A) **CALL TO ORDER**
Mayor Matt Christenson called the October 21, 2019 meeting to order at 6:00 p.m.

B) **PLEDGE OF ALLEGIANCE & INVOCATION**
The Pledge of Allegiance was said. Invocation was given by Jon Harrison.

C) **ROLL CALL & APPROVAL OF THE AGENDA**
Council Present: Mike McBeath, Mark Trummel, Pam Reves, and Haley Kern. Sandy Jungemann was absent. Staff present: City Clerk Christy Pyatt. City Administrator Stacy Barnes was out of town.

Trummel made a motion to approve the agenda as presented. McBeath seconded. Motion passed 4-0.

D) **CITIZEN COMMENTS**
There were no comments from citizens in attendance.

E) **CONSENT AGENDA**
Reves made a motion, seconded by McBeath to approve the Consent Agenda as presented. Motion passed 4-0.

F) **ITEMS OF BUSINESS**
   1. **Receive Rhonda Fernandez, Professional Insurance Consultants: Agreement for Consulting Services**

Pyatt introduced Rhonda Fernandez with Professional Insurance Consultants, who has been the City’s employee benefits consultant for many years. She assists with the annual employee benefit enrollment, has been available for new employee enrollment and termination paperwork, and has helped the City shop for health insurance every few years. The City has not had a formal agreement for services or fees with PIC for many years (prior to 2007). Previously PIC received a small commission for policies that they procured for the city, but were not paid a separate consulting fee. Four years ago, Administration ventured out on its own and obtained a bid from Blue Cross Blue Shield, the City’s current provider. Because the insurance was not bid through PIC, they do not receive a commission for those plans, but have continued with the same consulting services that they have previously performed. Current supplemental policies purchased by employees produce approximately $40/month in commission to PIC. Staff intended to go to bid last year but with the transition in Administration opted to continue with the current health insurance provider for 2019.

Included in the meeting packet was an agreement for employee benefits consulting with PIC. The agreement provides a scope of services including benefit plan design or redesign, benefit administration assessment, renewal of benefits, carrier negotiations, and legal compliance support. The term of the agreement is 3 years at $200/month, equaling $2,400 annually. Either party may cancel the agreement with written notice provided at least 4 months in advance or a date mutually agreed upon by the City and PIC. Staff has already signed and submitted a Business Associate Agreement with PIC, allowing them to proceed with bidding insurance for the coming year.

Fernandez provided Council with a brief overview of her consulting history, including her 20 years of consulting with the City and assisting with human resource (HR) services. The City had a formal agreement with PIC prior to 2007. Under the circumstances, Fernandez did not pursue a renewal of that
contract. The City has a smaller sized employee base than in past years, changing its status with insurance companies. Rather than having access to a BCBS representative, Fernandez has provided employee education for BCBS and assisted with policy issues.

Fernandez provided Council a booklet explaining consulting services that would be provided under the proposed agreement, including new compliance and HR resources made available to Staff. She confirmed that PIC is already researching potential health benefit providers for 2020. Staff is waiting on the renewal notice and new rates from BCBS. Reves acknowledged that the added HR resources could be very beneficial to Barnes and Pyatt. Kern stated that the contract cost of $200/month is minimal compared to hiring part-time HR staff or paying penalties for non-compliance. Kern made a motion to approve the proposed contract as presented. Reves seconded, and the motion passed 4-0.

2. Memorandum of Understanding (MOU) Between City of Greensburg and Kiowa County Commissioners Regarding Law Enforcement Functions

Pyatt reported that the County Commission had reviewed the proposed MOU between the City of Greensburg and Kiowa County Sheriff’s Office, but did not formally adopt the document. The current MOU states that there are currently no fees required for dispatch or other services, and that should there be a change in fees for services, these fees would be communicated prior to the adoption of the budget for that year. Any fees would be approved in a separate agreement. Agreeing that a separate document should be used to establish fees, one Commissioner voiced his desire for the City to begin paying for services now and in the future. The Commission did agree to wait until the next budget process to discuss fees.

Sheriff Tedder was available to offer additional direction on the issue. He clarified for the Commissioners that his office is not currently dispatching for the City, because the City does not have an officer. He does not feel that a dispatch fee is appropriate at this time. Tedder recommended Council remove the bullet point in the MOU that discusses a dispatch agreement. Tedder does not anticipate service fees being a problem in the future, but would like the discussion tabled for now. Tedder believes the MOU is a great document and will assist his officers in knowing what the City expects of them and the City’s officer. Tedder recommended Staff update the document and resubmit it to him. He will approach the Commission at their next meeting with the updated document.

Trummel asked if the Council should wait until a new officer is hired to approve the MOU. The consensus was to move forward with approval, having it in place before interviews begin. Council tabled the MOU and directed staff to remove the bullet point referencing dispatch fees. The amended document will be presented to the County Commission at its next meeting. Council would prefer to adopt the document after the Commission approves it.

G) City Staff Reports

Pyatt reported to Council on the following topics:

- **Elections November 5th**: Local elections will be held Tuesday, November 5th from 7am-7pm at the County Community Building at the Fairgrounds. Pyatt read a list of candidates that will be on the Greensburg ballot for City Council, Mayor, school board, and the hospital board.

- **Trunk-or-Treat Street Closure**: PowerUp Greensburg is hosting Trunk or Treat in the 100 block of South Main Street on Saturday, October 26th from 5-7pm. As in previous years, participants can decorate their trunks and vehicles and trick or treaters can go car to car. There will also be some added carnival style games, cotton candy, a photo booth, and hay ride. Barnes has administratively approved a street closure request, per the street closure policy that includes the 100 block of South Main, and 100 blocks of Florida Street.
• **Chief of Police position:** The vacant Greensburg Police Chief position has been advertised with the Kansas Peace Officers Association, Ranson CityCode Financial, Pratt Tribune, Dodge Globe and Kiowa County Signal newspapers, and on the City’s website. The position will remain open through October 31st.

• **Big Well Museum Exterior Beams:** Over the last couple of years, the exterior sections of the beams at the Big Well Museum have seen various levels of weathering, discoloration and in some instances, cracking. Initially, City Staff looked at the beams to see if this was a project that could be done internally, but the condition of the beams prompted getting a professional opinion. On Friday, October 18th an engineer from PEC performed an onsite evaluation of the damage. He will be providing a written report with suggested treatment for each beam as well as product recommendations. Due to the expertise of the engineer, there will be an $130 per hour charge for these services, not to exceed $5,000. Barnes has also reached out to LawKingdon Architects, who designed the building, for some feedback and recommendations. They are doing some research and will be getting back to Barnes. Council will be updated once a report is available, and will have the issue as a future agenda item if applicable.

• **Incubator Tenant:** Cathy Lightcap, Incubator Suite #206, has given her notice of intent to vacate her space effective November 15, 2019. Lightcap operates a massage therapy business and has relocated to a space at the Peoples Insurance building.

• **BCS:** Employees of BCS were onsite last week to deal with issues related to the HVAC systems at the Incubator, Public Works, and City Hall. Their determination is that the issues are not software related. They also advised that installation of the new HVAC software has been delayed until February. Originally installation was set for June 2019. BCS assures that should the City experience a software or server failure prior to February it will be moved to the top of the installation schedule. Staff has only paid BCS for preliminary conversion work that has been performed ($2,300 in June and $5,300 in September).

• **AT&T:** The conversion from AT&T long distance and internet services to Haviland Broadband/Giant Communications is complete. Pyatt has confirmed that all associated accounts have been closed. AT&T was onsite today to restore service to the sewer treatment alarm system, which was inadvertently deactivated during the conversion process. Pyatt was also able to renegotiate the cost of wireless service to 2 city tablets. Council will notice a significant reduction in phone and internet expense in future financial statements.

• **City Clerk email compromised:** The email address clerk@greensburgks.org was recently compromised and sent emails with attachments to a large number of city contacts. The City’s IT contractor was able to quickly bring the situation under control. Virus scans of the clerk’s computer have come back clean, and there have been no reports of viruses being received by other entities.

**H) GOVERNING BODY COMMENTS**

Reves asked if with the new HVAC software would be located on the City Hall server, rather than a server at the Incubator. That is the case. The City will only have one server to maintain once the installation is complete.

**I) ADJOURNMENT**

With nothing further to discuss, Christenson declared the meeting adjourned at 6:45 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk