Greensburg City Council
July 6, 2020
City Hall

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

B) PLEDGE OF ALLEGIANCE & INVOCATION
The Pledge of Allegiance was said. No invocation was given.

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, City Clerk Christy Pyatt, and Police Chief Aaron Webb.

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

D) CITIZEN COMMENTS
There were no comments from those in the audience, and none were submitted prior to the meeting.

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

F) ITEMS OF BUSINESS
   1. Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates
Kerri Ulrich, Kiowa County Public Health Officer, gave a COVID-19 update. She advised that County Commissioners passed a Resolution opting out of mandating the wearing of masks in public. The state wide case count went up 982 cases since the last count, with a total of 16,901 cases throughout the pandemic. Kiowa County remains at only 3 cases, all of which have recovered. Ulrich provided a handout with a mapping of confirmed cases and a graph showing the number of new cases by day since the beginning of the year. The number of new cases per day now has surpassed the number of new cases that were occurring when the state was shut down. Some local medical providers have signed letters supporting the Governor's recommendation of mandatory mask wearing in public places, where social distancing cannot be achieved. The Health Department has had calls from several businesses who are wanting to follow the Governor's mandate within their own facilities. The Health Department is working with those businesses and supporting them in whatever way is necessary.

Reves asked if the increase in numbers is due to more testing? Ulrich confirmed that is part of the increase. Initially there was a limited number of tests available. Testing kits are now widely available, and patients can be tested if they present with one or more COVID-19 symptoms. Patients are also being tested prior to an extended hospital stay and for pre-op exams. Pratt County recently discovered 4 asymptomatic cases in pre-op testing. Christenson asked what percent of tests are coming back positive. Ulrich did not have that data available; however, health department resources are reporting that the percentage of tests that return positive is trending upwards in both the US and in Kansas. Trummel asked if an entire family would be tested if one person in the household is confirmed positive. Ulrich stated that would not be the case; however, the entire family would be under quarantine. Additional family members would only be tested if they began to show symptoms. If a second family member were to test positive, the entire family would be under quarantine again. Multiple positive tests within a
family could result in multiple rounds of quarantine within one household. Kern asked if the State has numbers available on the number of active cases. Ulrich explained that KDHE is working towards recovery information, implemented through their existing disease tracking system. Differentiation between recovered and active cases is not currently available. Reves believes that information would be helpful to those who are in a panic over the number of cases being reported. Ulrich went on to explain that some patients are tested too early in the disease. Some have tested negative early on, but positive later in the incubation period. McBeath pointed out that the turn-around for testing is shorter now than it was several months ago. Ulrich agreed, stating that there are now more extractor tools available. In some cases, results are received within a day. Ulrich and her team continue to stand strong with mask and 6 ft social distancing recommendations.

Barnes reported that an additional sneeze guard has been ordered for the Big Well front counter. Big Well employees are instructed to wear masks when there are visitors in the building and are encouraging patrons to wear masks. Pool Staff is encouraging social distancing. Lifeguards are cleaning the slide, handrails, and counters every 15 minutes. Studies on the effects of chlorine against the disease are inconclusive. At City Hall, Barnes has left it up to Billing Clerk Suleenia Trent whether or not she wears a mask since there is a sneeze guard across her desk. City Hall is experiencing less people coming in to pay their utilities. Many are using the drop box or online pay options. Public Works Employees do not have a lot of community engagement in completing their tasks. They are not required to wear masks.

2. Greensburg Municipal Airport Draft Land Lease Review
A draft airport lease was included in the meeting packet. Barnes has been working with the City Attorney on the document for some time. Lease prices and terms are yet to be determined. Barnes has collected info on the topic from other airports. There is no consistent way of determining lease rates. Barnes intends to discuss a rate structure with the potential tenant. Pratt Airport may be one entity for the City to pattern off of, an airport the potential tenant already leases from.

Reves approved of the document contents. Christenson confirmed that airport developer Lochner was involved in developing the lease. Lochner had previously provided a template lease. Barnes was looking to shorten the document, but concurs with City Attorney Kerbs that because the potential tenant is requesting such a long-term lease, the more in-depth document might be better. Trummel agreed that the document would provide assurance for tenants putting up a structure. Barnes confirmed that there is language in the draft lease about how structures built on airport property will be handled at the end of the lease or if there is default. Trummel voiced concern that those with significant leases would not be able to take advantage of any lease changes that may be to their advantage down the road and suggested scaling back the length of terms. Christenson stated that special accommodations can be negotiated with tenants as needed. Barnes stated that if Council approved of the draft, she is ready to present it to potential tenants. The airport will have to be surveyed to determine the boundaries for leases.

The consensus of the Council was that they are comfortable with the draft lease as presented. A final document will be reviewed at a later date, with specifications for the tenants.

3. 2021 Draft Budget Review
A draft 2021 Budget was provided in the meeting packet. The City's Assessed Value is up from the previous year. Barnes noted that within the Electric Fund provision was made for adding the previously discussed Lineman Apprentice position, as well as expenses for the KMU apprentice training program.
The traditionally budgeted transfer from the Electric Fund to the General Fund was reduced for 2021. The General Fund is in a healthier state than in years past. This reduction will assist with maintaining the Electric Fund Cash Balance. Under Police, provision was made to add 3 part-time officers in 2021. Also, the Chief of Police would be moved from hourly to salary, for budgetary purposes. The media replacement budgeted in the 2020 Water Fund will probably not happen in 2020. This expenditure was rolled over to 2021. Barnes noted no real changes in the Sewer Fund budget. The annually budgeted transfer to Water Reserve was decreased in 2021 to reduce depletion of the cash balance. The merchandise for resale expense line item for the Big Well was reduced for 2021. With the refinanced PBC Bond, the Big Well lease payment will vary year to year, rather than remain steady as it did with the previous bond. The line item for payment of that lease will be set accordingly. Overall, the Tourism budget was reduced by $3,000, moving the Board closer to their goal of bringing the budget more in line with year-to-year Transient Guest Tax revenue. A line item for mowing fuel costs has been added to both the Industrial Park and Airport budgets, in an effort to more accurately reflect maintenance expenses for both locations.

Christenson noted a number of funds with trends of expenditures above revenues and asked about the cash balances for those funds. The percentage of expenditures to the current cash balances was not available tonight. Barnes will prepare those numbers and send them out to the Council. She noted that Staff has successfully slowed the trend of the decreasing cash balances. She believes such a report would be helpful for Council to have periodically. She will provide a quarterly financial report at the next meeting and add the cash balance trend to the report.

Reves asked if there would be a law enforcement dispatch fee in 2021. Webb stated that the current agreement with the county states that any dispatch agreement must be brought before the Council or the Commissioners prior to budget time. Webb has spoken to Sheriff Tedder, who stated he has no intention of requesting such an agreement.

Kern asked if there had been any further conversation with the school regarding an SRO. Webb confirmed that he had spoken to school Superintendent Staci Derstein just before the COVID pandemic. At this time, they would like to continue a police presence on the grounds, but due to security upgrades made they are no longer interested in an SRO. Part-Time Officers budgeted for in 2021 will be devoted to patrol.

Council was encouraged to review the provided draft over the next 2 weeks. Barnes will be meeting with Accountant Jim Kennedy in the coming days to review and prepare final budget documents. Official budget documents will be available at the next meeting for approval before publication and the announcement of a budget hearing. August 25th is the statutory deadline for the budget to be filed with the County Clerk. Christenson encouraged Council to closely examine the draft, providing questions to Barnes as soon as possible so that necessary changes can be incorporated prior to the next meeting.

4. Ordinance #1098 Changes to the Special Purpose Vehicle Code

Chief Webb & Barnes presented Ordinance 1098 for Council’s review, providing clarification to the Special Purpose Vehicle Code as it relates to seated motorized scooters that do not meet state registration requirements. As proposed, the Ordinance adds section (l) “Seated Motorized Scooter” to the definitions; amends current section (k) to add seated motorized scooters and deletes pocket bikes and motorized scooters from the definition of “Special Purpose Vehicle”; and in Section 14-502 adds Seated Motorized Scooters to this list of Special Purpose Vehicles that are allowed to operate within city limits unless prohibited by the adopted Standard Traffic Ordinance.
Trummel asked for clarification on if the proposed Ordinance would allow mopeds and pocket bikes on city streets. Pocket bikes and standup scooters will not be allowed on city streets. Mopeds are not specifically listed in the Ordinance, but are allowed by state law; therefore, they are legal when driven by a licensed driver. Webb mentioned recent issues with under age drivers on such vehicles. 4-wheelers, golf carts, and side-by-sides are allowed with a valid driver’s license and city tag on city streets, but not on Kansas Avenue (US Hwy 54). Trummel has observed the operation of golf carts that are not displaying a City tag.

Trummel made a motion to approve Ordinance 1098 as presented. McBeath seconded the motion. Christenson called for a roll call vote. Ordinance 1098 passed with a vote of 5-0.

5. Consider Estimate from Kiowa County Media Center for Streaming Equipment Installation
Council previously agreed to continue live streaming Council meetings. A quote from the Kiowa County Media Center to provide a more permanent camera setup, using a small camera installed on the back wall, and a more permanent mic installation was in the meeting packet. A one-time purchase of $850 for equipment and installation is listed, as well as $15/month for streaming services. Barnes stated that this purchase could be considered a COVID related expense. Initially the expense would come out of City’s pocket but could be reimbursed through CARES ACT funds released to Kiowa County. The live stream has provided increased participation in Council meetings, allowing citizens to view meetings at their convenience.

Kern stated that, regardless of the current pandemic, she believes this is a great service for the community and a small expenditure. Trummel concurred, acknowledging that citizens now have the ability to be better educate themselves.

Kern made a motion to approve the quote from Kiowa County Medica Center as presented. Trummel second. The motion passed 5-0.

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

- **CARES-SPARK Funding:** Through the CARES Act, Kansas received $525 million for Kansans, businesses, and communities to recover from the economic impact of COVID-19. The Governor created the SPARK Task Force to determine how these funds will be distributed to counties. Kiowa County will receive about $493,000 to distribute. The county is putting together a countywide task force of representatives from Kiowa County government, each municipality and school district, to work on how these funds will be used. Some of these funds can be used to reimburse for non-budgeted COVID-19 related expenses and for future purchases of supplies and equipment. These funds must be expended by the end of 2020. Any unused funds must be returned back to the state.

- **Sales Tax Revenue Reports:** June Sales Tax reports have been released on the Department of Revenue website. These numbers reflect sales from April. The City’s 1% sales tax revenue is down 16% from June last year and 4.4% in state fiscal year 2020 (July 2019- June 2020). These revenues fund payment of the PBC/Big Well Museum bond (.5%) and Capital Improvement Fund (.5%). With the decrease in revenues for 2019-2020 fiscal year, funds are still sufficient to make the PBC bond payments. Several communities have voiced their surprise with their revenues. People have been shopping locally during the pandemic. The economic impact to the State has not been as dire as originally projected.

- **KPP Annual Report:** A copy of the Kansas Power Pool Annual Report was provided.

- **KDOT Cost Share Grant Announcement:** On Thursday at 10 a.m. KDOT will livestream its
announcement of Cost Share Grant awardees. The City did apply for this grant to assist with airport infrastructure.

- **2020 Census Update**: As of this afternoon, response rates for the 2020 Census are: Nationwide 61.9%; Kansas: 65.6%; Kiowa County: 52.1%; and Greensburg: 57.9%. Staff continues to encourage residents to fill out the census online at my2020census.gov.
- **Greensburg Housing Authority Board**: The Greensburg Housing Authority is currently accepting applications for Director through July 12th. A job description is available at the front desk of City Hall.
- **Municipal Court**: Municipal Court will be held this Friday at 1:30 p.m.
- **Street Repairs**: Staff is working on plans for a concrete street repair east of the court house, where the trash truck turns. Recently Barnes discovered a budgetary note stating that the budgeted transfer from Sanitation to the General Fund was to help with street repairs related to the trash truck. The same repair is being planned at Komatara.
- **Employment Anniversaries**: Barnes announced that over the last 3 months several employees have celebrated employment anniversaries with the City. She recognized the following for years of service: Suleenia Trent (12 years); Clarence Banzet (12 years); Christy Pyatt (13 years); Danny Trent (18 years); and Richard Brent (23 years).

Kern asked what the current census deadline is. Barnes was unsure when numerators will be sent out. Completion of the census has been delayed by the COVID-19 pandemic.

Chief of Police Webb reported the following:

- **Statistics**: A monthly report of police activities was provided and briefly discussed.
- **Digiticket**: The setup with Digiticket is still underway. They are waiting on additional information from the Sheriff’s Office before moving to production.
- **Radar Units**: Sheriff Tedder has donated 2 radar units. Webb has sent them in for upgrades and certification.
- **Patrol Vehicle**: The recently purchased Dodge Charger has been outfitted with new lights and has had equipment installed.
- **LEAD training**: Webb is now certified to teach LEAD in schools. In working with the school district, he will teach 8th graders this fall and 5th graders in the spring. Derstein asked him to reach out to Haviland Schools as well. He is waiting to hear back from them.
- **Youth Ride-alongs**: Webb has been allowing youth ride-alongs while he is patrolling. Parents have all signed waivers that remove all liability from the City or Webb. City Attorney Clayton Kerbs is aware of the program and has approved the waiver of liability. Webb and a Sheriff’s Officer plan to offer a youth Explorer Program for additional law enforcement training opportunities later this year.

Little asked about Webb’s overtime and what his work schedule is like. Webb explained that his schedule varies day to day; primarily dependent on when he is dispatched. Webb prefers not to keep the same hours every day. Little asked if Webb typically works an 8-hour or 10-hour shift. Webb stated that he averages 60-65 hours/week. Christenson commented that Staff will need to keep an eye on the current budget, in regard to payroll. Barnes advised that a proposal to move Webb to a salaried, rather than hourly, position for the remainder of 2019 will be brought to the next Council meeting. Webb stated that it is unusual for the Chief of Police position to be hourly.

**H) GOVERNING BODY COMMENTS**
McBeath requested an executive session for 15 minutes, for non-elected personnel. Trummel made a motion to go into executive session until 7:10 p.m. McBeath seconded the motion, which passed 5-0.
Clarification was had that the executive session was to include the City Administrator. Council returned to open session at 7:10 p.m. with no action taken.

I) ADJOURNMENT
With nothing further to discuss, Christenson declared the meeting adjourned at 7:10 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk