Official Greensburg City Council Minutes 09.08.2020

Greensburg City Council
September 8, 2020
City Hall

A) CALL TO ORDER
Mayor Matt Christenson called the September 8, 2020 meeting to order at 6:30 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, Chance Little, and Haley Kern. Staff present: Administrator Stacy Barnes, Police Chief Aaron Webb, and City Clerk Christy Pyatt.

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

D) CITIZEN COMMENTS
There were no comments submitted in advance and none from those in attendance.

E) CONSENT AGENDA
Trummel asked for explanation of the $41,283.00 expenditure from Casco Industries. Barnes advised this was a purchase by the Fire Department for uniform pants and coats. The City will be reimbursed for the expenditure through a FEMA grant the department was previously awarded. McBeath made a motion, seconded by Reves, to approve the Consent Agenda as presented. Motion passed 5-0.

F) APPOINTMENTS
The City Council appoints 2 members to the Kiowa County Economic Development Board. City appointed Carolyn Morton recently resigned, leaving an unexpired term ending December 31, 2020. The Economic Development Board recommends Grant Neuhold be appointed to the unexpired term. Barnes suggested Council also consider appointing Neuhold to a full-term ending December 31, 2023 since there are only 4 months remaining in the current term. Kern made a motion, seconded by McBeath, to appoint Grant Neuhold to both the unexpired term ending December 31, 2020 and a full-term ending December 31, 2023. The motion was approved 5-0.

G) ITEMS OF BUSINESS

1. Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates
Kiowa County Public Health Officer Kerri Ulrich was called away late today. Barnes provided her updates on the COVID-19 pandemic. Ulrich has been posting notices on additional positive cases on the county’s COVID Facebook page. Someone attending the volleyball games held at Kiowa County Schools last Tuesday was asymptomatic and later tested positive. Those who attended the event are being asked to monitor their symptoms until September 15th. To date, the county has had 15 positive cases, with only one active case at this time.

2. 2019 Audit Report from Jim Kennedy, Kennedy McKee & Company
Christenson welcomed Jim Kennedy, Kennedy McKee & Company, to present findings from the 2019 City audit. Kennedy went over the required “Governance Letter”. All accounting activities were consistent with the previous year. No difficulties were found in performing the audit. Minimal corrective action was needed. Kennedy then went over the “Independent Auditor’s Report” and gave a general overview of the City’s financial statements. General Fund saw an increase in cash balance, as did several of the special purpose funds. Business funds and unbudgeted funds showed very little change through
the course of the year. Kennedy went over the “Notes to The Financial Statement”, specifically noting the budget amendment made for Big Well in order to complete restructuring of its long-term debt. The “Schedule of Receipts and Expenditures” comparing 2018 and 2019 actuals to the 2019 budget for each fund was examined. All funds were within budget. The only line item over budget was Transfers. This was due to the end of year remaining budget transfer from Fire to Fire Reserve and the authorized transfer of $25,000 from the General Fund to the newly created Economic Development Fund. The overall General Fund expenditures were $226,877 under budget in 2019. Incubator revenues exceeded what was budgeted by $6,847. Only $600 Incubator Fund equity was expended in 2019. Kennedy briefly went over Non-Budgeted Special Purpose Funds, including donation funds, Tornado Insurance, Public Building Debt Service and Reserve, Equipment Reserve, remaining grant funds, and the new Economic Development fund. Total Unencumbered Cash Balance for all Non-Budgeted Special Purpose Funds was $1,297,234. Within the utility funds, Electric revenue exceeded expenditures, leaving an unencumbered cash balance of $563,909. Water Fund expenditures exceeded revenues by only $9,549, leaving an unencumbered cash balance of $240,709. This is a significant improvement from years past. Rate adjustments are bringing the fund close to maintaining itself. The Sewage Disposal Fund was consistent with prior years, showing a loss of $17,209 (including the transfer in from the General Fund).

Unencumbered cash at the end of 2019 was $49,369. The Sanitation Fund remains very consistent in showing loss, though there was improvement from the previous year. Unencumbered cash ended at $151,783. Kennedy went over the cash balances of each on-budgeted business fund (utility reserve funds; debt service principal and interest funds; and meter deposits). Each fund shows an increase in unencumbered cash through the course of 2019, except the Sanitation Capital Reserve. $42,030 in funds were utilized in the construction of the new pavilion at the swimming pool park and to pour a concrete apron around the pool fence. $57,970 remains in Sanitation Capital Reserve. Each year, Kennedy McKeen also conducts an audit of the Greensburg Housing Authority. Expenditures exceeded receipts in 2019, leaving an unencumbered cash balance of $204,779.

Kennedy recommended Council review the Sanitation Fund and discuss possible rate changes before the fund balance becomes an issue. With no additional questions from the Council, Kennedy offered an agreement for the 2020 audit for consideration at a later date.

3. Receive Mindy Heinson and Cassie Blackburn to Discuss Storywalk Sign Box Placement on Main Street.

Mindy Heinson was unable to attend tonight’s meeting. Cassie Blackburn presented a map of the storywalk sign box placement planned for Main Street. Council approved the concept at a previous meeting. The map shows 16 box locations. The storywalk route is the same route that was used this summer, when the story pages were posted in storefronts. Participants will begin at the school and walk north on Main Street, stopping at a case at Fleener Funeral Home and Prairie Point Townhomes. In downtown, there will be 7 more boxes placed in street height planter boxes from the Library to the Crazy Mule. Participants will then cross Main Street and walk south, stopping at 10 boxes from the Incubator to the Senior Center. Peter Kern is handmaking the boxes, which will stand approximately 3.5 feet on a wooden post. The boxes will be on the side of the planter closest to the downtown shops, to keep participants back from parking spaces along the downtown area. The Library/K-State Research and Extension will handle calling dig safe before installation. Christenson advised that the only thing in the planter boxes is nonfunctional plumbing for the landscape sprinkler system.

Trummel made a motion to approve placement of the storywalk sign boxes as presented. McBeath seconded, and the motion passed 5-0.

4. Ordinance #1100 Amending the SPV Code Regarding Dirt Bikes
At its last meeting, Council discussed whether to allow dirt bikes on city streets. Barnes offered a formal Ordinance making recommended changes to the Special Purpose Vehicle Code: 1) a definition of a dirt bike was added 2) dirt bikes were added to the list of special purpose vehicles prohibited on city streets, roads, and alleys. With no additional questions from Council, Reves made a motion to approve Ordinance 1100 as presented. Trummel seconded. Christenson called for a roll call vote. The motion passed 5-0.

5. Consider Purchase of Ford Explorer for the Police Department
Chief Webb advised that Emergency Manager Ray Stegman had approached him regarding a 2015 Ford Explorer Police SUV that he recently purchased from the Pawnee County Sheriff’s Office. The vehicle is all wheel drive (beneficial during winter weather and when assisting the Sheriff’s Office in rural areas) with approximately 125,000 miles on it, and it is fully equipped with SoundOff Signal emergency lights and sirens, a prisoner partition with hard plastic rear seats, police center console, gun rack, and communication radios for both frequencies used locally. Stegman is asking $8,000 for the purchase. Webb stated that, for City use, Council could expect several years of service from the vehicle. The cost is significantly lower than a new vehicle (approximately $50,000 fully outfitted) or used, similar vehicle from Kansas Highway Patrol (KHP). A used Ford Explorer from KHP is sold at 50,000 miles, with emergency lighting for $25,850. These vehicles do not include a prisoner partition, communication radios, or gun rack. These items would add approximately $3,000 to the total vehicle cost. If Council were to agree to purchase from Stegman the only equipment that would need installed is a radar system and in-car camera system. The Police Department has an extra Stalker DSR 2X radar system that would be utilized. A Watchguard in-car camera system would need to be purchased, and a quote has been requested. Webb would plan to use the vehicle himself and leave it unmarked. The Charger would then be assigned to the regular part-time officer starting in January, and the Crown Victoria would be used by deputies working part-time for the Police Department.

Christenson inquired if the Police budget could handle such a purchase. Webb would use amendment funds, which are non-budgeted. Council mentioned concern of depleting the amendment fund. Webb advised Council of additional expenditures that have come from the fund and stated that the cash balance is more than sufficient for the purchase. Christenson would like to see a report of the rate of income into the fund for the last 6 months. Staff will prepare that information; however, the amendment fund was only established at the end of April and not heavily utilized (due to the COVID shut down) until June. Trummel agreed that he would like to see a financial report. Webb advised that there was no rush for a decision as the vehicle is not listed for sale. Financial reports will be available at the next Council meeting. Little advised that he would prefer graphics on a vehicle, rather than it being unmarked. Webb agreed, if that’s what Council would prefer. McBeath voiced his opinion that this type of vehicle would be a good purchase as there are always issues with driving the patrol car in winter weather. Barnes will have further discussion on this topic on the next agenda.

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

- **August Sales Tax Report:** Barnes provided a sales tax report for August. These figures reflect sales from June and were down slightly in Greensburg and Kiowa County from last year. The State saw a small increase from the same time last year. The full report can be found on the state website on the KDOR website.

- **End of 2020 Pool Season:** The last day for the swimming pool for the 2020 season was yesterday. It was a very successful season and Staff has had several compliments on the management and lifeguards. Next Sunday, pool staff will work on end of year cleaning and storage of equipment.
Public Works Employees will drain and winterize the pool. Barnes will provide a financial report for 2020 pool operations at the next meeting.

- **Coronavirus Relief Funds Updates:** The county has received initial feedback from the State regarding submitted reimbursements and planned expenditures for COVID-19 related expenses. The County has been given the go ahead to being procuring items that were submitted. Barnes will continue to participate in county task force meetings regarding expenditure of and necessary reporting for these funds.

- **KAIP and Cost Share Grants:** The application submittal is now open for the KDOT Airport Improvement and Cost Share grant programs. The deadlines are September 30 and October 1st, respectively. Barnes is working with Lochner to submit applications for continued airport improvements.

- **Moderate Income Housing Project Updates:** Barnes spoke with Cindy Schmidt last week and the duplexes are nearing completion. There have been delays in getting materials due to COVID-19, but they are planning to be done around the end of the month. Appliances are coming at the end of this week and staff will be taking a tour. An open house will be planned in the next couple of weeks. The next round of MIH grant applications are currently open and the deadline for submissions is September 28th. Barnes has been working with Gumpenberger Construction on plans to develop single family rental housing and applying for MIH funds to do so. This will be an agenda item for the next council meeting, to approve the application for submission to KHRC.

Chief Webb reported on the following topics:

- **August Stats:** Stats for August Police activity were included in the packet. There were 269 calls for service, including 203 traffic stops (resulting in 117 citations). Of the remaining 66 calls for service, 12 resulted in investigative and criminal cases being opened. In addition, 12 adults were arrested and booked into the county jail, 2 cases were forwarded to the County Attorney’s Office as requested for prosecution, and 2 adults were taken into police protective custody after making suicidal threats. Last month a sex offense involving a juvenile victim was reported and an investigation was opened. Webb requested assistance from the Kansas Department of Children and Family Services and the Dodge City Police Department. This month an arrest was made and the individual was booked into the Kiowa County Jail.

- **Sheriff’s Office:** Webb has, by request, been assisting the Sheriff’s Department by covering priority calls in the county when they do not have a deputy on duty, due to staffing shortages. He also assisted them in the past week with an investigation regarding child abuse and neglect. Webb responded and conducted an interview with a young child at the request of the Patrol Sergeant.

- **DigiTicket Update:** Final changes to DigiTicket software have been approved and they have ordered hardware, which should arrive later this month.

- **Apple Tree Program:** The Police Department offered the Apple Tree Program again this year. 20 students were signed up for the program, and community members purchased the needed school supplies. The Police Department purchased the backpacks using amendment funds.

- **Armed Robbery:** Yesterday afternoon there was an armed robbery at Family Dollar. A male and female subject left the store with cash from the register. The clerk was not seriously injured. The culprits left in a white Dodge pickup that was parked in the alley. Surveillance cameras around town show the vehicle leaving city limits by heading west on Florida to Bay Street and then west on Highway 54. Cameras in the store provided information on the suspects; however, none of the cameras captured an image of the license plate. Officers from multiple agencies responded to assist in the search. The suspects have not yet been apprehended. Webb is working with the Hutchinson Police Department on this case as it appears the same suspects robbed a Subway in Hutchinson Sunday night. Webb thanked all of the outside agencies for their assistance.
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 personnel. 20 minutes
Kern made a motion to go into executive session for non-elected personnel for 20 minutes, until 7:10 p.m. Trummel seconded the motion, which passed 5-0. Council returned to open session at 7:10 p.m. with no action taken.

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

Matt Christenson, Mayor

Christy Pyatt, City Clerk