

GREAT BEND CITY COUNCIL MEETING

December 3, 2018

6:30 p.m.

AGENDA

Members present:

<input type="checkbox"/> Mayor Joe Andrasek	<input type="checkbox"/> Councilmember Cory Urban
<input type="checkbox"/> Councilmember Joel Jackson	<input type="checkbox"/> Councilmember Vicki Berryman
<input type="checkbox"/> Councilmember Brock McPherson	<input type="checkbox"/> Councilmember Andrew Erb
<input type="checkbox"/> Councilmember Dan Heath	<input type="checkbox"/> Councilmember Cory Zimmerman
<input type="checkbox"/> Councilmember Jolene Biggs	<input type="checkbox"/> Clerk/Finance Director Shawna Schafer
<input type="checkbox"/> Administrator Kendal Francis	<input type="checkbox"/> Attorney Robert Suelter

A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on November 19, 2018.
- b) **Claim's Warrant Register #12-3-18:** Covering 2018 bills to date.
- c) **Payroll Register P/R 11-23-18:** Covering payroll ending November 17, 2018 in the amount of \$396,611.49.
- d) **Appointments:** Mayor Andrasek will make appointments as appropriate.
- e) **Resolution 120318-A:** Attached is the pay resolution that was part of the compensation study that was completed for the City. This pay structure was also approved as part of the 2019 budget.
- f) **Agenda:** Approval of agenda as submitted or amended.

B. OLD BUSINESS

C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS

1. **Service Awards:** Mayor Andrasek will present the service awards to employees.

D. NEW BUSINESS

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

Recommendation: Informational item.

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

Recommendation: Informational item.

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

Recommendation: Informational item.

- 5. Abatement Requests:** Property Maintenance Enforcement Manager Austin LaViolette will present abatements.

Recommendation: Take action on abatements.

- 6. Retail Development Services:** In an effort to take a proactive approach to retail recruitment, the City issued a request for proposals (RFP) for a consultant to assist with retail development and recruitment. Attached is a copy of the RFP, the Proposal from Retail Strategies, and information on Retail Academy. The fee for Retail Strategies first year is \$50,000. City Administrator Kendal Francis will report.

Recommendation: Motion to approve Retail Strategies proposal for \$50,000.

- 7. Strategic Planning Consulting:** The City issued a request for proposals (RFP) for a consultant to assist with the development of a 3-year strategic plan as well as Vision, Mission and Value statements. The Austin Peters Group was the first choice recommended by majority of the selection committee and comes highly recommended by other organizations. Attached is a copy of the RFP and Austin Peters Group's proposal for \$10,867.50 plus travel expenses. Additionally, with the majority of the council being new to the role, I believe that training would be of value. Therefore, while in negotiations with Austin Peters Group, I requested separate pricing for orientation training centered around good governance, ethics and your role as a councilmember. The fee for the orientation would be \$1,200.00 plus travel expenses. City administrator Kendal Francis will report.

Recommendation: Motion to approve Austin Peters Group proposal for strategic planning for \$10,867.50 plus travel expenses. Motion to approve orientation training for councilmembers for \$1,200.00 plus travel expenses.

ADJOURNMENT