

City of Great Bend
October 7, 2019

REGULAR SESSION

The Governing Body met in Regular Session in the City Council Chambers. Mayor Joe Andrasek called the meeting to order at 6:30 p.m. with the following present: Councilmembers Andrew Erb, Jessica Milsap, Dana Dawson, Jolene Biggs, Barry Bowers, Cory Urban and Brock McPherson. Dan Heath was not present. Also in attendance were City Administrator Kendal Francis, City Attorney Robert Suelter and Deputy City Clerk Alison Urban.

A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on September 16, 2019.
- b) **Claim's Warrant Register 10-7-19:** Covered 2019 bills to date.
- c) **Payroll Register P/R 9-27-19:** Covered payroll ending September 21, 2019 in the amount of \$419,400.86.
- d) **Appointments:** Mayor Andrasek made no appointments.
- 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 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 was 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:** Approved agenda as submitted.

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

B. OLD BUSINESS

C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS

D. NEW BUSINESS

1. **Councilmember Reports:** Mr. Dawson requested a work session to discuss bidding process for contractors. Kendal Francis confirmed that bids are posted on city's web page and printed in the newspaper one time. Christina Hayes added that contractors can request text/email message each time a new bid is opened.

2. **Administrators Update:** City Administrator Kendal Francis presented an update on what is happening within the City organization. Last week we began accepting applications for the Economic Development Board of Directors. Two members will be selected by City Council with preference given to sitting city council members; two members will be selected by the Chamber of Commerce; the 5th at-large member will be selected by the four other members. Applications can be found on the City and Chamber of Commerce websites. Applications are due October 21, 2019. Councilmembers will be appointed at the November 4, 2019 council meeting and the Chamber of Commerce selections for the Board of Directors will be announced at that meeting as well. The 5th member of the Board of Directors will be announced at the November 18, 2019 council meeting. Began accepting applications today for the Executive Director through November 15, 2019.

Fire Chief Luke McCormick presented information on Fire Prevention week. Received \$375 grant from Golden Belt Community Foundation to go towards fire prevention materials.

3. **Economic Development Report:** Chamber President/CEO Jan Peters presented her monthly economic development report.
 - Barton County Community College celebrated their 50th Anniversary in the month of September.
 - Manufacturing Day in Great Bend was October 4, 2019. 120 students participated and visited Eldridge Fencing, Great Bend Industry and Fuller for tours and learned about the business processes.
 - Luncheon for Minority and Women Owned Businesses held October 10, 2019, in Topeka. Rosewood Services is being given the Service Industry Firm Award this year.
 - Jan will be a panelist for one of the presentations at the League of Municipalities meeting that starts Saturday, October 12, 2019.
 - The final plan for the Great Bend Better Than Great program will be shared with council at the November 4th council meeting and unveiled November 7, 2019 to the community.
 - Great Bend will host local consult meeting for KDOT on November 18, 2019.

4. **Abatements:** Property Maintenance Enforcement Manager Austin LaViolette presented the following abatements to the Governing Body:
- a. **3218 23rd Street:** Trash and refuse on the property including, but not limited to: plastic container of used oil in the easement located at 3218 23rd Street constituting an unlawful accumulation. This real estate is the subject of Resolution Number 100719-A.
 - b. **804 Adams:** Trash and refuse including, but not limited to: tree limbs/branches, junk/scrap metals, dilapidated bicycles and other machinery, and other general refuse located at 804 Adams constituting an unlawful accumulation. This real estate is subject of Resolution Number 100719-B.
 - c. **805 Adams:** Trash and refuse including, but not limited to: tires, wood fencing and other materials, tree limbs/branches, and other general refuse located at 805 Adams constituting an unlawful accumulation. This real estate is subject of Resolution Number 100719-C.
 - d. **2606 21st Street:** Trash and refuse including, but not limited to: scrap wood and construction materials, scrap metal, junked bicycles and other machinery, a boat, and other general refuse located at 2606 21st Street constituting an unlawful accumulation. This real estate is subject of Resolution Number 100719-D.

Mr. Bowers made a motion to approve Resolution Numbers 100719A-D. The motion was seconded by Mr. Dawson and passed with all voting in favor.

5. **Snow & Ice Removal Policy:** Public Works Director Simon Wiley proposed the snow and ice removal policy for the 2019-2020 season. The new salt truck approved for purchase at a previous council meeting will not be purchased and would not have been produced until Spring of 2020. Staff is looking at alternatives and getting additional bids. Mr. Urban made a motion to approve the snow and ice removal policy for the 2019-2020 season. The motion was seconded by Mr. Dawson and passed with all voting in favor.
6. **Nondiscrimination Agreement:** Public Works Director Simon Wiley reported that when Federal funding is issued to a municipality, the municipality must comply with the Title VI requirements -- has to do with civil rights act of 1964 and restoration act of 1987. A new policy was drafted with recommended changes from the state's review. Passing the revised Title VI Nondiscrimination Agreement will put the city into compliance. Mr. Erb made a motion to adopt Resolution No.100719 and the Revised Title VI Nondiscrimination Agreement Policy. The motion was seconded by Mr. Biggs and passed with all voting in favor.
7. **2020 BC/BS Rates:** Human Resource Director Randy Keasling reported about 2020 BC/BS rates. There is no increase for 2020 and the employee/city rates will stay the same as 2019 rates. Mr. Dawson motioned to approve the 2020 Blue Cross/Blue Shield rates. The motion was seconded by Mr. Bowers and passed with all voting in favor.
8. **Ethics Policy:** City Administrator Kendal Francis reported. 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.

Ms. Biggs motioned to approve code of ethics for elected & appointed officials. The motion was seconded by Mr. Erb and passed 6 to 1. Mr. McPherson voted against.

- 9. City of Great Bend Employee Handbook Revision:** Human Resource Director Randy Keasling reported. 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.

Mr. Keasling confirmed for Mr. Urban that the city's current vesting schedule is 6 years and recommends going to a 5-year vesting, aligning with KPERS. Mr. Keasling & Mr. Francis discussed with council that drug testing is specific to the city jobs requiring CDL licenses, but that pre-employment drug testing is done, as well as, post-accident drug testing when perceived damage is \$1000+.

Mr. Francis emailed the revised employee handbook to councilmembers on September 16, 2019.

Mr. Dawson motioned to table until next council meeting [October 21, 2019] in order to review further. The motion was seconded by Ms. Biggs and passed 5 to 2. Mr. Urban and Mr. Bowers voted against.

- 10. Legalizing SxS/UTV's on City Streets Presentation:** City residents Derik Schneider and Aaron Andrews presented to council. 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. Mr. Erb made a motion to table the legalizing side by side/UTV's on city streets project for further consideration. The motion was seconded by Mr. Dawson and passed with all voting in favor. Mr. Suelter, City Attorney, will work with presenters on putting together an ordinance for next agenda, but process could take longer.

11. KDOT Cost Share Program with Barton County: City Administrator Kendal Francis reported. 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.

Mr. Francis asked Commission Chairwoman, Jennifer Schartz, and County Engineer, Barry McManaman addressed council with details. Cost Share applications are due this Friday, October 11, 2019. Asked for a letter of support to get the process started, which would not legally obligate the city to the funding at this time.

Mr. Urban made a motion to approve the cost share application with Barton County not to exceed \$120,000 to mill and overlay Airport Road. The motion was seconded by Mr. Bowers and passed with all voting in favor.

12. Economic Development Articles of Incorporation & By-Laws: City Administrator Kendal Francis reported. 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. Additional changes will be made to the wording of the documents to make them gender neutral.

Mr. McPherson expressed his concern about the wording in both the Articles of Incorporation and the By-Laws as they don't fit in with what he thought they were doing; therefore, the documents are not ready to be voted on in his opinion. Mr. McPherson motioned to table the Articles of Incorporation & By-laws for the economic development entity. Motion died for lack of a second.

Mr. Urban motioned to approve the Articles of Incorporation & By-laws for the newly formed economic development entity. The motion was seconded by Ms. Milsap and passed 6 to 1. Mr. McPherson voted against.

ADJOURNMENT: Mr. Erb made a motion that the meeting be adjourned. Mr. Urban seconded this motion and passed with all voting in favor. The meeting was adjourned at 8:15 pm.