a motion to approve the agenda as presented. Jungemann seconded. The motion passed 5-0.

D) CITIZEN COMMENTS

There were no citizen comments offered.

E) CONSENT AGENDA

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

F) ITEMS OF BUSINESS

1. Ordinance 1083 – Municipal Judge Compensation

Barnes advised Council that Interim Administrator Jay Newton and Municipal Judge Philip Moore had recently discussed the compensation for Municipal Judge. Newton agreed that the current compensation of \$200 per month that court is held, plus mileage, should be changed to \$200 per month, regardless of whether the Judge is needed for court or not. Should Judge Moore preside in court, he would also be compensated for his mileage at the current rate. Frequently Judge Moore is asked to sign off on official court documents though court is not called into session and has consequently not been paid. Greensburg City Code 9-107 requires that the Municipal Judge salary be fixed by ordinance. Barnes recommended Council approve Ordinance 1083, establishing an amended rate of compensation for the Municipal Judge. After a brief discussion, Reves made a motion to approve Ordinance 1083, setting compensation to the Municipal Judge at \$200 per month, plus mileage at the current rate when court is in session. Trummel seconded. Motion passed 5-0.

2. December 24th City Holiday Request

With Christmas falling on Tuesday this year, Barnes requested a holiday for city employees on Monday, December 24th. Previously, this has been reviewed on a year by year basis and was either an administrative or council decision. Christmas Eve will be recognized as an official holiday by both the State of Kansas and Kiowa County. Barnes recommended approving December 24, 2018 as a holiday and leaving December 31, 2018 as a regular working day. Employees wishing to observe New Years Eve may do so with an approved vacation day. Kern made a motion, seconded by Jungemann, to approve December 24, 2018 as an official city holiday. Motion passed 5-0.

3. 2019 City Holidays

Staff recently reviewed official city holidays to see how they align with Kiowa County and the State of Kansas. Staff also compared the list to the cities of Derby and Great Bend, as provided on the City Clerk's Listserv. A listing of those findings was provided in the meeting packet. The only real difference between the City's current list and those of the County and State were that they receive President's Day and the City receives Good Friday. Reves agreed that City holidays should match those of the County.

Staff was directed by Council to prepare a resolution for the next meeting that would designate President's Day as an official holiday and remove Good Friday as a holiday, effective in 2019. Staff wishing to observe Good Friday as a holiday may do so with an approved vacation day.

4. Input on Tourism Director/Big Well Museum Director hiring process and timeline

Barnes requested Council input on the time frame and process of hiring a new Tourism Director/Big Well Museum Director. During the interim, Barnes is continuing the job duties of the position, as well as City Administrator responsibilities. During 2019, Barnes will continue serving as the Travel Industry Association of Kansas (TIAK) President, and will have continued statewide involvement, representing Greensburg in the tourism industry. Barnes has also discussed with the Tourism Board that she would like to have their input on the hiring process, since the Tourism Director works with this board to administer funds collected by Transient Guest Tax for tourism promotion. Grant Neuhold, chair of this board, has expressed interest in being a part of the process. Barnes would also like to see a Council Member or the Mayor on the hiring panel. Barnes suggested advertising the position after January 1st.

Reves asked if the City had a position description for both positions. Barnes confirmed this as the case. Christenson commented that this would be a good opportunity for Council to review that description. Reves discussed Barnes' time commitment as President of TIAK, which was approved as part of her contract. Kern concurred that the position should be advertised after the first of the year. Barnes provided names of publications in which she intends to advertise. McBeath volunteered to be the Council representative on the hiring panel. Upon further conversation, Barnes reminded Council that any changes to position descriptions must be made through a resolution. Reves asked if job descriptions should be reviewed at the upcoming Council Retreat. Barnes was directed to move forward with advertising the position after the first of the year. Reves questioned if the Administrator was the hiring authority for the position. She expressed her desire for Council to have a say in who is hired. Barnes assured her that City Code requires department heads be hired by the Administrator, with the confirmation of Council. Upon Pyatt providing a copy of the City Code book and the Position Classification and Pay Plan, Barnes confirmed that the position reports to the City Administrator. Staff determined that the position needs to be added to the City Code as part of the list of department heads, as it has been treated as such since at least 2007.

5. 2018 End of Year Budget Report

Using some of the figures put together by Jay Newton prior to his leaving, Barnes provided a report showing city expenditures and revenues through December 10, 2018. Review of the reports confirms the City is in good financial standing to end 2018 and will not need to make any budget amendments. Staff will be making one final transfer for the year, the remaining fire budget will be moved to fire equipment reserve.

G) CITY STAFF REPORTS

Barnes reported on completion of her first week as Administrator, acknowledging asking a lot of questions of other Staff as she familiarizes herself with day-to-day operations. Trummel stated that he appreciated receiving the update email that Barnes submitted to Council on Friday, something she plans to do weekly. Barnes stated that she believes everything needs to be based on communication.

Jungemann asked Barnes where the new Christmas displays along the highway had come from. Tourism made the purchase of two light displays this year, with one being placed at the northwest corner of Main and Hwy 54 and the other on the south side of Davis Park. Staff has received complements from citizens on the displays.

H) GOVERNING BODY COMMENTS

There were no additional comments from the Council.

I) EXECUTIVE SESSION

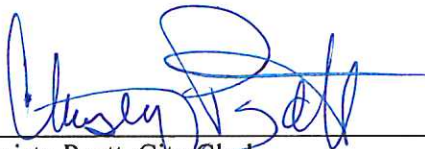
Barnes requested a 15 minute executive session, in accordance with K.S.A. 75-4319, to discuss potential economic development at the Greensburg Business Park. Trummel made a motion to go into executive session until 6:45 p.m. for the above stated purpose. Jungemann seconded, and the motion passed 5-0.

J) ADJOURNMENT

Upon returning to open session (no action taken), and with nothing additional to discuss, Christenson declared the meeting adjourned at 6:45 p.m.



Matt Christenson, Mayor



Christy Pyatt, City Clerk

