

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, Kevyn Soupiset, Jolene Biggs, Davis Jimenez, Lindsey Krom-Craven and Tina Mingenback. Absent was Councilmember Cory Urban. 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 January 15, 2024.
- b) **Claim's Warrant Register 2-5-24:** Covering 2024 bills to date in the amount of \$1,357,635.44.
- 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 appointed Grady Bolding to the Great Bend Public Library Board.
- e) **Finance Position:** 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:** Approval 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.

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

B. OLD BUSINESS: There was no old business.

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

D. NEW BUSINESS

1. **Councilmember Ward 4 Appointment and Oath of Office:** Mayor Schmidt along with the interview committee of Rickee Maddox and Jolene Biggs recommended Tina Mingenback for Councilmember Ward 4. Ms. Biggs made a motion to approve the recommendation of the Mayor for Tina Mingenback as the 4th Ward Councilmember with the term ending January 2025. The motion was seconded by Mr. Soupiset and passed with all voting in favor. City Clerk/Finance Director Shawna Schafer administered the Oath of Office.
2. **Councilmember Reports:** There were no councilmember reports.
3. **Administrators Update:** City Administrator Brandon Anderson presented an update on what is happening within the City organization.
4. **Economic Development Report:** Economic Development Inc. President Sara Arnberger presented her monthly report.
5. **Abatements:** Assistant City Administrator Logan Burns presented abatements.
 - A. **232 Maple St:** There is trash and refuse on the property including, but not limited to: **furniture** 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 232 Maple St. and is the subject of Resolution Number 020524-A.
 - B. **2101 27th St:** There is trash and refuse on the property including, but not limited to: **furniture** 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 2101 27th St. and is the subject of Resolution Number 020524-B.
 - C. **2801 19th St:** There is trash and refuse on the property including, but not limited to: **furniture** 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 2801 19th St. and is the subject of Resolution Number 020524-C.
 - D. **3108 23rd St:** There is trash and refuse on the property including, but not limited to: **furniture** 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 3108 23rd St. and is the subject of Resolution Number 020524-D.

Mr. Soupiset made a motion to approve Resolutions 020524A-D. Mr. Moeder seconded the motion and passed with all voting in favor.

7. **Public Hearing – Ordinance Establishing Zarah Lofts as RHID:** Dominic Eck with Gilmore Bell reported on the final steps of making the Zarah Apartments an RHID.

Mayor Schmidt opened the public hearing. No visitors were present. Ms. Biggs made a motion to close public hearing. The motion was seconded by Mr. Moeder and passed with all voting in favor. Mr. Moeder made a motion to adopt Ordinance 4424, making certain findings, establishing the Zarah Apartments RHID, and approving the development plan. The motion was seconded by Ms. Biggs and passed by a vote of 5-2, with Mr. Jimenez and Ms. Krom-Craven voting against.

8. Fire Station 2 Driveway Bids: Assistant City Administrator Logan Burns reported that 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. Mr. Moeder made a 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. Ms. Krom-Craven seconded the motion and passed with all voting in favor.

9. Big Bend Ground Water District #5 Certificate of Incumbency: City Administrator Brandon Anderson reported that 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. Ms. Biggs made a motion to approve to submit a certificate of incumbency to the Big Bend G.M.D. #5 and appoint Brandon Anderson as the representative for the City. The motion was seconded by Mr. Moeder and passed with all voting in favor.

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 6:57 p.m.