

City of Great Bend  
September 17, 2018

## 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, Vicki Berryman, Cory Zimmerman, Jolene Biggs, Joel Jackson, Cory Urban, Dan Heath and Brock McPherson. Also in attendance were City Administrator Kendal Francis, City Attorney Robert Suelter and City Clerk Shawna Schafer.

### A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on September 4, 2018.
- b) **Claim's Warrant Register #9-17-18:** Covering 2018 bills to date in the amount of \$543,835.68.
- c) **Payroll Register P/R 9-14-18:** Covering payroll ending September 8, 2018 in the amount of \$310,681.20.
- d) **Appointments:** Mayor Andrasek made no appointments.
- e) **2-Day CMB License:** Chad Ehrlich applied for a 2-day CMB license for the Car Auction at the Expo Grounds on October 5<sup>th</sup> and 6<sup>th</sup>. Application has been received along with payment and a copy of the insurance.
- f) **Closure of Zoo:** Allow the Great Bend Brit Spaugh Zoo to be closed all day on Saturday, October 27, 2018 to allow for set up and prep of the 2018 Great Bend Zoo Boo.
- g) **Agenda:** Mayor Andrasek amended the agenda to add to authorize the Mayor to sign the letter of support for the K96 Project to the consent agenda.

Ms. Biggs made a motion to approve the consent agenda as amended. The motion was seconded by Mr. Zimmerman and passed by a vote of 6-0. Mr. McPherson and Mr. Jackson abstained from voting.

**B. OLD BUSINESS:** There was no old business.

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

### D. NEW BUSINESS

- 1. **Councilmember Reports:** There were no councilmember reports.

2. **Administrators Update:** City Administrator Kendal Francis distributed his report regarding activities of various City departments. Mr. Francis noted that the Chamber of Commerce contract for economic development was approved in 1999 and automatically renews each year unless either party gives 90 days' notice of termination. He suggested to Council to terminate the contract and allow staff to renegotiate the contract. Mr. Urban made a motion to terminate the Chamber of Commerce contract for economic development. Mr. Jackson seconded this motion and passed with all voting in favor.
  
3. **CVB/Community Coordinator Report:** Community Coordinator Christina Hayes presented her monthly report. Airport Manager Martin Miller reports on the upcoming Airfest.
  
4. **Abatement Requests:** Property Maintenance Enforcement Manager Austin LaViolette presented the following abatements to the Governing Body:
  - a. **912 9<sup>th</sup> Street:** Trash and refuse including, but not limited to; vehicle tires, scrap lumber, crap metal, furniture, mattresses, and general household trash located at 912 9<sup>th</sup> Street constituting an unlawful accumulation. This real estate is subject of Resolution Number 091718-A.
  - b. **333 Fruit:** Trash and refuse including, but not limited to; tires and tree limbs/branches located at 333 Fruit constituting an unlawful accumulation. This real estate is subject of Resolution Number 091718-B.
  - c. **2120 32<sup>nd</sup> Street:** Trash and refuse including, but not limited to; appliances, tires, tree limbs/branches and other general trash and refuse located at 2120 32<sup>nd</sup> Street constituting an unlawful accumulation. This real estate is subject of Resolution Number 091718-C.
  - d. **1438 17<sup>th</sup> Street:** Trash and refuse including, but not limited to; indoor furniture, tree limbs/branches and large amount of household trash located at 1438 17<sup>th</sup> Street constituting an unlawful accumulation. This real estate is subject of Resolution Number 091718-D.

Mr. Zimmerman made a motion to adopt Resolution Numbers 091718A-D. Mr. Erb seconded this motion and passed with all voting in favor.

5. **Financial Management Policy/Procurement Policy:** City Clerk/Finance Director Shawna Schafer reported on the proposed Financial Management Policy and the proposed Procurement Policy. These policies will help govern and safeguard the City's finances and are best management practice. It will also give staff additional guidance. Mr. McPherson asked if staff was included in these policies and which department heads had given plenty of insight on the Procurement Policy that was best suited for Great Bend. Mr. McPherson made a motion to table the item until the second meeting in November due to not having enough time to research the matter. The motion died of a lack of second. Mr. Erb made a motion to table the item until the next meeting. This motion died of a lack of second. Mr. Zimmerman made a motion to approve the proposed Financial Management Policy. Mr. Urban seconded this motion and passed by a vote of 7-1 with Mr. McPherson voting no. Mr. Zimmerman made a motion to approve the proposed Procurement Policy. Ms. Biggs seconded this motion and passed by a vote of 7-1 with Mr. McPherson voting no.

- 6. Privacy Notice Policy:** Human Resources Director Randy Keasling reported on the proposed Privacy Notice Policy. This policy relates to how the City collects, uses, retains, and discloses personal information. Mr. Urban made a motion to approve the proposed Privacy Notice Policy. Mr. Erb seconded this motion and passed by a vote of 7-1 with Mr. McPherson voting no.
- 7. Rezoning:** City Attorney Robert Suelter reported that Julie Yarmer, Freedom Claims Management, has filed an application to rezone certain real estate within the three-mile radius of Great Bend on NW 30 RD from A (agricultural) to C (commercial). She has outgrown her current place of business on Washington and is looking to build on the land available to her. The company currently has eight employees with plans to grow. After conducting a public hearing, the Planning Commission considered the request and recommends that the request be approved. Ms. Biggs made a motion to adopt the findings of fact as prepared by City Staff and recommended by the Planning Commission. Mr. Urban seconded this motion and passed with all voting in favor. Ms. Biggs made a motion to adopt Ordinance Number 4324 rezoning the real estate from A (agricultural) to C (commercial). Mr. Urban seconded this motion and passed with all voting in favor.
- 8. Approval of Plat:** City Attorney Robert Suelter reported on the proposed final Plat of Tractor Supply. The Planning Commission reviewed this at its August 27, 2018 meeting. The Planning Commission conducted a public hearing in the matter and after the public hearing recommended approval of the proposed plat. Ms. Berryman made a motion approve the proposed plat and authorize the appropriate parties to sign and file the plat. Mr. Erb seconded this motion and passed with all voting in favor.
- 9. Airport Exemption Ordinance:** City Attorney Robert Suelter reported on the Ordinance Number 4325 to exempt the hangar at the airport from the State prohibition of consuming alcohol on public property. Mr. Zimmerman made a motion to approve Ordinance Number 4325 to exempt the hangar at the airport from the State prohibition of consuming alcohol on public property. Md. Berryman seconded this motion and passed with all voting in favor.
- 10. Sewer & Water Improvements on 8<sup>th</sup> Street:** City Attorney Robert Suelter reported that the petitions for the Sewer and Water Improvements on 8<sup>th</sup> Street had been signed by more than 50% of the landowners. The Governing Body is requested to pass two resolutions to determine that the sufficient petitions has been presented and authorize the work to be done on the Sewer and Water on 8<sup>th</sup> Street; Resolution Number 091718-E for Determining the Advisability of the Making of Certain Internal Improvements in the City of Great Bend, Kansas; Making Certain Findings with Respect Thereto; and Authorizing and Providing for the Making of the Improvements in Accordance with Such Findings (Sewer Improvements/8<sup>th</sup> Street). Resolution Number 091718-F for Determining the Advisability of the Making of Certain Internal Improvements in the City of Great Bend, Kansas; Making Certain Findings with Respect Thereto; and Authorizing and Providing for the Making of the Improvements in Accordance with Such Findings (Water Improvements/8<sup>th</sup> Street). Ms. Biggs made a motion to approve Resolution 091718-E for Determining the Advisability of the Making of Certain Internal Improvements in the City of Great Bend, Kansas; Making Certain Findings with Respect Thereto; and Authorizing and Providing for the Making of the Improvements in

Accordance with Such Findings (Sewer Improvements/8<sup>th</sup> Street). Mr. Jackson seconded this motion and passed with all voting in favor. Ms. Biggs made a motion to approve Resolution 091718-F for Determining the Advisability of the Making of Certain Internal Improvements in the City of Great Bend, Kansas; Making Certain Findings with Respect Thereto; and Authorizing and Providing for the Making of the Improvements in Accordance with Such Findings (Water Improvements/8<sup>th</sup> Street). Mr. Jackson seconded this motion and passed with all voting in favor.

**11. PEC Proposal for the Sewer & Water Improvements on 8<sup>th</sup> Street:** On-call Engineer Josh Golka reported on the proposal for engineering services for the sewer and water improvements on 8<sup>th</sup> Street. The total cost for the services would be \$27,590. Mr. Jackson made a motion to approve PECs proposal of \$27,590 for the water and sewer improvements on 8<sup>th</sup> Street. Mr. Zimmerman seconded this motion and passed with all voting in favor.

**ADJOURNMENT:** Mr. Heath made a motion that the meeting be adjourned. Mr. McPherson seconded this motion and passed with all voting in favor. The meeting was adjourned at 7:35pm.