

# GREAT BEND CITY COUNCIL MEETING

February 5, 2018

7:30 p.m.

## AGENDA

### Members present:

<input type="checkbox"/> Mayor Joe Andrasek	<input type="checkbox"/> Councilmember Cory Urban
<input type="checkbox"/> Councilmember Joel Jackson	<input type="checkbox"/> Councilmember Vicki Berryman
<input type="checkbox"/> Councilmember Brock McPherson	<input type="checkbox"/> Councilmember Andrew Erb
<input type="checkbox"/> Councilmember Dan Heath	<input type="checkbox"/> Councilmember Cory Zimmerman
<input type="checkbox"/> Councilmember Jolene Biggs	<input type="checkbox"/> Clerk Shawna Schafer
<input type="checkbox"/> Interim Administrator George Kolb	<input type="checkbox"/> Attorney Robert Suelter

### A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on January 15, 2018.
- b) **Claim's Warrant Register #2-5-18:** Covering 2018 bills to date.
- c) **Payroll Register P/R 1-19-18:** Covering payroll ending January 13, 2018 in the amount of \$347,506.62. Also, **P/R 2-2-18:** covering payroll ending January 27, 2018 in the amount of \$279,805.93.
- d) **Appointments:** Mayor Andrasek will make appointments as appropriate.
- e) **Tree Trimmers License:** Sallee Tree Service from St. John, KS has applied for a tree trimmers license. Responsible person is Trent Sallee. Application has been received along with payment and a copy of the insurance.
- f) **Garbage & Refuse Collector License:** Anspaugh Waste Service LLC from Great Bend, KS has applied for a garbage & refuse collector license. Responsible person is Garrett Anspaugh. Application has been received along with payment and copy of the insurance.
- g) **Township Fire Contracts:** Each year the contracts with the 4 Townships that we provide fire protection to are renewed. Attached is a memo from Fire Chief Luke McCormick regarding the fire contracts. Also attached are copies of the contracts. Approval for Mayor Andrasek to sign the 4 2018 Fire Township contracts.
- h) **Agenda:** Approval of agenda as submitted or amended.

### B. OLD BUSINESS

### C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS

## D. NEW BUSINESS

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

Recommendation: Informational item.

2. **Administrators Update:** Interim City Administrator George Kolb will present an update on what is happening within the City organization.

Recommendation: Informational item.

3. **Economic Development Report:** Chamber President/CEO Jan Peters presented her monthly economic development report.

Recommendation: Informational item.

4. **Abatement Requests:** Sanitarian Tom Holmes will present abatements.

Recommendation: Take action on abatements.

5. **Kansas Wetlands Education Center Report:** Attached is a memo from Curtis Wolf, the Director for the Kansas Wetlands Education Center. Curtis will present the annual report for 2017.

Recommendation: Informational item.

6. **2018 KDOT Federal Fund Exchange:** Attached is a letter and supplemental agreement from KDOT regarding modifications to the Federal Fund Exchange Program. We have participated in this program since its inception. This program allows us to exchange federal funds for state funds, thus affording us greater flexibility with the types of repair work we can perform on our streets. The exchange is a reduction of 25% of the total funds available. Engineering Tech Karl Otter will report.

Recommendation: Motion to authorize the Mayor to sign the Federal Fund Exchange Supplemental Agreement.

7. **Social Media/Whistleblower Policies:** Attached are rough drafts of the revised Social Media policy and the Whistleblower policy for Employees. The existing Social Media policy focuses on Public Relations and those employees who manage Social Media sites for the City. The revised policy adds information for all staff related to their use of social media sites and if that use pertains to their job and the City of Great Bend. The Whistleblower policy is a new policy that is not in the current employee handbook. Once approved, the policies will be

placed on the consent agenda for the next meeting as an amendment to the Employee Handbook to include these policies. Human Resources Director Randy Keasling will report.

Recommendation: Motion to approve the revised Social Media Policy. Motion to approve Whistleblower Policy.

8. **City Administrator Search:** Three proposals were submitted to us relating to the search for our next City Administrator. The Search Committee consisting of Mayor Joe Andrasek, Councilmembers Jolene Biggs and Dan Heath, Interim City Administrator George Kolb, City Attorney Bob Suelter and Human Resource Director Randy Keasling met initially to discuss the three proposals. One proposal was rejected due to lack of experience, only having handled two administrator searches. The committee then met one week later to speak with each of the other two companies. After interviewing both companies, the committee is recommending Slavin Management Consultants for \$15,505 plus expenses including consultant travel, office costs and advertising with those additional costs not to exceed \$7,752 (travel expenses for finalist visits to Great Bend are not included in the amounts listed). Slavin has a 30+ year history of successful recruitment. The in-depth discussion about their process and how they would handle the search was impressive to all committee members. Slavin also makes the guarantee that if the new Administrator leaves within the first two years, they will come back and do another search at no cost to us except their expenses. The other company had handled many successful placements but the committee felt their approach was not as in depth and their interest appeared to be more from a directional standpoint with us handling much of the process ourselves and they did not make a guarantee on additional search responsibilities if the new Administrator would leave within two years. Human Resource Director Randy Keasling will report.

Recommendation: Motion to authorize Mayor Andrasek to sign the contract with Slavin Management Consultants as the company handling the search for the new Great Bend City Administrator for \$15,505 plus expenses including consultant travel, office costs and advertising with those additional costs not to exceed \$7,752 (travel expenses for finalist visits to Great Bend are not included in the amounts listed).

## **ADJOURNMENT**