

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 presents: Councilmembers Rickee Maddox, Alan Moeder, Cory Urban, Kevyn Soupiset Jolene Biggs, Davis Jimenez, Lindsey Krom-Craven, and Natalie Towns. Also in attendance were City Administrator Brandon Anderson, Assistant City Administrator Logan Burns, City Attorney Allen Glendenning, and City Clerk Shawna Schafer.

OPENING: PLEDGE OF ALLEGIANCE

A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on November 6, 2023.
- b) **Claim's Warrant Register 11-20-23:** Covering 2023 bills to date in the amount of \$283,424.64.
- c) **Payroll Register P/R 11-17-23:** Covering payroll ending November 11, 2023, in the amount of \$521,235.94.
- d) **Appointments:** Mayor Schmidt appointed Jessica Millsap to the Great Bend Recreation Board.
- e) **Cereal Balt Beverage (CMB) License:** Sage Cauley and Johan Sanchez with Hatchet Axtion has applied for a CMB License. Application has been received along with payment and copy of the insurance. Staff recommends approval.
- f) **Agenda:** Mayor Schmidt amended the agenda to remove item #4, the Commission on Aging update.

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

B. OLD BUSINESS: There was no old business.

C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS:

- Missy Urban addressed the Governing Body about public transportation not picking up during 7-8am and 3-4:30 because they are picking up children for school.
- Noah Rodriguez addressed the Governing Body about soccer facilities in the Great Bend area and wondering where the City was on creating/maintaining areas to play soccer.

D. NEW BUSINESS

1. **Councilmember Reports:** There were no Councilmember reports.
2. **Administrators Update:** City Administrator Brandon Anderson presented an update on what is happening within the City organization.
3. **CVB/Community Coordinator Report:** Community Coordinator Christina Hayes presented her monthly report.
4. **Abatements:** Assistant City Administrator Logan Burns presented the following abatements.
 - A. **1429 17th St:** There is trash and refuse on the property including, but not limited to: **a toilet** and that said Unlawful Accumulation constitutes a nuisance pursuant to Section 8.08.110 of the Code of Ordinances of the City of Great Bend, Kansas. This real estate is located at 1429 17th St. and is the subject of Resolution Number 112023-A.
 - B. **706 Morton:** There is trash and refuse on the property including, but not limited to: **windows and headboards** and that said Unlawful Accumulation constitutes a nuisance pursuant to Section 8.08.110 of the Code of Ordinances of the City of Great Bend, Kansas. This real estate is located at 706 Morton St. and is the subject of Resolution Number 112023-B.

Mr. Soupiset made a motion to approve Resolutions 112023A-B. Ms. Biggs seconded the motion and passed with all voting in favor.
5. **Unsafe & Dangerous Structure – 750 Jefferson Street:** Assistant City Administrator Logan Burns reported that an investigation was conducted from public right-of-way on the structure. The building official's letter referencing the deficiencies is attached for your reference. Deficiencies include the roof being open, damage to CMU block at openings and broken windows/overhead doors. This resolution sets a public hearing date of January 15, 2024 at 6:30 PM at the City Council Chambers. Mr. Moeder made a motion to approve Resolution 112023-C, setting the public hearing for an unsafe & dangerous structure at 750 Jefferson Street. The motion was seconded by Mr. Soupiset and passed with all voting in favor.
6. **Unsafe & Dangerous Structure – 1622 19th Street:** Assistant City Administrator Logan Burns reported that an investigation was conducted from public right-of-way on the accessory structure. The building inspector's letter referencing the deficiencies is attached for your reference. Deficiencies include overhead door damage and roof structure exposure from missing sheathing. This resolution sets a public hearing date of January 15, 2024 at 6:30 PM at the City Council Chambers. Ms. Krom-Craven made a motion to approve Resolution 112023-D, setting the public hearing for an unsafe & dangerous structure at 1622 19th Street. The motion was seconded by Mr. Moeder and passed with all voting in favor.

- 7. Unsafe & Dangerous Structure – 2421 12th Street:** Assistant City Administrator Logan Burns reported that an investigation was conducted from public right-of-way on the accessory structure. The building inspector's letter referencing the deficiencies is attached for your reference. Deficiencies include leaning walls due to braced wall conditions, deteriorating materials, and roof exposure. This resolution sets a public hearing date of January 15, 2024 at 6:30 PM at the City Council Chambers. Mr. Soupiset made a motion to approve Resolution 112023-E, setting the public hearing for an unsafe & dangerous structure at 2421 12th Street. The motion was seconded by Ms. Towns and passed with all voting in favor.
- 8. Vet's Park Lighting:** Assistant City Administrator Logan Burns reported that as part of the quality-of-life sales tax initiative, one of the projects on the CIP was for lighting around the walking path of Vet's Park of close to one-mile. We have since looked into the requirements for walking paths and lighting that would accomplish the goal. We have compiled information that includes trenching, conduit, light-pole bases, lights, wiring, and equipment associated with the control of the lighting from various vendors in the amount of \$66,060.00. Careful thought has been given to the placement of these lights as we are aware of the housing that is to the north of the park. Some city staff will be helping with the project to reduce costs that would include gluing pipe and pulling wire. I would ask for some additional costs to complete the project that include glue and miscellaneous parts & equipment that would not exceed \$4,000. Mr. Urban made a motion to approve the Vets Lighting project for \$66,060 from various vendors and additional parts and equipment that would not exceed \$4,000.00. The motion was seconded by Mr. Soupiset and passed with all voting in favor.
- 9. HGAC Membership:** Fire Chief Brent Smith reported that HGACBuy is a 3rd party broker that has negotiated contracts with multiple companies using the number of members to leverage buying power. Using HGACBuy would allow for one point of contact to send and receive bids. We would still be able to receive bids from vendors who are not associated with HGACBuy. There is no out of pocket cost to join the partnership, any fees are negotiated between the vendor and HGACBuy. Ms. Biggs made a motion to approve joining HGACBuy which should allow us to take advantage of better buying power. The motion was seconded by Ms. Maddox and passed with all voting in favor.
- 10. Vet Services Contract 2024:** City Administrator Brandon Anderson reported that it was brought to our attention that we have been approving a contract with our current vet for the last couple of years. When presented to Logan and I, we felt this is something that should be approved by council and should also be vetted through our procurement policy. After review of the procurement and bidding procedure because this is a specialized vet area and our current vet has been doing this work and is properly listed on USDA records, it could be considered as a specialized service. I also reached out to another local vet and he said there may be some extra credentials needed but that his vets could handle the work. The one concern he voiced is that our Vet/Client (Animal) relationship was important to consider during this decision as well. To ensure we do not have a lapse in coverage and do what is in the best interest of the animals, I present to you this revamped Vet Contract for the next year. After approval, I think it is important that we discuss future plans with the current vet and if he does intend to retire then we discuss a more gradual transfer of care than an immediate change that could come with a bidding procedure. Dr. Malone works well with current staff and has done great work for the City and at times has exceeded expectations. Mr. Soupiset made a motion to approve the 1-year contract agreement for vet services at the zoo with Dr. Malone. The motion was seconded by Ms. Towns and passed with all voting in favor.

11. Executive Session: An executive session has been requested to discuss information deemed privileged in the attorney-client relation. The executive session shall include the Governing Body, the City Administrator, the Assistant City Administrator, and the City Attorney. Ms. Biggs made a motion to recess into executive session for a period of 20 minutes to seek legal advice for pending legal matters pursuant to K.S.A. 75-4319(b)(2), consultation with an attorney for the body which would be deemed privileged in the attorney-client relationship. The motion was seconded by Mr. Moeder and passed with all voting in favor. The regular meeting will resume at 7:40p.m. The meeting resumed at 7:40p.m. and no action was taken.

ADJOURNMENT

Ms. Biggs made a motion that the meeting be adjourned. Ms. Krom-Craven seconded the motion and passed with all voting in favor. The meeting was adjourned at 7:40 p.m.