

**CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
MONDAY, MAY 7, 2018
6:00 PM**

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

D) CITIZEN COMMENTS

All comments are limited to a maximum of three minutes for each speaker. In accordance with the Open Meetings Act, City Council members may not discuss or take action on any item that is not on the Agenda.

E) CONSENT AGENDA

These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.

1. Approval of Minutes
 - a. Regular Meeting – April 16, 2018
2. Appropriation Ordinance
 - a. Ordinance #1123

F) ITEMS OF BUSINESS

G) CITY ATTORNEY'S REPORT

H) CITY ADMINISTRATOR'S REPORT

I) GOVERNING BODY COMMENTS

J) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

To be placed on future agendas please contact City Administrator Kyler Ludwig at administrator@greensburgks.org or call City Offices at 620-723-2751.

**Greensburg City Council
April 16, 2018
City Hall**

A) CALL TO ORDER

Mayor Robert Dixson called the April 16, 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 Jeff Blackburn.

C) ROLL CALL & APPROVAL OF THE AGENDA

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

D) CITIZEN COMMENTS

Dixson welcomed those in attendance. No comments were made by those present.

E) RECOGNITIONS, PROCLAMATIONS, AWARDS & NOMINATIONS

The City has been a 10 year recipient of "Tree City USA" through the Arbor Day Foundation. Each year a Mayoral Arbor Day Proclamation must be made. Christenson made a motion to approve a proclamation setting April 28, 2018 as Arbor Day in Greensburg. Trummel seconded, and the motion passed 5-0.

F) CONSENT AGENDA

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

G) ITEMS OF BUSINESS

1. Quarterly Performance Report

City Administrator Kyler Ludwig provided a quarterly performance report. The report compared totals from the first quarters of 2016, 2017, and 2018. Of particular interest was the significant increase in water pumped and water lost. This increase is due to water being used for the airport development project. As part of the agreement, the city provided water, rather than having RJA Dozer have to estimate the amount that would be needed and charge the project through the bid process. RJA will provide the number of gallons used, which will greatly reduce the percentage of water loss. Ludwig also reported that he and Tourism Director Stacy Barnes have been working towards creating separate Facebook identities for Tourism and City Hall. The City Hall site will provide public information (i.e. trash schedule, utility outage information) while the Tourism site will focus on items that would be of interest to tourists (i.e. Big Kansas Road Trip). Ludwig added the number of traffic citations issued and city ordinance calls taken by the Police Department to the report.

2. Quarterly Financial Report

A report of first quarter financials was provided in the meeting packet. Ludwig discussed areas of significant change from 2017 to 2018. Council approved a transfer to the equipment reserve fund, which shows as an expenditure. CIP expenditures are reflective of funds used for the airport project. The electric fund shows an increase in expenditure, but also an increase in kwh sold. Sewer expenses are up, reflective of a transfer to reserves. Tourism has shown an increase in sales tax. Ludwig believes this is due to an increase in Airbnb contributions. Water and Sewer reserves are up, reflective of transfers in. Overall, the City's cash balances are up from this time last year. Christenson questioned the decrease in cash for the electric and electric reserve funds. Ludwig reminded Council of transfers to reserve funds, totaling \$25,000. Also, the comparison of 2017 and 2018 revenues can be reflective of what quarter utility customers made their payments in. An electric bond was paid off in 2017, and now Council is pulling funds out of electric to go into reserve.

3. Water/Sewer Rate Review

The City last adjusted water and sewer rates in 2013. Those adjustments were made based on projected costs of the water treatment plant and on an assumption of increased water usage. Over the past 5 years, the City has experienced a decrease in consumption, rather than the anticipated increase. Ludwig had approached the issue of rates with Council in 2017, but Council decided to delay an adjustment until more data was available in 2018. Ludwig provided a water and sewer rate analysis, showing figures from 2010-2017. Ludwig reported that both the water and sewer departments have healthy funds equivalent to approximately one year of operations; however, service charges in both funds are not sufficient to cover the cost of operations. Staff has moved some personnel expenditures from water and sewer to the electric fund. Staff has a desire to make both funds sustainable and to reflect actual operational costs. In 2013, Council had voiced a desire to increase contributions to capital improvements and reserves to \$10,000 annually. That commitment has not yet been made, but has been scheduled in the 2018 budget.

