January 07, 2019

CALL FOR SPECIAL CITY COUNCIL MEETING

TO: To Matthew Christenson, Mayor of the City of Greensburg

We the undersigned, Council Members of the City of Greensburg, Kansas, hereby respectfully request you to call a special regular meeting of the Council to be held at City Hall, 300 S. Main, Greensburg, Kansas, on Monday, January 14, 2019 at 6:00 p.m. for the following purpose:

Discuss procedures, policies, projects, and future goals.

Mark Trummel
Sandra Jungemann
Pamela Reves
Haley Kern
Michael McBeath Jr.
A) CALL TO ORDER
Mayor Matt Christenson called the special council meeting of January 14, 2019 to order at 6:03 p.m. Those present, in addition to Christenson, were Council members Mike McBeath, Mark Trummel, Sandy Jungemann, Pam Reves, and Haley Kern; City Administrator Stacy Barnes; City Clerk Christy Pyatt; Public Works Superintendent Mike Hayes; Police Chief Paul Alvarez; and Kiowa County Signal writer Alesa Miller (Miller left the meeting just before 7:00 p.m.)

B) PLANNING DISCUSSION
  1. Community sustainable identity and brand
Council would like to see education for the general public on what the community has learned through its sustainability efforts over the past 12 years. The community is viewed as a living laboratory; therefore, we should compile lessons learned, discuss what didn’t work and why, and promote what worked well for the City and its citizens. NREL played an active role in rebuilding efforts. A suggestion was made to involve them in compiling data for a 10 year reflection.

  2. Community vision
As a starting point, Council asked Barnes to organize a meeting of community stakeholders (20-25 people) to discuss where they would like to see the community in 5-10 years and to develop questions to ask for a future town hall meeting. Council wants to emphasize forward thinking in both settings. Following the stakeholders meeting, Council will decide if utilization of an outside resource for the town hall meeting process would be necessary. The stakeholder meeting is to be held at an undetermined neutral site, within the first quarter of 2019. One or two Council members will participate in the stakeholder meeting. A list of potential participants will be provided for Council’s review at a later date.

  3. 2019 Departmental Goals and Projects
   Streets/Parks – Hayes provided a plan for the portion of city streets that will be sealed in 2019. The shelter for the pool park will be delivered in March. Staff will work on obtaining bids for the shelter foundation, a decorative apron around the shelter, and a concrete apron around the outside of the pool fence. Staff will be working on tree trimming this spring and plan a partial replacement of the purple sage in the bump out portions of the downtown planters. Sage will be replaced with low-lying plants that take little maintenance and will blend with the remainder of the planters. Staff is preparing to sell unneeded public works vehicles. It was acknowledged that recent mowing done east on Grant Street (drainage ditch) has made a difference in the functionality of the ditch. Staff will seek an engineer’s evaluation and proposal for repairs from PEC on the concrete portion of the ditch. Concerns over drainage in the south end of the city were discussed. Staff will ask PEC to assess the situation.

   Utilities – Tim Lenz, PEC, will be evaluating and contacting the manufacturer of the light poles along Kansas Avenue, which are showing significant damage from treatments applied to the highway surface during winter weather. Staff will be exploring a potential electric backup generation source. Staff has identified infrastructure repairs/replacements that need to be made: water valve and fire hydrant replacements, 2” line replacement, and select electrical poles throughout the city. Staff will continue to work with engineers and the State to evaluate a potential
structural issue with the sewer lagoon. The electrical lineman program that the City is currently involved in has been successful. Staff would like to seek another potential lineman in the near future. Utilities Superintendent Mick Kendall has advised that there is a need to purchase a new Vactron trailer. These have an estimated cost of $40,000.

**Police** – Staff will revisit USD 422’s desire to have a School Resource Officer. According to Alvarez, the officer must work under an NRI # and would therefore be an employee of the City. Enforcement of highway and local traffic was briefly discussed. Alvarez has been approached by Digiticket, and he discussed renting vs. purchasing software and equipment, the pros of using the product, and if this product would be a financially viable option for the city.

**Administration** – Council will again be discussion sewer rates in 2019. There will be a Council election this year. Barnes would like to explore trade-in options for the City’s Chevy Tahoe. Office Solutions (who currently provides IT services for the City) is compiling quotes for computer/server upgrades with possible service contracts. Staff will be seeking bids on employee insurance this year. Barnes is evaluating current Incubator rent rates and policy. Development of a technology policy has been recommended, to coincide with the recently adopted social media policy. Staff would like to seek assistance with building maintenance issues at City Hall and the Big Well. They will also evaluate current pest control contracts for city facilities and seek new bids for appropriate services. Staff has been exploring an update to the adopted commercial building code. Council voiced interest in moving toward an amended version of the 2018 IBC.

**Convention & Tourism, Big Well Museum** – The Convention and Tourism Director position will be advertised in the coming days. Barnes plans to apply for the Humanities Kansas 2020 traveling Smithsonian exhibit and continues to work with the Tourism Board on 2019 marketing and promotions.

Christenson recessed the meeting at 7:28 p.m. Hayes and Alvarez left the meeting, which reconvened at 7:34 p.m.

**4. Park Development**
Administration will develop a park naming contest for citizens to participate in, continue to discuss traffic control options around the pool block, and create amenity development options for the north side of the block. Council prefers to re-establish the pool park committee, rather than going back to PEC for further engineering. In addition to the concrete work previously mentioned, Council will seek bids for a perimeter sidewalk around the park and replacing the parking on the south side. Barnes would like to see Charles Wise, a long time supporter of rebuilding efforts in Greensburg, honored in some way within the new park.

**5. Economic Development, Business Park, Existing Business Support**
Discussion was had on how Council can assist current businesses to stay and expand while also recruiting new business to town. Potentially those involved in the community vision stakeholder meeting will be able to offer some viable recommendations.

**6. Incubator**
Rental rates at the Incubator were discussed during earlier departmental discussions. Barnes will have signs reprinted for windows in the Incubator that advertise space available and market the spaces through avenues such as social media. The establishment of a preventative maintenance schedule was discussed.
7. Airport
People's Insurance is working on having liability insurance ready for the opening of the airport this spring. Council would like to see the property surrounding the airstrip mowed and the grain bin and grass bales removed. A management plan for the airport was discussed in an earlier meeting. If awarded, one of the current grant applications before KDOT would pay for Lochner to develop such a plan for the City. Council would like to see directional signage placed and local pilots updated on current grant processes and development phases.

8. Position descriptions review
The Position Classification and Pay Plan was made available to Council for review prior to tonight's meeting. Of particular interest was the Convention and Tourism Director job description. Barns mentioned two items that could be added to the description, but does not feel that they warrant a resolution to amend the code. Barnes will begin advertising the position following tonight’s meeting, leaving the position open into the first week of February. Advertising will take place locally as well as through entities such as TIAK, LKM, and the Kansas Association of Museums. McBeath and Grant Neuhold, Tourism Board Chairman, will assist on the hiring committee.

9. 5-10 year goals
Five to ten year goals for the City and city services were discussed and included:
- Departmental maintenance plans
- Development of an interdepartmental cooperation policy that emphasizes coordination between department heads, cross training, equipment sharing, and assisting with work load
- Project proposals from department heads
- Maintenance plans for all city infrastructure
- Training for HVAC maintenance
- Airport completion
- Business Park occupancy
- Development of the green space across from City Hall
- Development and naming of the pool park

C) ADJOURNMENT
Christenson declared the meeting adjourned at 8:45 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk