

GREAT BEND CITY COUNCIL MEETING

February 5, 2024

6:30 p.m.

Location – City Hall Council Chambers

The Council meeting will be livestreamed for public to view on our city council Facebook page, <https://www.facebook.com/gbcitycouncil/>.

AGENDA

Members present:

___ Mayor Cody Schmidt	___ Councilmember Cory Urban
___ Councilmember Kevyn Soupiset	___ Councilmember Lindsey Krom-Craven
___ Councilmember Rickee Maddox	___ Councilmember VACANT
___ Councilmember Alan Moeder	___ Councilmember Davis Jimenez
___ Councilmember Jolene Biggs	___ Attorney Allen Glendenning
___ Administrator Brandon Anderson	___ Clerk/Finance Director Shawna Schafer
___ Assistant Administrator Logan Burns	

OPENING: PLEDGE OF ALLEGIANCE

A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on January 15, 2024.
- b) **Claim's Warrant Register 2-5-24:** Covering 2024 bills to date.
- c) **Payroll Register P/R 1-26-24:** Covering payroll ending January 20, 2024, in the amount of \$545,661.94.
- d) **Appointments:** Mayor Schmidt will make appointments as appropriate.
- e) **Finance Position:** As discussed in a prior workshop, we are requesting approval to add another staff member to the Finance Department. The Accounts Payable Clerk job description is attached. We will be shifting already allocated general fund dollars from a vacant position to fund this new position in 2024.
- f) **Old Police Building Remodel:** With the need of additional office space for several departments, staff has proposed a remodel of the old police department to include the inspections department, public lands and property maintenance. A work session at the January 15, 2024 council meeting, all councilmembers were in agreeance of moving forward with the remodel and this would be the official action for the decision. An end of year transfer of \$30,000 was completed in 2023 and it was found the City would need an additional \$9,316 to complete the remodel.

g) **Change of Date for the Next Regular Council Meeting:** The next regular council meeting falls on Monday February 19, 2024, which is Presidents' Day observed by the City. It is recommended that the meeting be held on Tuesday, February 20, 2024, at 6:30 p.m.

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

B. OLD BUSINESS

C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS

The public is free to comment on items not listed on the agenda. Please address comments to the City Council as a body and be mindful of others who may wish to speak by abiding by the 3-minute limit. If a large group is present for the same topic, the mayor, in his discretion, may ask that you elect 1 spokesperson, and he could allow a longer time for that individual to speak.

D. NEW BUSINESS

1. **Councilmember Ward 4 Appointment and Oath of Office:** Mayor Schmidt will recommend an appointment for Councilmember Ward 4 and City Clerk/Finance Director Shawna Schafer will administer the Oath of Office.

Recommendation: Motion to approve the recommendation of the Mayor for 4th Ward Councilmember with the term ending January 2025.

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

Recommendation: Informational item.

3. **Administrators Update:** City Administrator Brandon Anderson will present an update on what is happening within the City organization.

Recommendation: Informational item.

4. **Economic Development Report:** Economic Development Inc. President Sara Arnberger will present her monthly report.

Recommendation: Informational item.

5. **Abatements:** Assistant City Administrator Logan Burns will present abatements.

Recommendation: Take action on abatements.

6. **Public Hearing – Ordinance Establishing Zarah Lofts as RHID:** Dominic Eck with Gilmore Bell will report.

Recommendation: Open public hearing. Motion to close public hearing. Motion to adopt Ordinance 4424, making certain findings, establishing the Zarah Apartments RHID, and approving the development plan.

7. **Fire Station 2 Driveway Bids:** We are here tonight to request the approval of the bid in the amount of \$169,600.00 for the removal and replacement of the damaged driveway at fire station #2. As part of this project, we will be adding a new concrete drive adjacent to the training tower/burn building. After receiving the bids, each one was looked at to determine whether they met our scope of work and specifications. The bids were narrowed down to 3 local contractors and the low bidder. Each of these bids met our scope of work and specifications. Using the city procurement policy, we did identify a local contractor who was \$1780.00 well within the 5% allowable difference. As a city we have done a significant amount of work with Stone Sand Company and feel that having a local contractor who does quality work is the right choice for this project. Ultimately, we are asking for approval of the bid from Stone Sand Company in the amount of \$169,600.00. Funds have been saved from year end transfers in the amount of \$221,408.14. Assistant City Administrator Logan Burns will report.

Recommendation: Motion to approve the bid from Stone Sand Company for the removal and replacement of the driveway at fire station 2 in the amount of \$169,600.00.

8. **Big Bend Ground Water District #5 Certificate of Incumbency:** As important as issues involving water and especially groundwater is to the City of Great Bend, I feel it is important to use to have a voice on this board to be better aware of issues and concerns to the district which could become important to the city. City Administrator Brandon Anderson will report.

Recommendation: Motion to approve to submit a certificate of incumbency to the Big Bend G.M.D. #5 and appoint a representative.

ADJOURNMENT