Ludwig provided a rate comparison for both water and sewer. Current Greensburg rates are very reasonable in comparison to neighboring cities, and cities with larger populations such as Pratt, Dodge City, and Wichita. A link to an online rate model was provided to Council prior to the meeting. The model allows one to see how different rates would affect current budget shortfalls.

Reves asked if the operational costs of the water treatment plant are still rolled into the water fund and if those costs had ever been shown. Ludwig stated that plant expenses are rolled into the water fund, but that a compilation of those expenses were provided in 2017, and could be once again. Reves noted that there had not been much change in water revenues and expenses over the last 3 years. Ludwig noted that Council had to use reserves to replace impellers at the plant in 2017. Reves voiced concern that should the City's current Utilities Supervisor choose to retire, the City may have to hire more than one person to replace him, increasing personnel costs. This would increase the amount of operational costs needed from reserves, which would not be sustainable for an extended period of time.

Ludwig recommended adjusting rates in small increments for both water and sewer. Christenson said that water rates would need to be increased 12% and sewer 8% to cover appropriate personnel costs and to contribute the budgeted \$10,000 to water reserve. Trummel voiced concern that with an increase of rates the City would then see a decrease in consumption. Reves and Jungemann both voiced concern for those who are on a limited or fixed incomes. Discussion was had on increasing the base rate across the board, increase the rate based on usage, or a mixture of both. Reves also suggested creating a charge specifically for the operation of the water treatment plant, in an effort to show cause for an increase. Discussion was also had on when to impose an increase. Ludwig recommended the fall, during a lower usage time, allowing customers to adjust to the new rate while their consumption is lower. Dixon reminded Council that the auditors have recommended incremental increases to utility rates for many years.

Concern was shown over how to estimate water revenue. Dixon pointed out that, with a lack of rain, the City could anticipate an increase in usage to help keep trees alive. Reves believes that more citizens would eliminate watering or drill private wells. Reves asked if the City still provides water for the golf course. Ludwig confirmed that the golf course meter is read, but is not charged. Reves acknowledged that the club is very conservative in its usage; however, she believes that this agreement should be examined if the Council wants to be seen as responsible.

The consensus of the Council was for Staff to bring back figures for incremental increases and to make any adjustments in the fall.

4. Road Maintenance Bid

Staff was asked to assess streets within the City and rate them based on the previously approved pavement rating system. Ludwig presented a color coded map of streets in the southeast corner of town. Staff had prepared an RFP for approximately 75,000 sq yards of pavement and for a method of asphalt

treatment that will add at least 5 years of use to the roads. Advertising the RFP in the local paper complies with the City's Procurement Policy. Ludwig plans to also extend invitations to bid to specific vendors who may be interested in the project. Street Dept. Staff will continue to crack seal streets were necessary. Christenson made a motion, seconded by Kern, to approve the publication of the RFP as presented. The motion passed 5-0.

5. KMEA – Ordinance to End Membership

Ludwig reported that because the City is a member of KPP, there is no longer a need for KMEA. The City is not benefiting from or contributing to any KMEA projects. Ludwig has spoken to KMEA, and they recognize that the City is not receiving any benefits for their membership. In order for the City to remove itself from KMEA membership, Council must pass an ordinance, which KMEA has provided. Staff has already placed 2018 KMEA membership dues on the warrant ordinance, which was approved earlier this evening. Ludwig felt this was appropriate, considering KMEA had counted our membership in their budget. Reves made a motion to approve Ordinance 1079, discontinuing the City's membership with KMEA after 2018. Kern seconded the motion. Dixson called for a roll call vote. Christenson: yes; Trummel: yes; Jungemann: yes; Reves: yes; Kern: yes. The motion passed 5-0.

6. Community Plan Discussion

In February, a discussion was had on community vision/goals for the City. At that time, Power-ups were asked to manage the community plan. Staff and Power-ups have not seen the strides forward that they had hoped for. Ludwig briefly reviewed the previous proposals from WSU and Marci Penner. At the end of March, the City of Bucklin worked with Network Kansas to create a plan, at no cost to the City. Greensburg would be afforded the same benefit because of the Network Kansas membership that Economic Development has. Ludwig stated that Staff would not mind taking back some control of the planning process.

Kern stated that she had spoke to Ludwig earlier in the week and conveyed her concern that Power-up may not have the capacity to manage the project. She does feel that there needs to be an outside facilitator to help with the various personalities that may be involved in the process. Dixson stated that for over a year he has wanted the community to answer the question. "Where do we go from here?" Reves stated that Tourism can only do so much to help the community, pointing out that there are many small communities struggling.

Jungemann asked for additional details on the process that Bucklin recently completed. Ludwig understands that a community meal was hosted by the City, with approximately 50 participants. Network Kansas facilitated the activities, plan, and implementation, but also got Ford County Economic Development involved. Ludwig would like to see the City take a slightly different approach. Reves suggested that Network Kansas be the first step in the City's planning process. If necessary, Council could later enlist WSU or possibly Marci Penner to take the plan further, possibly getting the county involved as well. Christenson would like to see Staff do as much of the work as possible internally, but did not want the Governing Body to be the facilitator. Jungemann and Kern voiced their desire to see this process focus solely on the City, as previous planning sessions have encompassed the entire county. Kern also recommended that Staff not only open the conversation to the community, but personally reach out to specific stakeholders who would like to engage in the conversation.

The consensus of the Council was to utilize Network Kansas to facilitate a community plan.

H) CITY ATTORNEY'S REPORT

City Attorney Clayton Kerbs was not present for tonight's meeting.

I) CITY ADMINISTRATOR'S REPORT

KPP Election: With changes in state law Municipal Energy Agencies (i.e. KPP) can now hold

an election to exempt the agency from some KCC oversight. Ludwig will be at the meeting on April 19th to vote in favor of the regulatory exemption.

Electric Lineman: Matthew Anderson has accepted an electric lineman job offer with the City. It is anticipated he will start in mid-May or early June.

Community Clean-Up Day: The City's annual clean up day will be on May 19th. Residents can leave large bulk items for pick-up near the curb. They may also gather smaller items in bags or boxes (no more than 50 lbs).

Big Kansas Road Trip: There will be many events here in Greensburg during the BKRT including the Grand Opening of Happy Campers Cabins, the Highway Gypsy Junk Market, Bike/Walking Tours, A showing of the Small Town Reimagined Documentary, and much more.

Airport: KDOT came this past week for an inspection of the airport project. They are hopeful that new federal dollars may come available for this project, to help push the next development phase. To qualify, the City may need to designate the airport as open with the FAA, but keep the runway closed.

Pool Park: Ludwig has put some of the development of the area around the pool park on hold. He has reached out to USD 422 to get input on the project.

Paternity Leave: Ludwig will be using "Personal Necessity Leave" following the birth of his son. The baby's due date is April 21st.

J) GOVERNING BODY COMMENTS

Reves asked about the current status of the structure located at 903 N. Sycamore. Ludwig provided a photograph of the front of the structure, which has been sided since the last Council meeting. He reported that the owner ran out of siding and has covered the top section of the west side with asphalt shingles. No further action was taken on the subject.

K) EXECUTIVE SESSION

Christenson moved that the Council recess into executive session for 15 minutes to discuss the City Administrator's performance pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The open meeting will resume at 7:22 p.m. Kern seconded the motion, which passed 5-0.

L) ADJOURNMENT

Council returned to open session at 7:22 p.m. and Dixson declared the meeting adjourned.

Robert A. Dixson, Mayor

Christy Pyatt, City Clerk

APPROPRIATION ORD. 1123

05.07.18

CHECK #	VENDOR	REFERENCE	AMOUNT
PRE-PAID			
	AT&T	PHONE & INTERNET SERVICE	\$ 518.31
	RJA DOZER SERVICE, LLC	AV-2018-10 AIRPORT CONSTRUCTION	\$ 211,658.85
	AT&T	PHONE & INTERNET SERVICE	\$ 1,736.78
	PEOPLES INSURANCE	INSURANCE/BOND RENEWAL	\$ 79,828.00
	*****PRE-PAID TOTAL*****		\$ 293,741.94
PAID			
26482	BLUE VALLEY PUBLIC SAFETY, INC	CONTRACT SIREN SYSTEM	\$ 234.00
26483	BOLEN OFFICE SUPPLY INC.	COPIER CONTRACT	\$ 26.45
26484	BREHM SIGNS	BILLBOARD LEASE	\$ 240.00
26485	BTI - PRATT	REPAIR & SUPPLIES	\$ 591.98
26486	CITY OF GREENSBURG	APRIL UT BILLS / BIG WELL RENT	\$ 12,600.02
26487	COMMERCIAL OUTDOOR LLC	ADVERTISING CONTRACT	\$ 300.00
26488	D.C. & B. SUPPLY INC.	FULL FACE GASKET	\$ 12.00
26489	DODGE CITY INTERNATIONAL	REPAIRS	\$ 73.60
26490	FINCHER'S FINDINGS INC	BIG KS RD TRIP TEE'S	\$ 847.50
26491	G & G MFG & SOURVENIR, INC.	RETAIL ITEMS	\$ 243.22
26492	GALLS	ALS CONCEAL PADDLE HOLSTER	\$ 55.00
26493	GEMPLER'S	TANK LID GASKET/ CAP W/ VALVE	\$ 105.80
26494	GMAXX - HAVILAND TELEPHONE CO	INCUBATOR INTERNET	\$ 39.95
26495	GREENSBURG FARM SUPPLY	PARTS SUPPLIES	\$ 338.73
26496	HACH COMPANY	CONTRACT RENEWAL	\$ 2,508.00
26497	HOME LUMBER	SUPPLIES	\$ 215.46
26498	inteGREEN SERVICES, INC	CIRCULATION PUMP @ INCUBATOR	\$ 1,345.30
26499	KANSAS MAYORS ASSOC.	MEMBERSHIP DUES	\$ 50.00
26500	KANSAS MUSEUMS ASSOC.	KS MUSEUMS RENEW MEMBER	\$ 50.00
26501	KANSAS ONE-CALL SYSTEM, INC.	10 LOCATES @ \$1.20	\$ 12.00
26502	KFDI	BIG KS RD TRIP ON RADIO	\$ 200.00
26503	KIOWA CO. HEALTH DEPARTMENT	HEALTH FAIR FOR DAN PYATT	\$ 30.00
26504	LUMINOUS NEON INC	SIGN	\$ 1,015.00
26505	MAGUIRE IRON, INC	WATER TOWER CONTRACT	\$ 1,570.00
26506	MATTHEW ANDERSON	JOB INTERVIEW ATLANTA TO/FROM	\$ 471.40
26507	NISLY BROTHERS TRASH SERV	TRASH SERVICES	\$ 9,246.50
26508	OFFICE SOLUTIONS	3'ROLL PAPER/ MOUSE	\$ 48.63
26509	ORKIN	INCUBATOR PEST CONTROL	\$ 119.98
26510	PEOPLES BANK GREENSBURG	POSTAGE/ MOTEL/PARTS/TRAINING	\$ 2,656.54
26511	REAL TIME PRODUCTS	RETAIL ITEMS	\$ 293.13
26512	ROCKING M MEDIA (PRATT)	BIG KS ROAD TRIP GLOSS BANNER	\$ 1,225.27
26513	STANION WHOLESALE ELEC. .	50W 4000K	\$ 300.00
26514	TAYLOR PRINTING, INC	315 YD SIGNS BIG KS RD TRIP	\$ 1,527.75
26515	TRACE OF COPPER	RETAIL ITEMS	\$ 645.00
26516	TURQUOISE RANCH	BIG KS RD TRIP TEES	\$ 814.00
26517	UNIFIRST CORPORATION	INVOICES 3/27/18-4/17/18 NOT	\$ 457.08
26518	VERIZON	WI-FI FOR CAR	\$ 94.51
26519	VOLZ	FUEL	\$ 1,205.79
26520	WESTERN ASSOCIATES, INC.	RETAIL ITEMS	\$ 377.93
	**** PAID TOTAL ****		\$ 42,187.52
	**** REPORT TOTAL ****		\$ 335,929.46