

**Greensburg City Council  
June 18, 2018  
City Hall**

**A) CALL TO ORDER**

Mayor Robert Dixson called the June 18, 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 Dixson.

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

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

**D) CITIZEN COMMENTS**

There were no comments made by citizens.

**E) CONSENT AGENDA**

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

**F) ITEMS OF BUSINESS**

**1. 2019 General Fund Budget**

Ludwig presented draft 2019 budgets for accounts within the general fund. A list of assumptions used in preparing the budget was provided in the meeting packet. Ludwig reviewed the mill levy history (provided). Statute allows up to a 1.4% rolling average increase in the property tax mill levy without the requirement of a vote. Increases above the lid can be made for public safety funding. The budget that Staff is recommending does not require a vote of the public. Projected general fund revenues for 2019 are conservative, with total resources predicted at \$1,057,971.

Reves asked for clarification on the fines and forfeitures line item. Within the City's budget, traffic tickets and utility late fees are accounted for within this line item. Ludwig confirmed that revenues within the category are decreased with a decrease in traffic tickets issues, but also pointed out that the expense line for court is also decreased. Within Administration, Ludwig discussed the predicted increase in health insurance and COLA (near 3%). Contractual Services will remain close to the same as 2018, allowing expenditure authority in case of emergency. Commodities also remain the same. Ludwig described airport expenditures as difficult to project for 2019. Reves asked if salaries for those maintaining the airport and parks had been taken into consideration. Ludwig explained that the street department falls under the general fund. Salaries were not broken down specifically for park maintenance. The court budget will remain the same, with a previous decrease in actual expenditures noted. Police will see a decrease in personnel expenditures due to a savings in insurance and uniforms. (Several employees are utilizing insurance through their spouse's employers and dropping City insurance. A bullet proof vest was budgeted for and purchased in 2018.) The fire budget will remain the same. Ludwig hopes that any 2018 funds that are not spent can be transferred to fire equipment reserve, rather than rolling back into the general fund. The pool fund has seen a decrease in commodities, due to requiring less chlorine with the new system installed in 2017. Ludwig left the line item high, in case of emergency. Personnel costs within the parks budget are for summer help on Main Street. Commodities and contractals within the fund will remain unchanged. Expenses within the industrial park budget are there to pay property taxes. Streets will see a slight increase in personnel costs in 2019, and a \$500 increase in commodities.

Ludwig advised that there is room in the proposed budget for \$25,000 to be earmarked for economic development, should the Council choose to do so. Also, Staff has been discussing with the school the possibility of hiring an SRO (School Resource Officer). The school would utilize the officer during the school year and the city would utilize him/her as a second officer for the remaining 3 months of the year. The city has most of the equipment for a second officer. The SRO would run a second shift out of the city's patrol vehicle. The school is still exploring funding options for their portion of the project.

Discussion was had on changes that will come as many properties come off of neighborhood revitalization in the next few years. Also, in 2017, Staff was able to build up reserves, which had previously been limited to a two week reserve. Dixon agreed that an SRO would shift some of the responsibility of covering the school off of the police chief, and a second officer would allow for better coverage. Reves questioned creating a separate fund for economic development and \$65,000 in general fund contractals. Ludwig noted that the city has not invested specifically in an economic development program for at least 3 years, since Kiowa County Economic Development began operating without a director. Kern and Christenson believe that a separate fund would show a transparent commitment of resources. Dixon would prefer to see those funds used toward infrastructure for economic development, rather than a cash incentive program. Jungemann agreed that funds should be set aside if they are available. The consensus was to transfer \$25,000 for economic development.

## **2. Police Department Priorities**

Ludwig presented results from the survey provided to Council to help the police department prioritize its efforts. 23 tasks were rated on their importance in determining the success of the police department. Staff reviewed the mean, median, mode, and standard deviation to determine the Council's top priorities. The top three priorities were: highway traffic enforcement; school safety; and local traffic patrol. Additional tasks are expected, but were not considered highest priority. Other priorities included: assisting fire, EMS and the Sheriff's Department on local call-outs; community policing (positive community engagement); monitoring city facilities and parks, and enforcement of the UPOC. Low priorities included: council security; regular enforcement of parking, vendor, beverage, and firework codes; emergency after hours response; and assisting county-wide emergency responders on calls outside city limits.

Council discussed how partnering with the school for an SRO would help staff accomplish all three of their top priorities. Council was asked if they would be willing to financially contribute to the project if the school is able to pay for the months the officer would be at the school. Discussion was had on who would employ the SRO, the school or the city. The chief and the SRO would work split shifts in the summer. The SRO could possibly offer some weekend coverage as well. Reves asked when the patrol car would be back from repairs. Doug Reh has said it will be complete tomorrow, with the exception of installation of some lighting, which is on order. The next school board meeting is June 27<sup>th</sup>. The consensus of the Council was that they are open to further discussion on the topic of an SRO.

Kern asked if Ludwig still intended to provide a policing survey of the community to participate in. Ludwig plans to produce a survey that focuses on Council's top priorities.

## **3. City Administrator Resignation – Kyler Ludwig**

Trummel, voicing apprehension and regret, moved to accept the resignation of Kyler Ludwig as City Administrator, effective July 13, 2018. Christenson seconded the motion, which passed 5-0.

## **4. Discussion on City Administrator Hiring Process and Interim Administrator**

Ludwig and Dixon led a discussion on the administrator hiring process and an interim administrator. Dixon stated that Stacy Barnes, Tourism Director, had found an editable version of the previous administrator recruitment profile. He, Barnes and Ludwig have updated the profile and submitted it to Marla Flentje, The Austin Peter's Group, for review. Flentje's recruitment firm has been hired by Council

in the past to advise and conduct Administrator searches. A copy was provided in the Council Packet. Ludwig stated that an interim administrator is required by City policy for separation of duties. This person would have the same authority as the City Administrator. Ludwig asked if Council would prefer to appoint an interim internally or reach out to someone outside of the City, and if Council would like to renew their relationship with Flentje to provide recruitment services.

Christenson asked if any employees were interested in serving as interim. Ludwig can discuss the option with department heads tomorrow during their weekly meeting. Ludwig believes that if someone outside is chosen, he/she would only be needed 2-3 days a week and to be a third signer on checks. Kern asked if an employee would be offered compensation for additional duties. Trummel asked if Jay Newton, former Interim Administrator, would be interested. Trummel, Reves, Christenson and Kern expressed preference to reach out to an outside source to avoid any internal conflict and to not put more work load on an employee. Ludwig stated that, because of the need for separation of duties, City Clerk Christy Pyatt would not be eligible for the appointment. Dixson stated that he would have Ludwig assist him in obtaining external options for the Council to consider, noting that current department heads do a great job but need oversight.

Referencing a Letter of Understanding provided, Dixson stated the Flentje was requesting to charge by the hour, rather than having a set fee, as city staff will be performing some of the preliminary work. Council reviewed the recruitment profile. Kern made a motion, seconded by Trummel, to approve the recruitment profile as presented. The motion passed 5-0. Christenson, seconded by Jungemann, made a motion to approve the letter of understanding with The Austin Peters Group for the purpose of administrator recruitment.

#### **5. Renew Contract with City Attorney Clayton Kerbs**

Ludwig stated that City Attorney Clayton Kerbs is not comfortable with automatic renewal of a contract for Legal Council due to state statutes. He would prefer to offer the same contract approved in June 2017. Reves made a motion to accept a contract reappointing Clayton Kerbs as Legal Council for the City of Greensburg for one year. Kern seconded, and the motion passed 5-0.

#### **G) CITY ATTORNEY'S REPORT**

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

#### **H) CITY ADMINISTRATOR'S REPORT**

Ludwig discussed the following topics:

**Bucket Truck** – The City's bucket truck has recalls on the 55 ft boom. The boom will be replaced free of cost through the recall, but should any additional deficiencies be found during that replacement, Council will be responsible for the cost. Council would also be responsible for the cost of a rental truck. The rental availability of bucket trucks is limited. A company out of St. Joseph, MO can guarantee a 40 ft boom, but could not insure the availability of a 55 ft boom. Staff would deliver the city's truck to St. Joseph and pick up the rental truck. The repair would take one week. The rental will be prorated. Ludwig confirmed that lights along the highway are higher, but most of the city's work can be completed with a 40 ft boom.

**Pool** – The pool has seen a 14% increase in attendance and a 60 % increase in concession sales so far this season.

**Donut Shop** – Daylight Donuts will be reopening, under new management. They hope to open during the month of July.

**Police** – Repairs to the patrol car are to be completed tomorrow.

**Land Bank** – Staff has received a request to purchase 412 S. Sycamore from the Land

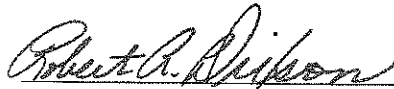
Bank. The applicant is in a rent-to-own agreement for the adjoining property and would like to construct a garage on the property. Staff will advertise the property for sale in the newspaper, as required by Land Bank policy.

**I) GOVERNING BODY COMMENTS**

Dixson mentioned two concerns he had regarding windows in the Council Chambers. Ludwig will have Staff look into both concerns.

**J) ADJOURNMENT**

Dixson declared the meeting adjourned at 7:23 p.m.



Robert A. Dixon, Mayor



Christy Pyatt, City Clerk