A) CALL TO ORDER
Mayor Matt Christenson called the May 4, 2020 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, Chance Little, and Haley Kern. Staff present: Administrator Stacy Barnes, Police Chief Aaron Webb, and City Clerk Christy Pyatt.

Christenson requested moving business item 2 to the end of the agenda. Trummel made a motion to approve the agenda with the requested change. McBeath seconded. Motion passed 5-0.

D) CITIZEN COMMENTS
There were no citizen comments submitted in advance, and no comments from the floor.

E) CONSENT AGENDA
Trummel questioned Appropriation Ordinance check number 28489 for security cameras. Barnes explained that cameras have been purchased for city buildings, enabling Chief Webb to keep an eye on facilities during off hours. The total sum of the check was for all current credit card purchases, not just the cameras. Reves made a motion, seconded by Kern, to approve the Consent Agenda as presented. Motion passed 5-0.

F) Appointment
Barnes recommended Council appoint Mary Louise Tucker to the Greensburg Housing Authority Board, to fill an unexpired term through December 31, 2022. Kern made a motion, seconded by Trummel, to approve the appointment as recommended. The motion passed 5-0.

G) ITEMS OF BUSINESS
1. Updates on the COVID-19 Pandemic, Review City Operations
Kerri Ulrich, County Health Officer, was invited to update the Council on the COVID-19 pandemic. Ulrich gave a presentation on the governor’s phased plan and for reopening Kiowa County. She has been working with Dr. Kibar and Ray Stegman, Emergency Management, to specialize the plan. Ulrich discussed guiding principles to be followed through each phase, stressing the wearing of masks in public places, good hand hygiene rather than gloves, and avoiding touching your face, mouth, nose, or eyes. Ulrich went through the specifics of Governor Kelley’s 3 Phase reopening plan. In regard to City parks, Ulrich explained that they have never been closed to the public; however, there is no way to keep the playground equipment sanitized. Staff placed signage at each park location, warning citizens that they were using equipment at their own risk, and encouraging them to practice hand sanitation. The use of facial masks in public is not being enforced, but strongly encouraged when one cannot socially distance. Disposable masks are difficult to find. Ulrich is encouraging the use of homemade masks. The Health Department does have homemade masks available for patrons. Ulrich urges those utilizing homemade masks to wash and air dry them daily. The Health Department has hand sanitizer available for free refills to those who supply their own dispenser.
Discussion was opened for Council to determine if they would like to make any alterations to current City operations. Barnes advised that, under the Governor’s plan, the Big Well cannot reopen at this time. City Hall could reopen to the public, should Council believe it is safe to do so. City Hall foot traffic is primarily local. A cough shield has been ordered for the front desk and Staff could place a mark on the floor for customers to stay behind. Staff has observed no major disruptions in service, being closed to the public. Staff has effectively utilized email, online pay services, and the drop box to continue working with customers. McBeath stated that he would be more comfortable following the county’s lead and keeping City Hall closed to the public for an additional 2 weeks. The consensus of the Council was to keep City operations as they currently stand for an additional 2 weeks.

2. **Receive Roger Stotts to Discuss Water lines on His Property**

Roger Stotts, owner of the property south of town that formerly housed “FEMAville,” presented a rough diagram of the water system constructed by FEMA for the placement of temporary housing following the 2007 disaster. Stotts has discussed with Barnes and Utility Superintendent Mick Kendall the possibility of adding the water system to the City water system. He believes this would be a great benefit to the community. Stotts mentioned that he thought Block 21 and 22 of the development would be a good location for a potential mobile home park, if city or another party would be interested in developing it. Stotts recently sold a piece of the development to a private party, for the building of a new home. If accepted by the City, the “FEMAville” system could service the new home, rather than the new owner having to drill a well.

Christenson clarified that the property is not in city limits and stated that typically the City only operates utilities in city limits. Last year, Stotts worked with the County to close platted streets, for clarification of who is responsible for maintaining them. A survey would need to be done to establish easements and right of ways if the City were to take over the water system. The water lines have been unused for some time. Stotts pressurized the main lines 2 weeks ago, checking for leaks, and try to locate shut-off valves. There are a few 2-inch lines that he has not located shut-offs for yet, but he did not find any leaks. There are 3 fire hydrants on the system. The development also has a septic system and lift station. Kendall is not interested in connecting those to City utilities.

Kendall advised that the City will have to do high chlorination and water testing to the system, along with hydrant examinations and replacements. If the City were to take over the system, it would have to ensure that the water is drinkable. Kern asked how involved the chlorination and water testing would be. Kendall explained that they would need to dig down and put in a tap close to the entry of water to drop granule chlorine in. Additional valves would be needed and fire hydrants need to be tested. Kendall acknowledged that C900 pipe was used during the system’s installation, but that FEMA would not allow the City utility department on the property during construction, so the City has not been aware of where anything is located on the development. Drawings of the system that Kendall was given prove to not be completely accurate. Kendall verified for Reves that, if approved, the system would be tied in at Scott Street. A waterline runs behind the houses on South Main Street. Water would run through the City’s water treatment plant. Reves asked how the addition might affect the City’s water rights. Kendall stated that usage would not be significant enough to pose a problem.

Stotts left the meeting after asking Council to consider the proposal. Kendall was asked about the cost of testing the water. Unable to give a specific amount, Kendall stated that it would not be cheap. KDHE would become involved. If the water tested positive for contaminants, the City would have to notify citizens. Trummel asked if it would be a better situation if the development was annexed into the City. Kendall confirmed that the City currently services 2 locations outside of city limits. Kendall asked Council to table the conversation. He estimated $7,000 - $9,000 in repairs that would need to be made and stated that all of the 2-inch lines would be “killed”. Kendall mentioned that ideally the system
would be a looped system, but said that some lines in town aren’t totally looped. Those lines do not get enough flow. City Staff has to periodically run the fire hydrants in those areas to bring up the residual. Trummel questioned how much expense the water fund could handle to bring this online. Kendall suggested creating a contract specifying that Stotts would need to make all necessary repairs before the purchase. Kendall has had City water shut off to the development since FEMA refused to allow the City to be involved in the system’s installation. He stated that if the City doesn’t own the system, he does not want to put water in it.

It was the consensus of the Council to table the discussion.

3. **Ordinance #1096 Amending Ch. 1, Section 1-211 of the City Code Regarding incorporating “Code of Procedure for Kansas Cities”**

Upon review of the City’s code book, Staff discovered that that Section 1-211 regarding the incorporation of the “Code of Procedures for Kansas Cities” is out of date. The Code currently cites the 2006 edition as the adopted version. This document is created by the League of Kansas Municipalities legal staff and incorporates common procedures and statutory requirements for governing body meetings. Staff have received 3 copies of the latest edition, 2017. Proposed Ordinance 1096 updates the version on file and allows for future edition updates by resolution. Reves made a motion to approve Ordinance 1096. McBeath seconded. Christenson called for a roll call vote. Little: yes; McBeath: yes; Trummel: yes; Reves: yes; Kern: yes. The motion passed 5-0.

4. **Consider Purchase of 2016 Dodge Charger from the Kiowa County Sheriff’s Department**

Chief Webb was approached by the Sheriff’s Office regarding the possibility of the City purchasing a white, 2016 Dodge Charger patrol vehicle that they are retiring from their fleet. The vehicle has 107,000 miles on it. The County Commission is asking $7,000 for the vehicle, lighting, sirens, police center console, prisoner partition, and gun rack. Webb provided a price comparison of $21,100 for a 50,000 mile Dodge Charger from the Kansas Highway Patrol that recently sold with emergency lighting. The vehicle did not include a prisoner partition or gun rack, which would be approximately $1,500 to purchase. Additional costs to outfit the Sheriff’s vehicle are approximately $2,200. This would include approximately $1,500 to move equipment (Stalker DSR 2X Radar system, communication radios, and Watchguard 4RE Video system) from the Crown Victoria patrol car to the Charger and adding side emergency lighting for better visibility. A low bid of $700 for non-reflective graphics or $1,050 for reflective graphics from Mark’s Signs of Great Bend was received. Webb has test drove the Sheriff’s vehicle and had City Mechanic Danny Trent look it over. The Police budget still has funding available from the budgeted dispatch contract (no longer required).

Trummel asked what would be done with the old car and how long Webb would be down while the transition is made. Kern asked how long the City has had the Crown Vic. The vehicle is a 2011, retired KHP vehicle, with 90,000. It was purchased when the department was started. Webb reported that the vehicle is beginning to show age. The Charger has more law enforcement options. The Crown Vic. could be sold or retained for other use by the City. Kern mentioned that there has been discussion in the past of potentially adding another officer to the department. Trummel asked about previous conversation on replacing the Crown Vic. with a 4WD vehicle. Webb has reached out to Davis Moore in Wichita regarding a new vehicle and provided the cost recently paid by the Sheriff’s Office for a 4WD Dodge Ram pickup. Webb recommended selling the Crown Vic. and using the 2016 Charger for a 2nd officer. A 4WD vehicle could then be purchased for the Chief of Police. Trummel asked if the Crown Vic. should be saved to use as a backup. Webb agreed that he could have the radar and camera removed from the Crown Vic. ($10,000 to replace) and leave the radios in it. In that scenario, radios would need to be purchased for the Charger at approximately $2,500. Lights and sirens would not be reused on another vehicle. The City
would need to remove those items if the car were sold. Kern voiced preference of utilizing reflective graphics for safety purpose, and because they are more noticeable at night.

Trummel made a motion, seconded by Kern, to purchase and outfit the 2016 Dodge Charger. The motion passed 5-0. The Crown Vic. will be parked for the time being, and available as a back-up vehicle.

5. Consider Local Business Support
Barnes has been contemplating ideas of how the City could support local businesses during this challenging COVID-19 pandemic. Barnes proposed the purchase of $10 in Big Well Bucks for each residential household. Big Well Bucks is a Kiowa County Chamber program in which “bucks” can be spent like cash at Kiowa County businesses. The business then deposits the bucks at Greensburg State-SJN Bank where they are turned into cash. There are approximately 425 residential customers. Providing $10 per household, plus approximately $250 in postage, there would be an approximate investment of $4,700 injected into the local economy. This in turn would create sales tax back to the City.

Little asked if Big Well Bucks could be used at City Hall, for utility bills. This would be the case. Trummel asked if the City shouldn’t wait a few weeks to do something like this, allowing additional businesses to re-open. Barnes clarified that the contribution cannot be included in the city bill mailings as a 3rd party produces and mails the bills. Kern pointed out that citizens will probably spend more than their $10 in Big Well Bucks when they patronize a business, creating additional revenue for the business owner. McBeath said that he will ask the Chamber if they would be willing to match the City’s contribution. Trummel suggested waiting for Phase 2 to implement such a program, allowing Staff time to educate businesses on Big Well Bucks and the Chamber time to consider a match. The consensus of the Council was that they liked the idea, but that the conversation should be tabled until the next Council meeting.

H) CITY STAFF REPORTS
Barnes reported to Council on the following topics:

- **Utility Delinquency/Disconnections:** On April 30, 2020 Governor Kelly signed executive order 20-28, reissuing and extending certain previous executive orders including EO 20-05, which temporarily prohibits utility disconnections until May 31, 2020. Staff has continued to follow-up with past due accounts by letter. Last month, the Council approved to waiving the application of the regular 10% late penalty charges for the April 10th bill due date. Barnes provided statistics on the number of delinquent accounts in March and April 2020 as compared to the same months in 2019, noting that some customers have multiple accounts included in the numbers provided. The statistic are very similar from one year to the next, despite the Governor’s suspension of disconnects. Barnes also clarified that, generally, accounts that are late are paid in full before disconnects are ordered. Most of the past due accounts for April 2020 are now current, despite the Governor’s order.

- **KDOT Cost Share Grant:** The City’s KDOT Cost Share Grant application for airport infrastructure improvements was submitted. KDOT hopes to announce awardees by the end of June 2020.

- **Kansas Municipal Safety Group Insurance Rebate:** Staff received the City’s annual insurance rebate for being part of the Kansas Municipal Safety Group. This year the City received $14,337.73.

- **Flower and Tree Planting:** Flowers have been planted in some of the lower planter boxes on Main Street, and a tree was planted near Starlight Park, in honor of Arbor Day on April 24th.

- **Disc Golf Basket Update:** The previously approved disc golf baskets, sandblasted and repainted by volunteers, are nearly ready for installation. Staff has purchased the pipe necessary for the poles.

- **Weed Notices:** Staff is working to identify properties that need mowing and will be sending out the first certified weed notices of the season.

- **May 4th Anniversary and Social Media Traffic:** The City has seen increased traffic today to posts
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on City social media accounts due to the 13th anniversary of the tornado. Caitlin Matile, Tourism Director, has also been offering some clothing specials at the Big Well Museum, via social media, and shipping out merchandise purchases, which has also increased traffic and sales revenue for the Big Well.

Webb reported on the following topics:
- Police Department statistics for April were provided in the meeting packet. There were not many traffic stops, due to COVID-19 restrictions. Stops have been limited to more serious traffic violations, such as high speeds and disobeying traffic control devises. Webb noted a total of 57 calls for service and 17 traffic stops (resulting in 13 citations). A series of search warrants were issued during the month, resulting in 3 arrests for the City and 3 arrests for the county. Additional search warrants are pending.
- The MOU between the Police Department and the Sheriff’s Office for digiTicket services has been signed by the Sheriff and County Commission. The proposed contract from Saltus Technologies was reviewed by the City Attorney, signed, and returned to the company. Saltus will begin creating the solution for the City, which should be implemented over the next 60-120 days. This year, the City will pre-pay for 6 months, which will provide a discount of $237.60.
- WEB has been working with SymbolArts to design a custom badge for the Police Department. Designs for the badge were provided in the meeting packet. WEB prefers version #3. The consensus of the Council was for WEB to move forward with his preference. The badge features an image of the Big Well, which is also part of the previously adopted shoulder patch for the department.
- WEB recommended that he begin returning to a more normal patrol presence as the state re-opens. A backlog of court cases is anticipated. The Sheriff’s Office has chosen to hold off on additional patrol for 2 additional weeks, but has no objections to the City moving forward with its patrol.

Reves asked if the Sheriff’s Offices charges the City for incarcerations. They do not charge the City as cases resulting in arrest are filed with the District Court. Trummel asked if there is a mandate on how far back a stop sign has to be placed off of a curb. Webb stated that there are standard guidelines, but that determination is primarily left up to the City. Trummel recently observed semis not making an attempt to stop at the north bound sign on Main Street, near the school. He stated that the sign is obstructed. Webb confirmed that a ticket for not stopping at a sign that is found to be obstructed would probably be overturned. City Staff will address the issue. McBeath asked about the digital radar signs previously planned by the Sheriff’s Office. Webb advised that the signs have been delivered and are programmed, but the Sheriff has held off on placing them during this time of pandemic.

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

J) EXECUTIVE SESSION – In accordance with K.S.A. 75-4319(b) for personnel matters of non-elected Trummel made a motion, seconded by McBeath, to go into Executive Session until 7:35 p.m. for non-elected personnel. The motion passed 5-0. Council resumed open session at 7:35 p.m. with no action taken.

K) ADJOURNMENT
With nothing further to discuss, Christenson declared the meeting adjourned at 7:35 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk