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

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

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

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 Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates
Kerri Ulrich, Kiowa County Public Health Officer, reported that the county currently has 6 confirmed cases of COVID-19. Three of those cases are active. The Health Department is working to contact all of their potential exposures. State numbers are continuing to rise. County Commissioners voted to rescind the Governor’s order mandating the wearing of masks in public. County Health continues to encourage the wearing of masks, though they are not mandatory. Governor Kelley announced Executive Orders concerning schools this afternoon. Ulrich went over the particulars of each order. There are many questions still up in the air. Ulrich hopes additional documents with some of those clarifications will be released later this week. Health Department Staff have been experimenting with various masks, attempting to determine which will work best for young school age kids.

   2. Review 2021 Budget and Set Public Hearing Date
Barnes provided 2021 budget documents prior to the meeting. Little has changed from what was discussed at the last Council meeting. The annual transfer from the Electric Fund to the General Fund was lowered from $80,000 to $50,000. Notice of a public hearing on August 17, 2020 at 6 p.m. will be published in the Kiowa County Signal. Barnes noted that the estimated mill levy would be just barely up from previous years, holding taxes steady.

Christenson opened the meeting for questions from the Council. Reves voiced surprise in the change of valuation. Barnes showed that there was an increase in valuation over last year, though the last 2 years have been lower than previous years.

Trummel made a motion to approve the draft 2021 budget and Notice of Budget Hearing as presented. McBeath seconded the motion, which passed 4-0.
3. Resolution 2020-04 Regarding Coronavirus Relief Funds
Through the Federal Coronavirus Relief Fund, Kansas has received $1.25 billion to be distributed to counties for COVID-19 related expenses. Kiowa County has received $493,000 to distribute locally (county, cities, schools). Hospitals will receive relief funds independently. Christenson is the County administrator of the funds. A local task force made up of representatives of each eligible entity has been meeting to determine appropriate distribution. Eligible entities may request reimbursement of added expenses due to the pandemic. Entities are also allowed to make purchases that will assist with pandemic related issues. Resolution 2020-04 provides direction on how the City will request funds and what funds can be spent for. The City will be responsible to repay any funds found during an audit to be outside of the parameters set. The County has a similar resolution in place. The task force is currently working on the reimbursement piece of the program. Reimbursed expenses must be non-budgeted items, so wages paid to Big Well employees who were furloughed are not reimbursable. The addition of sneeze guards to desks at the Big Well and City Hall and additional cleaning supplies are eligible. If relief funds are not used, they must be returned. Non-profits and private businesses can benefit from the funds as well.

Reves made a motion, seconded by Trummel, to approve Resolution 2020-04. The motion passed 4-0.

4. Resolution 2020-05 Amending the Position Classification and Pay Plan
Barnes has been reviewing the current Position Classification and Pay Plan, adopted in 2012. Changes to the pay scale have only been for COLA increases. The City currently has 2 employees who are at their maximum pay levels, one for the last 6 years. There are 5 additional employees who will reach the maximum within the next 2 years. Employees who reach their maximums still receive merit increases, but in the form of a lump sum payment rather than a change in pay rate. Since its adoption, there have been 6 pay grades within the scale that were empty of positions. There is very little change in rates between those empty grades. In an effort to simplify the pay scale and make opportunity for employees to receive merit increases through the year, rather than in a lump sum, Barnes recommended adoption of Resolution 2020-05. As proposed, the resolution would combine pay grades 02-04, 05-08, 09-10, and 11-12; adjust the upper limit of new Grade 05; amend job descriptions within the document to reflect the pay grade changes; amend any policy manual language regarding pay scale and pay grades; and rescind the previously adopted Position Classification and Pay Plan. Barnes stated that she was not recommending wage increases for employees, just changes to their pay ranges and simplifying of the pay scale itself.

Reves asked how long it would be before an employee would again max out on the proposed scale. Barnes stated that under the currently proposal it would be several years before an employee would max out. Barnes also explained that income tax plays a part in what an employee actually receives in a lump sum situation vs. a merit increase spread throughout the year. Also, employees who reach the max pay rate do not have the benefit of a compounding wage increase. Staff hopes these adjustments will assist the City in continuing its high level of employee retention. Barnes has reviewed average salaries and wages for 2018, compiled by LKM from across the state. Recommended rates are in line with the City's population bracket.

McBeath made a motion to approve Resolution 2020-05. Little seconded. Motion passed 4-0.

5. Ordinance 1099 Amending Chapter II, Article 2 Regarding Animal Control & Regulations
Barnes proposed Ordinance 1099, amending Chapter II, Article 2 regarding animal control & regulations, specifically tethering and picketing of animals. The current code does not address tethering, though many other cities do address the issue. Recommended changes are in response to a recently dispatched call for animal cruelty. Webb advised that in that case the dog was taken due to lack of shelter, lack of
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food and water, tethering that allowed the animal to become entangled, and tethering for extensive periods of time in extreme heat. Recommended changes provide specifics on how an animal may be tethered and limits the amount of time an animal could be tethered.

Reves made a motion to approve Ordinance 1099. Trummel seconded the motion. Christenson called for a roll call vote. The motion passed 4-0.

Webb advised that there were no formal operating policies adopted since the Police Department began in 2012. With the addition of future department employees, Webb drafted “Standard Operating Procedures for the Greensburg Police Department” for the Council’s review. Noting that procedures related to the use of force are currently under review, Webb explained that a majority of the proposed procedures were taken from those adopted by the City of Wichita. Many other cities have patterned their procedures off of the Wichita manual, which provides a very consolidated policy. City Attorney Clayton Kerbs has reviewed the proposed document.

Christenson asked for questions and comments from the Council. Reves and Trummel voiced appreciation that a manual was compiled. Webb explained that he was proposing only the adoption of policies applicable to Greensburg. The manual would be a living document, allowing for changes to be made as needed. Adoption of a use of force policy will be proposed at a later date. Christenson asked if Council needed additional time to review the proposed manual. With no further comments and no request for additional time, Trummel made a motion to adopt Resolution 2020-06. Reves seconded. The motion passed 4-0.

7. 2nd Quarter Financial Report
Included in the meeting packet was a report of 2nd quarter financials. Barnes pointed out that revenues exceeded expenditures, except at the Big Well (which was closed for several weeks due to the COVID-19 pandemic). Most funds are showing an increase in cash balance. Staff went ahead with 1st and 2nd quarter transfers in July, except the Electric fund to General Fund transfer. Barnes felt that the General Fund was stable and preferred to see those funds remain in the Electric Fund. Reves voiced that she was pleased with the City’s current financial status. Barnes pointed out that the Incubator Fund was currently in the black. There were no questions from the Council.

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

- **LKM Updates**: Barnes provided a letter from Erik Sartorius, Executive Director of the League of Kansas Municipalities, regarding the 2020 Legislative session. Also, LKM is hosting their annual Governing Body Institute this year virtually July 30 and 31. The Governing Body Institute and Kansas Mayors Conference provides elected and appointed city leaders an opportunity to discuss the challenges facing our cities and how leadership at the local level can better address contemporary issues in local government. A web address for more information was included in the digital version of the City Administrator’s Report. If any of the governing body is interested in attending, they are asked to let Barnes know so that she can get them registered. City Hall will provide space and technology if needed.

- **KDOT Cost Share Grant**: KDOT announced Thursday, July 9th the KDOT Cost Share Grant awardees. There were 136 applicants and 24 projects were funded. City of Greensburg was not chosen for funding this round. Barnes will apply for this program again when it opens up later this year and also for the Airport Improvement Program that the City has applied for previously. Barnes is talking with Lochner about other potential funding opportunities that may be available.
Swimming Pool Night Swim: Due to KCHS graduation on Saturday and a shortage of pool staff, there will be a Night Swim at the pool from 5-10 p.m. instead of regular hours. There are also 4 private pool parties that have been scheduled for the next week.

Public Works: Public Works has been busy mowing, beginning the street repair east of the courthouse, installing security cameras at City facilities, monthly meter readings and other day to day operations.

MIH Program Update: The MIH duplexes are nearing completion. Barnes is working with the developer on an open house date. The Kansas Housing Resources Corporation has released the RFP for the 2020 round of MIH applicants. Barnes will be inquiring if any local developers would like to apply. The grant can be used for a variety of housing developments including rehabs, new builds, single-family or multi-family.

Council inquired about the status of the Housing Authority. Barnes reported that the Board intends to make an offer today for the Manager’s position. Currently there is 1 board vacancy and 1 more coming, due to the member moving out of the community. Interested parties are asked to contact Barnes. McBeath’s term on the board ends at the end of the year.

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. 15 minutes
Reves made a motion to go into executive session for 15 minutes, until 7:00 p.m. for matters of non-elected personnel. Trummel seconded, and the motion passed 4-0. Council returned to open session at 7:00 p.m. with no action taken.

Trummel made a motion to go into executive session until 7:10 p.m. for matters of non-elected personnel. McBeath seconded, and the motion passed 4-0. Council returned to open session at 7:10 p.m. with no action taken.

J) ADJOURNMENT
With nothing further to discuss, Christenson declared the meeting adjourned at 7:12 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk