A) CALL TO ORDER
Mayor Matt Christenson called the April 20, 2020 meeting to order at 6:00 p.m.

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

C) ROLL CALL & APPROVAL OF THE AGENDA
Council Present: Mike McBeath, Mark Trummel, Pam Reves, Sandy Jungemann, and Haley Kern. Staff present: Administrator Stacy Barnes, City Clerk Christy Pyatt, Police Chief Aaron Webb.

Trummel made a motion to approve the agenda as presented. McBeath seconded. Motion passed 5-0.

D) CITIZEN COMMENTS
There were no comments submitted in advance. Harrison thanked Council for the City’s contribution to the food bank.

E) CONSENT AGENDA
Reves made a motion, seconded by Trummel, to approve the Consent Agenda as presented. Motion passed 5-0.

F) ITEMS OF BUSINESS
   1. Update on the COVID-19 Pandemic, Review City Operations
Kerri Ulrich, County Public Health Officer, provided a COVID-19 pandemic update. It has been 7 weeks since the first positive test in Kansas. Kiowa County has tested 12 and have has 12 negative results. The Kiowa County Health Department has a good relationship with local labs, providers, and other area health departments; whereas, other health departments are experiencing issues with private clinics not notifying them of testings, causing issues with tracking and prevention. As of this morning, Kansas has 1,986 confirmed cases, an increase of 137 since the last update. Ford County has seen an explosion of cases, primarily within the meat packing industry. Ulrich has recommended county staff and residence limit travel to Ford County and take proper precautions if there is necessary travel. Food manufacturing plants are working to establish better guidelines to limit exposure moving forward. The State’s current stay-at-home order is in effect until May 3rd. More COVID-19 tests are becoming available, so more citizens are being tested. This is part of the reason for the spike in positive cases across the state. Municipalities have been asking for guidance on opening public swimming pools. Ulrich explained that if progress can be made in reopening the state in a tiered fashion by May 3rd, guidance on items such as this will be affected.

Reves asked if the virus is one that could potentially die with change of season. Ulrich explained that more than likely this would not be the case, because this virus is in the body, not in the environment. Kern asked about guidance specifically regarding county fairs. Current information is that fairs can be held if they are scheduled after July 3rd. Ulrich cautioned that once the quarantine is lifted, we will not be able to go back to life as before without the risk of increased exposures and positive cases. This is why States are encouraged to use a tiered approach to reopening.

The floor was opened for discussion on any changes to City operations Council may feel necessary. The consensus was to continue current operations for the next two weeks unless further issues arise.
2. **Resolution 2020-02 Trash and Recycling Rates 2021-2030**
Barnes offered an amended version of Resolution 2020-02 (presented at the last Council meeting). The current draft reflects regular administration fees added to trash and recycling rates for 2021-2030. Kern made a motion to approve Resolution 2020-02. Reves second, and the motion passed 5-0.

3. **Ordinance #1095, Amending Chapter IV Section 9-113 of the Code of the City of Greensburg**
Barnes explained that Chapter IV Section 9-113 of the Code of the City of Greensburg references an unbudgeted fund for fees collected through a City Attorney diversion program. Current City Attorney Clayton Kerbs does not offer diversions, preferring the use of amendments. Barnes requested Council approve Ordinance 1095, amending the fund title to “Amendment Fee Fund”. The proposed Ordinance also changes who manages how funds are spent from City Attorney to City Staff, for law enforcement and prosecutorial items. Staff explained that the primary difference between a diversion and amendment is that there is no review time on a case. Once an amendment is approved by the City Attorney and Municipal Judge, the case is closed. Kerbs currently charges an amendment fee of $150 per case. Trummel made a motion, seconded by McBeath, to approve Ordinance 1095 as presented. Christenson called for a roll call vote: Little: yes; McBeath: yes; Trummel: yes; Reves: yes; Kern: yes. The motion passed 5-0.

