

City of Great Bend
July 6, 2020

REGULAR SESSION

The Governing Body met in Regular Session in the City Council Chambers. Mayor Cody Schmidt called the meeting to order at 6:30 p.m. with the following present: Councilmembers Junior Welsch, Lindsey Krom-Craven, Dana Dawson, Jolene Biggs, Barry Bowers, Cory Urban, Alan Moeder, and Brock McPherson. Also in attendance were City Administrator Kendal Francis, City Attorney Robert Suelter, City Clerk/Finance Director Shawna Schafer.

OPENING: PLEDGE OF ALLEGIANCE

A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on June 15, 2020.
- b) **Claim's Warrant Register 7-6-20:** Covering 2020 bills to date in the amount of \$513,124.52.
- c) **Payroll Register P/R 6-19-20 & 7-3-20:** Covering payroll ending June 13, 2020 in the amount of \$431,725.72 and covering payroll ending June 27, 2020 in the amount of \$347,908.80.
- d) **Appointments:** Mayor Schmidt made the following appointments:
 - Great Bend Chamber of Commerce City Representative
 - Lindsey Krom-Craven
 - Great Bend Public Library
 - Kayleen Weber
- e) **Tree Trimmers License:** Arensman Tree Service (Ben Arensman) out of Kinsley, KS has applied for a tree trimmers license. Application has been received along with payment and copy of the insurance.
- f) **Tree Trimmers License:** Gray Tree Trimming (Aaron Gray) out of Russell, KS has applied for a tree trimmers license. Application has been received along with payment and copy of the insurance.
- g) **Relay for Life Street Closure:** Authorize closure of Lakin Avenue from noon to midnight on July 26, 2020.
- h) **Agenda:** Approval of agenda as submitted or amended.

Mr. Dawson made a motion to approve the consent agenda. The motion was seconded by Ms. Biggs and passed with all voting in favor.

B. OLD BUSINESS: There were no old business

C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS: There were no visitors or announcements.

D. NEW BUSINESS

1. **Councilmember Reports:** There were no councilmember reports.
2. **Administrators Update:** City Administrator Kendal Francis presented an update on what is happening within the City organization.
3. **Economic Development Report:** Barry Bowers, Economic Development Inc. Board Member, presented the monthly report.
4. **Great Bend Oxford House Update:** Representatives from the Great Bend Oxford Houses presented an update to the Governing Body.
5. **Sewer Line Camera System:** Assistant Public Works Director Jason Cauley reported that the current system that we own is unreliable due to a software issue. It does not record video and as such we are not able to document areas of concern. We have 2 bids, one from Key Equipment which is Envirosight and one from Mayer which is Aries. The Key Equipment bid comes in at \$92,683 with all the attachments that would be required for our lines. Key Equipment's price includes a \$10,000 trade in for our existing camera system. The Mayer bid comes in at the \$77,825 and that includes the attachments that is necessary to do the job. Mayer does not want our current system. Mr. Moeder made a motion to approve the purchase of the sewer line camera system from Mayer for \$77,825. The motion was seconded by Ms. Biggs and passed with all voting in favor.
6. **Wastewater Treatment Plant SCADA System:** Assistant Public Works Director Jason Cauley reported that in 2016 KDHE implemented more stringent criteria for nutrient removal. We now must be able to remove Ammonia, Nitrate, and Phosphorus at levels that we have not been able to before. This is extremely difficult to do manually. KDHE has been working with us through an independent contractor, Clean Water OPs, at no charge to us, to help us meet that criteria and help us with our process to convert these nutrients for removal. We have been trying with little to no success to meet these needs by manually switching on the mixer. However, the consultant has recommended automating the system with SCADA to achieve complete success. The System that we are recommending has unlimited expansion capabilities, which will allow us to eventually provide controls for the water wells and lift stations. Hammeke Electric provided us with the lowest base bid at \$137,522.30. However, they also provided a bid that, though is more, we feel would be of most benefit. The higher bid for \$148,272.30 allows for a more robust remote access system which includes mobile integration. Additionally, it provides system access to more end users without additional costs. Finally, the programming logic code for the wells and lift stations can be written into the system now, at no additional cost. Mr. Urban made a motion to approve the bid from Hammeke Electric for \$148,272.30. The motion was seconded by Mr. Welsch and passed with all voting in favor.

- 7. FBO Agreement with P&N Flight and Charter:** Airport Manager Martin Miller reported that the attached lease proposal follows a prolonged search and subsequent negotiation for a Fixed-Base Operator (FBO) to replace Centerline Aviation, whose contract had expired. The proposed agreement has the endorsement of the Airport Advisory Committee. Mr. McPherson made a motion to authorize Mayor Schmidt to sign the Fixed-Based Operator Agreement with P&N Flight and Charter. The motion was seconded by Mr. Dawson and passed with all voting in favor.

- 8. Park Pickup Purchase:** Public Lands Director Scott Keeler reported that through the capital improvement plan, we have budgeted for replacement of our older equipment. We would like to trade-in a 1999 Dodge Dakota with 172,000 miles for a 2020 Ford F250 4x4. Marmie Ford had the low bid at \$28,702. With the trade-in value of \$500, total cost is \$28,202. Mr. Dawson made a motion to approve the low bid from Marmie Ford total cost of \$28,202. The motion was seconded by Mr. Bowers and passed with all voting in favor.

- 9. DMA Architect Contract:** City Administrator Kendal Francis reported that in April, the city council approved a project to remodel office space in the Events Center. Prior to that time, we had engaged DMA Architects to provide us with construction drawings and specifications as well as assistance with the bidding process. However, those agreements were never ratified. Then on awarding of the bid, we needed to enter into an agreement for construction administration but did not execute that agreement. We just recently realized the oversight. The cost for Construction Administration is \$10,000 and was not accounted for in the bid total. The design services and bidding assistance amounted to \$35,000. Mr. Dawson made a motion to approve the contract with DMA Architects for the Construction Administration for \$10,000 and to ratify the agreements for design services and bidding assistance for \$35,000. The motion was seconded by Mr. Welsch and passed by a vote of 7-1, with Mr. McPherson voting no.

- 10. Standard Specifications and Details:** On-call City Engineer Josh Golka reported that City staff has developed standard specifications for paving, drainage, waterline, and sanitary sewer improvements as well as standard details for construction of public infrastructure. Mr. McPherson questioned why we needed these and Mr. Golka responded that the specifications and details the City has already been doing, they are now formalized in a living document. Mr. Bowers made a motion to adopt the Standard Specifications and Details. The motion was seconded by Ms. Biggs and passed by a vote of 6-2, with Mr. McPherson and Mr. Moeder voting no.

- 11. Illegal Dumping at Compost Site:** City Attorney Robert Suelter reported that the Department of Public Works has been experiencing growing problems with the dumping of trash, tires, construction debris and other items at the city operated compost site. Jason Cauley reports that the expenses the city is experiencing are getting larger. Additional signage will be placed at the site and the Department plans on the installation of more cameras monitoring the activities. This issue has been discussed with the Police Department and violators will be cited and prosecuted. This ordinance imposes specific penalties for persons dumping items other than trees, tree limbs and yard waste. Mr. Bowers made a motion to adopt Ordinance No. 4356 for unlawful

dumping at the city compost site. The motion was seconded by Mr. Urban and passed with all voting in favor.

12. Draft Food Truck Ordinance: City Attorney Robert Suelter reported that the Governing Body has requested that an ordinance be prepared for the licensing of food trucks operating in the City of Great Bend. The City Attorney has prepared a draft ordinance for review by the Governing Body. He has asked the Governing Body to email him with any recommendations or changes and he will bring back for a vote at the July 20, 2020 council meeting

13. Property Maintenance Discussion: City Administrator Kendal Francis reported that at the June 15th work session, the City Council addressed concerns regarding the current processes involved with property maintenance enforcement. They requested changes to the current ordinances regarding notifications and penalties involved. After discussion, Mr. Francis said he would make the recommended changes and bring back for approval at the July 20, 2020 council meeting.

ADJOURNMENT: Mr. McPherson made a motion that the meeting be adjourned. Mr. Bowers seconded this motion and passed with all voting in favor. The meeting was adjourned at 8:21pm.