

City of Great Bend
December 3, 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 November 19, 2018.
- b) **Claim's Warrant Register #12-3-18:** Covering 2018 bills to date in the amount of \$467,102.93.
- 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 made no appointments.
- 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.

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

B. OLD BUSINESS: There was no old business.

C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS

1. **Service Awards:** Mayor Andrasek and Human Resources Director presented the following employees service awards:

5-year awards: Amber Allen – Police Department, Michael Bradley – Police Department, Nathan Florian – Fire Department, Heather McLemore – Police Department, Rob Zimmerman – Public Works.

10-year awards: Tim Newby – Public Lands, Chuck Pike – Municipal Court Judge, Susan Thacker – Crossing Guard, Matt Tiede – Public Works.

15-year awards: Jason Cauley – Public Works, Jefferson Davis – Police Department, James Giles – Public Works, Eric Yoder – Fire Department.

20-year awards: Paul Millard – Police Department, Michael Smith – Fire Department.

25-year awards: John Reynolds – Police Department, Terra Sanders – Public Lands, James Tillery – Public Lands.

30-year awards: Janie Cheney – Front Door, Charles “Rock” Robison – Fire Department.

40-year awards: Lee Schneider – Volunteer Firefighter

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.
3. **Economic Development Report:** Jan Peters presented her monthly economic development report.
4. **Abatement Requests:** Property Maintenance Enforcement Manager Austin LaViolette presented the following abatements to the Governing Body:
 - b. **215 Plum Street:** A white car on the property that is not displaying current registration and/or is not in operable condition on real estate 215 Plum Street constituting a motor vehicle nuisance. This real estate is the subject of Resolution Number 120318-B.
 - c. **216 Chestnut Street:** A blue pickup and silver car on the property that is not displaying current registration and/or is not in operable condition on real estate 216 Chestnut Street constituting a motor vehicle nuisance. This real estate is the subject of Resolution Number 120318-C.
 - d. **2014 Adams Street:** A white car and yellow car on the property that is not displaying current registration and/or is not in operable condition on real estate 2014 Adams Street constituting a motor vehicle nuisance. This real estate is the subject of Resolution Number 120318-D.
 - e. **1713 Tyler Street:** A maroon pickup on the property that is not displaying current registration and/or is not in operable condition on real estate 1713 Tyler Street constituting a motor vehicle nuisance. This real estate is the subject of Resolution Number 120318-E.
5. **Retail Development Services:** City Administrator Kendal Kendal Francis reported that 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. A selection committee consisting of the City Administrator and Chamber of Commerce Executive Director reviewed the submittals to recommend the best firm to provide the service based on the extent to which:
 - (1) Vendor’s proposed solution fulfills the City’s stated requirements.
 - (2) An assessment of the Vendor’s ability to deliver the indicated service in accordance with the specifications.

- (3) The Vendor's stability, experiences, and record of past performance in delivering such services.
- (4) Availability of sufficient high-quality personnel with the required skills and experience for the specific approach proposed.
- (5) Overall cost.

Two firms, Retail Strategies & Retail Coach, were similar in their approach and services offered. However, I am recommending Retail Strategies. I have experience with them in Coffeyville. I know their work to be excellent and they deliver on what they promise. Acting as an extension of our economic development team, they will utilize our retail data and analytics to strategically target retailers who are a fit for our market. What sets them apart from other firms is the depth of their team. The professional human resource model they utilize allows us to have more individualized content and interaction with their staff. Furthermore, their depth, experience, and connections allow Great Bend to have more conversations and representation regionally and nationally. I have firsthand experience with their staff and can confirm their professionalism and effectiveness. The data and analytics will also be made available to current business owners to help them strengthen and grow their businesses. The proposal for 1 year is \$50,000. Additionally, they are providing, free of charge (not including travel), their specialized Retail Academy training for any city staff/officials who would wish to attend. Matthew Petro, Chief Development Officer was in attendance and discussed the company's services and experience. After much discussion, Mr. McPherson made a motion to table this item until the 2nd meeting in January so that the newly elected officials have a chance to vote on this matter. Ms. Berryman seconded this motion and passed by a vote of 5-3, with Mr. Zimmerman, Ms. Biggs, and Mr. Urban voting no.

- 6. Strategic Planning Consulting:** City Administrator Kendal Francis reported that 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 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. After discussion, Mr. McPherson made a motion to table this item until the 2nd meeting in January so that the newly elected officials have a chance to vote on this matter. Mr. Erb seconded this motion and failed by a vote of 4-5, with Mr. Zimmerman, Ms. Biggs, Mr. Urban, Mr. Heath and the Mayor breaking the tie to not table this item. Mr. Urban then made a motion to approve the proposal for strategic planning for \$10,867.50 plus travel expenses. Ms. Biggs seconded this motion and passed by a vote of 6-2 with Mr. McPherson and Ms. Berryman voting no. Mr. Jackson then made a motion to approve the orientation training for \$1,200.00 plus travel expenses and this motion died to a lack of second.

ADJOURNMENT: Mr. Heath made a motion that the meeting be adjourned. Mr. Erb seconded this motion and passed with all voting in favor. The meeting was adjourned at 8:00pm.