4. **digiTicket proposal and Memorandum of Understanding**
Chief Webb presented a proposal for digiTicket to be utilized by the Police Department and the Municipal Court. digiTicket would replace handwritten citations and would digitally input information directly to the City’s court software. Highway Patrol and the District Court already utilize the system, reducing errors, time on the side of the road, and staff time for data entry. Webb recommended a monthly service program with no upfront fees. The monthly service program covers all maintenance, equipment, paper, and training. The devices and software would always be up-to-date. Webb’s current in-car computer system would be equipped to scan a driver’s license, the officer would enter information about the stop, a citation would print for the driver, and then the record would update to the court software once the citation issue is complete. The City Attorney would also have access to the case information and be updated as soon as the citation was complete. Webb has proposed a partnership with the Sheriff’s Office (S.O.) to Sheriff Chris Tedder. Currently, all S.O. tickets are filed in District Court. Webb explained that funds collected through those citations are sent to Topeka, to the state general fund. If the City were to outfit the S.O. with mobile digiTicket devices, citations issued in city limits would be filed in Municipal Court. Currently, only $23.50 of a citation through Municipal Court is remanded to the State. All remaining funds are retained by the City. S.O. currently averages 3-4 citations per day in city limits. S.O. could also utilize the program to file their out-of-city tickets with the District Court.

Webb advised that with digiTicket as a service no contract is required. Equipment can be returned and the agreement discontinued with 60-day written notice. Webb provided a price quote for equipment needed for both departments, $990/month all inclusive. City would pay for the S.O. monthly fee. Annually the system would cost the City a total of $11,880 and includes a thermal printer, mount, and 2D scanner for the City patrol vehicle. The City would provide S.O. with 3 handheld devices and 5 printers. Four printers would be mounted in the S.O. patrol vehicles and 1 printer would be in the office for administration. The handheld devices would be shared by officers on duty, with one remaining in the office, fully charged. The plan would pay for itself with a minimum of 91 tickets issued per year. County usage would pay for itself with 2 tickets per day. After remanding fees to the State and paying for the digiTicket monthly service, Webb estimated a minimum of $82,655 in revenue to the City from just the citations issued by S.O.
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Trummel ask if Webb issued a ticket in city and S.O. then stopped the vehicle outside of town, could S.O. see that they had just been issued a citation or warning within the City. Webb stated that this would be the case. Without the software, an officer would not be aware of a driver’s history until after a conviction has been posted to the driver’s license. Webb also clarified that a citation would have to be reviewed and approved by the court before a defendant would be able to pay the citation. Trummel and Kern agreed that the proposal could be a great partnership for the two departments. Reves believes this is the first cooperative effort between the departments in 20 years and praised Webb for his efforts. Kern spoke to safety of emergency personnel. Christenson echoed the same sentiments, but asked for confirmation that the current police budget could support the endeavor. Webb reminded Council of the $20,000 budgeted for a dispatch contract with S.O. The anticipated contract is no longer being required. Webb also provided a proposed MOU, which specifies that the county could not charge a dispatch fee this year.

Kern made a motion to accept the proposal for digiTicket Solutions in Service and the proposed MOU with the County. Trummel seconded, and the motion passed 5-0.

5. KDOT Cost Share Grant Application Review
Barnes provided a revised copy of the KDOT Cost Share Grant Application for infrastructure improvements at the airport. As mentioned at the last meeting, the filing deadline has been extended to May 18th. Barnes has utilized the additional time to review specs with Lochner, making sure the proposed utilities meet the needs of the project. Changes to the scope of work include: 1. An extension of the main power line to the north service line to the east for the terminal area, as well as an additional service line to the east for the ag sprayer at the location; 2. Two water wells (a domestic permit for the terminal building and a second permit for the ag spraying business); 3. Two septic systems (one at the terminal and the other to the south, potentially with a gravity line connecting the two); 4. An increase from $10,000 to $25,000 in design and engineering for the additional water and septic systems and permitting coordination. The total grant budget is now $260,000. This grant has various cost share options. Council previously preferred the 25% cost share match, in hopes of improving the potential of being awarded the grant. At the current budget, a 25% cost share would now be $83,750. The City has more than sufficient funds in insurance fund ($664,274) to cover this share; however, should Council choose a 20% or 15% match, the City share would be $52,000 or $39,000, respectfully. Following a brief discussion, the consensus was to offer a 25% City cost share.

6. 1st Quarter Financial Report
Tonight’s meeting packet contained a financial report for the 1st quarter of 2020. General Fund revenues are up compared to last year. Barnes is holding off on making scheduled quarterly transfers, to monitor revenues with the current economic climate. The League of Kansas Municipalities has been strongly cautioning cities to be aware of potential revenue losses due to the COVID-19 pandemic. Barnes provided 2018 and 2019 1st and 2nd quarter sales tax, transient guest tax and ad valorem tax data and calculating what a potential 25% sales tax loss would look like for the 2nd quarter. Also calculated was a 15% reduction in property tax revenue. At this time, the main area of concern is the loss of revenue at the Big Well due to closure and potential reduction in sales tax revenues that are used to make bond payments.

Christenson asked about the bond payment schedule. Barnes will keep a close eye on revenues vs. the payment schedule, as well as the cash balance of the fund.
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G) CITY STAFF REPORTS
Barnes reported to Council on the following topics:

- **2020 Governing Body Handbooks**: Staff provided an updated 2020 Governing Body Handbook for each Council Member. Council was asked to take time to read the book and ask Barnes any questions that may arise.
- **2020 Consumer Water Confidence Report**: The 2020 Consumer Confidence Report on the City’s water, using 2019 data, is available in the Council Dropbox folder. The report is posted on the City website, Facebook page and the link will be in this month’s newsletter.
- **COVID-19 Pandemic**: Staff has been doing their best to stay informed during this COVID-19 pandemic. The League of Kansas Municipalities continues to hold calls on Tuesday and Thursday afternoons, and the Governor has daily press conferences. Kansas Power Pool has hosted a couple of informative calls. Other groups such as Kansas Tourism and the Clerk’s Association have been providing information as well.
- **2021 Budget**: Due to COVID-19, the state is not holding in person budget workshops this year but will conduct them by webinar. Barnes will participate in the May 13th webinar and begin work on the 2021 budget.
- **Swimming Pool**: At this time, it is unknown if and when the City pool will open for the summer. For now, Staff is preparing to open, even if it is delayed. The City is currently accepting applications for Manager, Assistant Manager and Lifeguards.
- **Summer Rec Programs**: Barnes has been in contact with the Rec. Director, who has advised that no decisions have been made yet on summer rec programs. There will be a Rec. Board meeting on May 5th, at which time more direction may be given.
- **Spring Clean Up Day**: The annual Spring Clean Up Day with Nisly’s is set for Saturday, April 25th. Residents need to place items at the curb by 7 a.m. that day for pick up. Items must be bagged or boxed up. Staff has provided a full list of what is and is not included for pickup on our City of Greensburg Facebook page.
- **Tree Limb Pick Up**: City crews will pick up tree limbs for residents the week of May 4th. Residents need to pile limbs at the curb or alley and call City Hall to get on the pick-up list by 10 a.m. on Monday, May 4th.

H) GOVERNING BODY COMMENTS
There were no additional comments from the Governing Body.

I) EXECUTIVE SESSION – In accordance with K.S.A. 75-4319(b) for personnel matters of non-elected personnel. 10 minutes
Kern made a motion to go into executive session for non-elected personnel until 7:05 p.m. Trummel seconded. The motion passed 5-0. Council resumed open session at 7:05 p.m. with no action taken.

J) ADJOURNMENT
With nothing further to discuss, Christenson declared the meeting adjourned at 7:07 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk