Official Greensburg City Council Minutes 03.01.2021

Greensburg City Council
March 1, 2021
City Hall

A. CALL TO ORDER
Mayor Matt Christenson called the March 1, 2021 meeting to order at 6:00 p.m.

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

C. ROLL CALL & APPROVAL OF THE AGENDA
Council Present: Mark Trummel, Chance Little, and Haley Kern. Mrs. McBeath and Pam Reves were absent. Staff present: Administrator Stacy Barnes, Public Works Superintendent Mick Kendall, and City Clerk Christy Pyatt.

Trummel made a motion to approve the agenda as presented. Kern seconded. Motion passed 3-0.

D. CITIZEN COMMENTS
There were no comments submitted in advance or from the audience.

E. CONSENT AGENDA
Kern made a motion to approve the Consent Agenda as presented. Little seconded. Motion passed 3-0.

F. ITEMS OF BUSINESS
1. Convene as Land Bank Board: Consider Application to Purchase 502 S. Elm
Christenson recessed open session at 6:02 p.m. and convened the Council as the Land Bank. At the February 1st meeting, Council approved an application from Abby Rudd to purchase 502 S. Elm. Barnes explained that, per land bank policy, Staff had advertised the property for sale in the paper of record and notified the adjoining property owner. Included in the meeting packet was an application to purchase the property from the adjoining property owner. Policy states that if multiple applications to purchase are received for a buildable lot, the sale becomes a sealed, best offer bid. Both interested parties were notified. A bid was received from Adam and Tanya Mason. Rudd withdrew her application. By policy, the property price would be $700. Christenson asked if the Land Bank would like to move forward at a regular sale price of $700 or take the sealed bid. Kern made a motion to approve the sale of 502 S. Elm to the Masons for $700. Trummel seconded. Motion passed 3-0.

Christenson noted that land bank policy for non-buildable lots (those under 25 ft) allows that the adjacent property owners are given right of first refusal. Christenson asked if the Land Bank would like to consider the same policy for the purchase of a buildable lot for non-building purposes. No action was taken at this time.

Christenson closed the meeting of the Land Bank at 6:07 p.m. and reconvened open session of the City Council.

2. AB Creative Playground Contract
At the last meeting, Council tabled a decision on a contract with AB Creative for purchase and installation of playground equipment at the swimming pool park, allowing those who were not present at the last meeting to offer their opinions. The quote provided is for their original playground design,
along with pricing for additional items requested by Council. The quote also includes additional fall zone material for the added equipment. Barnes provided fund balances, showing adequate funds available for the project. Christenson noted that the consensus of those present at the last meeting was to move forward with only the original playset. Kern, who was absent at the last meeting, stated that she had reviewed minutes from the previous meeting. Kern likes the idea of providing something different than what can be found at the other local parks. She would like to move forward with the base package purchase but set some money aside to do something different in addition, even if the addition could not be utilized by all ages. Kern noted that a skate park has come up multiple times since she has been on the Council. She would like to give the idea a serious thought and look into construction cost and insurance liability. Trummel stated that he had no problem with the basic package, noting that it is already over the budget Council set. Trummel would like to hold off on Sanitation Reserve Funds for other items the City needs. The City’s Insurance Agent has inquired about liability coverage but has heard nothing back from the underwriter. Barnes assumes a skate park would be insurable under the City’s general parks liability. Sidewalks and other items would be down the road at an additional cost. During additional conversation, Christenson and Barnes discussed the possibility of receiving a KDHE grant to help with fall zone mulch. Little suggested possibly moving forward with a skate park and not doing a playground at this location. Barnes has been researching the cost of a small skate park and will continue to gather information if that is something Council is interested in.

With no motion to approve on the floor, Christenson suggested tabling the discussion again. With the uncertainty of how long the contract price was good for, Little made a motion to approve a contract with AB Creative for the basic playground package proposed. Trummel seconded. The motion passed 2-1 (Kern). Barnes was instructed to move forward with obtaining additional costs for a skate park.

3. Business Park Spec Building RFP Clarifications
At their last meeting Council approved an RFP for a spec building at the Business Park. After posting the RFP on the City’s website, in local newspapers, and calling local contractors, Barnes has received several responses and a lot of questions. Barnes stated that in attempt to make the project simple, the RFP was unclear and confirms that no one on Staff is an Engineer or Architect. Staff has been answering questions the best they can. All interested parties are aware that Barnes was asking for clarification on the document tonight. Some of the concerns mentioned have been about walk-in doors, windows, location of the requested 16 ft doors, insulation R value, and lighting for the interior and exterior. A revising RFP was provided for Council’s consideration. Barnes understands Council’s intent is to have a shell of a building, creating lower cost to the city and flexibility to a future tenant. Superintendent Kendall has discussed utility specifications with some potential sub-contractors. Of particular concern is the future requirement of fire protection for a commercial building. Two water lines will be needed, one for service to bathroom facilities, and one 6” line for fire protection. Gutters and downspouts for the building were assumed but not clearly stated in the original RFP. Barnes proposed an extension of the filing deadline, considering all of the questions and clarification needed.

A site survey of the property will need to be performed, but the original RFP did not specify if that was expected to be part of the bid. After driving by the property, it is clear to Barnes and Kendall that dirt work will be needed. Kendall verified that the property holds water and has a rise in it. Trummel suggested relocating the building site, to keep dirt work cost down. Barnes stated that the build could be moved south; however, the property is still at a lower grade. The proposed site was chosen for visibility purposes, and to save additional space for future developments. Options for surveying the
property and dirt work were discussed. Consensus was to specify that site work is not to be included in
the bid. Any dirt work found to be necessary will be a separate project.

Consensus of the Council was to extend the bid filing deadline to April 1, 2021, with the Council
reviewing bids at their regular April 5th meeting. Consensus was also to approve clarifications to the RFP
as presented. Barnes will notify those who have shown interest.

4. Office Solutions IT Service Contract
A new IT Service Contract for 2021 from Office Solutions has been offered and was in the meeting
packet for Council’s review. IT Staff at Office Solutions recently changed. An updated inventory of
equipment and machines has been completed. Machines not upgraded to at least Windows 10 will be
removed from the contract as they are no longer supported by Windows. Office Solutions is
implementing protocols for service calls that will streamline the process and allow for better service
records. Staff has been impressed with the responsiveness and work of the new staff member.

Kern made a motion to accept the proposed contract. Trummel seconded. The motion passed 3-0.

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

- **February Extreme Cold Weather Electric Rates:** Barnes continues to stay in communication with
  KPP regarding the potential impacts of the recent, extreme cold weather to February electric
  billing. Included in the meeting packet was an information sheet from KPP about all the moving
  parts of this situation. March 18th is the next KPP board meeting. Staff will know more after that
discussion. February billing will be sent to the City after that meeting. Barnes has also tried to help
the community know what is happening through posts on the City Facebook page. Information was
provided on where the City gets its power, as well as about the cold weather event and what the
future may bring. Staff is clarifying for customers that if their most recent bill was higher than
typical it was not because of a rate change. Extremely low temperatures caused heating units to
use more electricity to heat homes. An information sheet from KPP regarding rates was provided.

- **Stop/Speed Limit Signs:** Public Works is in the process of installing the recently approved stop signs
  around the swimming pool block and the speed limit signs through-out town. In the newsletter that
went out with utility bills, both of these changes were mentioned.

- **Big Well Museum Hours:** The Big Well Museum moved back to regular hours today after being on
  winter hours for January and February. Hours are Monday-Saturday 9am-6pm, Sunday 1-6pm.

- **Stoplight:** Today the control box for the stoplight was hit, causing the light to flash red. Kendal
  worked on the sign and is evaluating what repairs may be needed.

- **Substate Basketball Main Street Spirit:** Barnes was approached by Jennifer Kookan for permission
to use Main Street light poles for businesses and others to decorate for Substate Basketball, which
is being hosted by the school Thursday, Friday and Saturday. Both the girls and boys teams are still
playing. Barnes gave her permission to use the poles. City Staff will be decorating the 2 polls by City
Hall.

- **KDOT Cost Share Grant:** Barnes received notification today that applications for the KDOT Aviation
Cost Share Grant program are open now through April 9th. In the past, the City has applied for
airport infrastructure improvements. Due to COVID-19 KDOT has reduced the required cost share
match to 10%. Previously the program required 10, 15, and 25% matches. Larger matches will be
looked upon more favorably. Barnes will be working with Lochner to prepare this year’s
application.
• Police Stats: Police Department statistics for February were provided in the meeting packet.

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

I. ADJOURNMENT
With nothing further to discuss, Christenson declared the meeting adjourned at 6:43 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk