

**Greensburg City Council**  
**February 5, 2018**  
**City Hall**

**A) CALL TO ORDER**

Mayor Robert Dixson called the February 5, 2018 meeting to order at 6:00 p.m.

**B) PLEDGE OF ALLEGIANCE & INVOCATION**

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

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

Council Present: Matt Christenson, Haley Kern, Mark Trummel, Sandy Jungemann, and Pam Reves. Haley Kern arrived as roll was being taken. Trummel made a motion to approve the agenda as presented. Jungemann seconded. Motion passed 5-0.

**D) CITIZEN COMMENTS**

There were no citizen comments made.

**E) CONSENT AGENDA**

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

**F) ITEMS OF BUSINESS**

**1. SJN Banking Resolution – Authorize Signers**

SJN Bank of Kansas has requested that the City pass a resolution authorizing authorities of signers connected with the City's accounts at the bank. Current signers are City Clerk Christy Pyatt, Administrator Kyler Ludwig, and Mayor Dixson. Those will remain unchanged. Jungemann made a motion, seconded by Kern, to approve Resolution 2018-02 as presented. The motion passed 5-0.

**2. Budget Billing Administrative Policies.**

As directed at the previous Council meeting, Ludwig presented a list of administrative policies to implement the Budget Billing Program for city utilities. Customers who qualify and wish to participate will sign an agreement stating they understand the adopted policies. Ludwig discussed the list of policies provided in the meeting packet.

Trummel asked how Staff would go about offering the option to customers. Ludwig will offer the option when the eBilling option is made available. He plans to advertise through the city newsletter.

Reves asked if regular shut off procedures would be applied to budget billing customers who choose not to pay their prescribed average payment. Ludwig confirmed that this was indeed the case. Participating customers would be required to pay their prescribed average payment, regardless of how much of a credit accumulated on their account.

Trummel asked if a customer would be allowed to stay on budget billing if they are shut off. Ludwig would prefer to see customers allowed to return to budget billing once utilities are restored. Kern asked if Staff planned to limit the number of times a budget billing customer could be shut off before they are returned to regular billing practices. Reves noted that customers are advised of their bills multiple times before they are actually shut off and generally heed those warnings.

Reves asked if budget billing customers would be required to show good credit with the City prior to beginning budget billing. Ludwig feels that customers with poor credit histories will benefit the most from the option. Trummel suggested adding administrative leeway to have a customer removed from the plan on a case-by-case basis. Christenson explained that in the end the cost to the customer is the same;

therefore, someone with poor credit does not create a high risk if placed on budget billing. He feels that the option should be available to all customers.

Christenson questioned the suggested policy that "Customers with a deficit over \$100 will be required to pay the outstanding balance" each September during true-up month. He asked why all customers would not be required to zero out their balance. Ludwig reminded the Council that the average payment required for each participating customer would be adjusted each September. One year a customer may have a slight deficit and the next year a small credit. He would like to give customers the leeway to make up small deficits through their monthly payments.

Dixson suggested adding that shut offs will be performed per the existing policy. Ludwig added that "failure to comply may result in removal from budget billing."

Trummel made a motion to approve the policies with the two changes recommended by Dixson and Ludwig. Jungemann seconded and the motion passed 5-0.

### **3. 2017 Year End Financial Report**

In an effort to ensure fiscal transparency, Ludwig prepared a brief financial report reviewing 2017 expenditures. The General Fund showed decreased expenditures in 2017, which helped increase the balance back above the recommended 3 month reserve. Ludwig noted that expenditure saw an additional \$107,000 in budget cuts over what was spent in 2016. \$70,000 was left to help boost the reserve and \$37,000 was transferred into reserve funds. Overall, the General Fund came in 20% under budget in 2017.

Ludwig pointed out that Parks expenditures were not over budget as they appear on paper. The expenses of purchasing trees for the swimming pool park were paid for by a grant. To be transparent, grant funds received were shown as revenue rather than a negative expenditure. Kern asked if there was a spreadsheet that shows all grants awarded to the City. Grants are listed as revenue.

Reves asked about property tax revenues now that Neighborhood Revitalization is nearing an end for most properties. Ludwig noted \$100,000 was received in 2017.

Ludwig stated that the Big Well cash balance and Incubator losses are beginning to level out. Adjustments to the water fund will need to be discussed later in 2018. Christenson asked about the water and electric reserves. Ludwig stated that electric contains approximately  $\frac{3}{4}$  of a year and water has approximately 1 year of reserves. Ludwig reminded Council that the full weight of water expenses are not reflected, as payroll expenses from water have been reduced and moved to other funds.

Dixson stated that 10 years post disaster he is concerned about long term maintenance of city systems, equipment, etc. He asked Council to keep this in mind going into the 2019 budget process. Kern agreed that everything is getting old at once. Reves voiced concern over aging infrastructure, specifically the water mains. Ludwig stated that \$30,000 was moved into equipment reserves in 2017. Dixson encouraged Council to continue to move funds to reserve so that the city is not caught off guard should it face a large expenditure. Ludwig plans to put together a capital improvement plan after the 2019 budget is created.

### **4. Recess: Land Bank - Property Donations**

Dixson recessed the Council at 6:27 p.m. and convened them as the Land Bank. Ludwig presented two properties for possible acceptance into the Land Bank. 212 E. Garfield is being offered by Steve Hewitt. Trummel proposed reaching out to the adjacent landowner to the west who has his property for sale. The property is close to the school and teen center, and is zoned residential. 503 S. Sycamore, owned by Desiree Adel, has \$9,153.06 in back taxes and special assessments (\$6,000 of which are mowing bills from the City). Taxes on the property have not been paid in 10 years. The property owner does not want the property to go through a Sheriff's Sale and has expressed some interest in paying \$1,000 of the delinquent fees if she can avoid legal action. Ludwig has spoken to the County Attorney. He does not

have concerns about the Land Bank taking on the property as an alternative to the Sherriff's Sale and stated that the City can make partial payment of delinquent fees a condition of accepting the property.

Reves gave a brief history of how the current owner came to own the property shortly before the 2007 disaster. Insurance proceeds on the property were collected by the owner who then abandoned the property, leaving the city to mow it. She feels that the owner should be required to pay something toward the mowing bills. Christenson and Trummel recommended countering the owner's payment offer with \$1,500. Council briefly discussed how any funds received would be distributed. The consensus was to divide any funds received in the same way that they would be if sold at auction. Ludwig requested permission to negotiate with the property owner, noting that her first hearing with the County on the property is not until the end of February.

Trummel made a motion, seconded by Kern, to accept 212 E. Garfield into the Land Bank and to reach out to the adjacent property owner. The motion passed 5-0. Ludwig was instructed to negotiate with the owner of 503 S. Sycamore for \$1,500.

### 5. Community Plan Discussion

Council returned to open session at 6:41 p.m. At the request of Council, Ludwig opened discussion about having the community come together and update the vision/goals for the City. Ludwig has reached out to the Public Policy and Management Center at Wichita State. They have expressed interest in providing a proposal for facilitating that discussion. The recommendation from WSU for the most cost effective way to approach a plan is to have one day of events. Ludwig also reached out to a private firm that provides assistance in community plans, but they expressed that, with as small of scope as the project would be, WSU would be a better fit.

Reves asked if Ludwig had contacted other cities who have utilized WSU for similar projects. Council also discussed some pros and cons of hiring an outside firm. Trummel and Reves voiced concern over outside firms creating too large of a plan for a small community. Dixson understood that the original idea was to sit down around a table and talk to people before going too far, to which Kern agreed. Christenson pointed out that WSU would be facilitators of the meeting, not planners. Discussion was had on the potential of community members being more open with an outside facilitator and a city led meeting being perceived as the city having an agenda. Jungemann stated that there is a group of stakeholders who have already had at least 2 meetings concerning a vision for the community.

Dixson suggested contacting Marci Penner, Big Kansas Road Trip, to facilitate meetings in a neutral location. Kern would like to see Power-Up get involved with inviting people to a meeting. Christenson asked Council what they would like to do first, what questions would they like to start a discussion with, and how many they would like to see at an initial meeting. Pastor Jeff Blackburn, who was in the audience, recommended contacting others who are thinking in the same direction and to have a moderator to help facilitate the meeting. He stated that he may have a location to offer for such a meeting.

Discussion on this topic was tabled.

### 6. City Code Review: Chapter III

Ludwig gave a brief review of the City's current beverage code. Ludwig has had specific interest expressed in businesses having the ability to open on holidays. To his understanding, state statute requires that if you allow for holiday sales you must also allow for Sunday liquor sales; however, State regulations prohibit liquor sales on Thanksgiving, Christmas, and Easter.

Kern and Christenson voiced that they do not have a problem with giving businesses the option to be open. Reves stated that she was not thrilled with allowing for Sunday sales, but that owners could choose to be closed. Passing an ordinance would simply give businesses the ability to open. Next year the level

of alcohol that convenience stores can sell will go up. Dixson recommended council digest and discuss the situation.

It was the consensus of the Council that Ludwig prepare an ordinance for them to review.

**G) CITY ATTORNEY'S REPORT**

City Attorney Clayton Kerbs was not present at the meeting.

**H) CITY ADMINISTRATOR'S REPORT**

**Airport Progress:** The Airport is about 90% completed. It is likely that RJA will request an extension to make up for some of the time they have been unable to work due to cold temperatures.

**City Hall Solar:** The solar replacement at City Hall is completed. The new panels are up and running. The new system is showing a significant increase in solar production here at City Hall.

**Fowl Permit:** The Land Bank owns a property that is within the notification area for a fowl permit being requested at 321 S. Bay.

**Circles of Kiowa County/ Call Center:** With the help of Kiowa County Economic Development, the Circles program has started training through "Digital Works" for their call center. The program includes 5 weeks of call center training, and assistance with the hiring process. They are still planning on using the manager space in the incubator once the training is completed.

**SB 232- Service Territory Bill:** This bill is in the process of being modified. It is likely the final bill will include bare ground compensation (which has been reduced from the original proposal) and additional documentation requirements for cities annexing electric service territory. The KCC regulation has been removed from the bill.

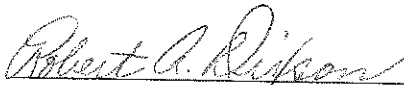
**Kwik Shop/Dillons:** The Greensburg Kwik Shop is NOT included in the recent property acquisition by EG Group. We will likely see Kwik Shop signs changing to Dillons signs. This should not impact the current services available locally.


**I) GOVERNING BODY COMMENTS**

Christenson presented a Community Health Needs Assessment that the Hospital and Health Department are asking community members to complete. County Health will collect completed surveys at City Hall. Staff and Council were asked to complete the assessment.

**J) ADJOURNMENT**

Dixson declared the meeting adjourned at 7:21 p.m.

  
Robert A. Dixon, Mayor

  
Christy Pyatt, City Clerk