

GREAT BEND CITY COUNCIL MEETING

October 7, 2019

6:30 p.m.

AGENDA

Members present:

<input type="checkbox"/> Mayor Joe Andrasek	<input type="checkbox"/> Councilmember Cory Urban
<input type="checkbox"/> Councilmember Barry Bowers	<input type="checkbox"/> Councilmember Jessica Milsap
<input type="checkbox"/> Councilmember Brock McPherson	<input type="checkbox"/> Councilmember Andrew Erb
<input type="checkbox"/> Councilmember Dan Heath	<input type="checkbox"/> Councilmember Dana Dawson
<input type="checkbox"/> Councilmember Jolene Biggs	<input type="checkbox"/> Deputy City Clerk Alison Urban
<input type="checkbox"/> Administrator Kendal Francis	<input type="checkbox"/> Attorney Robert Suelter

A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on September 16, 2019.
- b) **Claim's Warrant Register 10-7-19:** Covering 2019 bills to date.
- c) **Payroll Register P/R 9-27-19:** Covering payroll ending September 21, 2019 in the amount of \$419,400.86.
- d) **Appointments:** Mayor Andrasek will make appointments as appropriate.
- e) **Sidewalk Dining License:** Dennis Crouse, owner of Re-Perks has applied for a Sidewalk Dining License. Application has been received along with payment and copy of the insurance.
- f) **Cereal Malt Beverage License:** Edgar Jacobs with the Odin Store has submitted a one-day Cereal Malt Beverage License for a wedding being held at the Great Bend Events Center on Saturday October 19, 2019. Application has been submitted and requirements have been met.
- g) **Cereal Malt Beverage License:** Joshua Ellis with Kansas Sidewinders MC has submitted a one-day Cereal Malt Beverage License for the Shriner's Casino Night being held at the Great Bend Events Center on Saturday November 2, 2019. Application has been submitted and requirements have been met.
- h) **Home for the Holiday Street Closures:** Close Main Street from 24th Street to 12th Street during the parade from 5:15 pm to 6:30 pm on November 30th. Keep Main Street closed from Broadway Avenue to 12th Street for an additional 2 hours after the parade to allow for activities. Close Lakin Avenue between Kansas Avenue to Main Street from 4:00 pm to 9:00 pm, and parking on the north side of Lakin Avenue from noon to 9:00 pm on November 30th.

- i) **Agenda:** Approval of agenda as submitted or amended.

B. OLD BUSINESS

C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS

D. NEW BUSINESS

1. **Councilmember Reports:** Councilmembers will report on the boards and commissions that they serve on.

Recommendation: Informational item.

2. **Administrators Update:** City Administrator Kendal Francis will present an update on what is happening within the City organization.

Recommendation: Informational item.

3. **Economic Development Report:** Chamber President/CEO Jan Peters will present her monthly economic development report.

Recommendation: Informational item.

4. **Abatements:** Property Maintenance Enforcement Manager Austin LaViolette will present abatements.

Recommendation: Take action on abatements.

5. **Snow & Ice Removal Policy:** Attached is the proposed snow and ice removal policy for the 2019-2020 season. Public Works Director Simon Wiley will report.

Recommendation: Motion to approve the proposed 2019-2020 snow and ice removal policy.

6. **Nondiscrimination Agreement:** When Federal funding is issued to a municipality, the municipality must comply with the Title VI requirements. Passing the revised Title VI Nondiscrimination Agreement will put the city into compliance. Public Works Director Simon Wiley will report.

Recommendation: Adopt and pass Resolution No.100719 and the Revised Title VI Nondiscrimination Agreement Policy to put the city into compliance.

7. **2020 BC/BS Rates:** There is no increase for 2020 Blue Cross/Blue Shield rates. We can keep employee/city rates at the same level as 2019. Human Resource Director Randy Keasling will report.

Recommendation: Motion to approve the 2020 Blue Cross/Blue Shield Rates.

8. **Ethics Policy:** Numerous national and state municipal associations, as well as associations representing elected and appointed officials such as the League of Kansas Municipalities, the National League of Cities, and the International City/County Management Association have advocated for the adoption of a formal ethics policy for elected and appointed officials. It is becoming a best practice for cities to have a comprehensive policy that establishes organizational values and guidelines for conduct in addition to those enumerated by state law. The City's current policy not only needs refreshed, but it is incorporated into the Personnel Handbook.

The purpose of this policy is to establish a standalone Code of Ethics for the City of Great Bend's elected and appointed officials as well as to grant authority to the City Administrator to establish and maintain a comparable administrative Code of Ethics and relevant administrative policies for the City's employees. City Administrator Kendal Francis to report.

Recommendation: Motion to approve the Code of Ethics for elected and appointed City officials, and grant authority to the City Administrator to establish and maintain a similar Code of Ethics and related administrative policies for City employees.

9. **City of Great Bend Employee Handbook Revision:** The current Employee Handbook was approved by Council in December of 2015. We have spent that past year reviewing the policies and making the changes needed to bring our handbook up to date. The revision touches almost every policy in some way; some changes were small, and some changes amounted to a complete re-write of a policy. Legal Counsel from The Kansas League of Municipalities has reviewed the draft and made recommendations and changes as well. Human Resource Director Randy Keasling will report.

Recommendation: Approval of the new City Employee Handbook.

10. **Legalizing SxS/UTV's on City Streets Presentation:** Many cities have been legalizing the Side by Sides (SxS's) such as Polaris Rangers, Polaris RZR, Can-ams & Artic Cats. All the other towns in Barton County allow these vehicles on the streets. They are not allowed on State Highways except to cross. Dodge City & Garden City are larger in population and have passed ordinances regarding these vehicles. Safety and registering considerations include: ensuring lights, turn signals & horns with proof of insurance and roll cages, and registering with the City not County. Allowing SxS's would appeal to younger families, promote tourism and earned revenue. City residents Derik Schneider and Aaron Andrews to present to council.

Recommendation: Table project for further consideration.

- 11. KDOT Cost Share Program with Barton County:** State legislature approved a one-time \$50M transfer from the State General Fund to the State Highway Fund. The Legislature approved use of this funding on transportation projects, but only if the investment can be grown with city and county contributions.

The Barton County Commission would like to apply to use the Cost Share Program to mill and overlay Airport Road. As at least half the road lies inside of the city limits, they believe the City should split the cost of the local match. The County Engineer estimates construction costs to be approximately \$865,000. A 25% local match would equal \$216,250. An equal cost share would equate to \$108,125 a piece for construction. In addition, a rough estimate for design fees would be around \$20,000 depending on what KDOT requires. That would be an additional \$10,000 a piece for that cost, meaning the potential amount for each party would be just shy of \$120,000. The actual cost would be dependent on how the bids come in.

While there is merit to their reasoning, funding will be a challenge as we have already committed \$1.1 million to our own Cost share project. City Administrator Kendal Francis to report.

Recommendation: Approve possible Cost Share Application with Barton County for a potential amount of \$120,000 to mill and overlay Airport Road.

- 12. Economic Development Articles of Incorporation & By-Laws:** On September 3rd, the city council voted to accept the mayoral committee's recommendation to create a standalone non-profit organization whose purpose would be to conduct economic development activities. The committee has drafted Articles of Incorporation and By-laws for the organization, Great Bend Economic Development, Inc. As a member of the organization, the city must approve the wording and authorize the mayor to sign them. City Administrator Kendal Francis to report.

Recommendation: Approve the Articles of Incorporation & By-laws for the newly formed economic development entity.

ADJOURNMENT

WORK SESSION

- 1. Street Improvement Plan:** Work session requested to discuss street improvement plan.