

GREAT BEND CITY COUNCIL MEETING

March 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 February 19, 2018.
- b) **Claim's Warrant Register #3-5-18:** Covering 2018 bills to date.
- c) **Payroll Register P/R 3-2-18:** Covering payroll ending February 24, 2018 in the amount of \$290,032.64.
- d) **Appointments:** Mayor Andrasek will make appointments as appropriate.
- e) **Pawnbrokers License:** J&L Coin & Jewelry has submitted for a new license due to change of owners. New owners are James & Helen Hanks. Application has been received along with payment and copy of the insurance.
- f) **Agenda:** Approval of agenda as submitted or amended.

B. OLD BUSINESS

C. RECOGNITION OF VISITORS AND ANNOUNCEMENTS

1. **Humane Society Report:** Heather Acheson will present her annual report.

D. NEW BUSINESS

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

Recommendation: Informational item.

2. **Administrator 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 will present her monthly economic development report.

Recommendation: Informational item.

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

Recommendation: Take action on abatements.

- 5. 4th of July Update:** Attached is a memo from the 4th of July Committee & City Staff. Community Coordinator Christina Hayes will discuss the 4th of July fireworks display.

Recommendation: Take appropriate action.

- 6. 17th St. Terrace Crossing Signal & Cantilever Gates:** Attached is a agreement between the Kansas & Oklahoma Railroad Company, the City of Great Bend, and the State of Kansas regarding installation of a crossing signal , flashing light cantilever type gates at the 17th St. Terrace crossing. Engineering Tech Karl Otter will report.

Recommendation: Motion to authorize the Mayor to sign the Agreement relative to the construction and maintenance of Highway Crossing Signals.

- 7. Employee Assistance Program:** Attached is a memo from Randy Keasling regarding the Cities policy on the Employee Assistance Program (EAP). Currently we pay \$2,700 annually for one free visit for each employee, any additional visits are paid for by the employee, but can be submitted to their insurance. We are recommending to change this to allow up to 3 free visits that will be paid by the city at a cost of \$100 per visit. Last year we only had 1 employee utilize the EAP and years prior we have had up to 3 employees use it. Human Resources Director Randy Keasling will report.

Recommendation: Motion to approve the revised EAP policy.

- 8. ICMA Retirement Contribution:** Currently, our 401(a) is set up with an investment restriction on all city match funds, specifying that those funds must be placed in a "safe" fund that the City has chosen. Employees have come to us asking to have the right to invest those City match dollars in a fund of their choosing and not have the restriction of those dollars being placed in the current fund. In researching this, we learned from ICMA that they have very few accounts that place this kind of investment restriction. Most offer employees access to invest match dollars as soon as they join the plan and start receiving match dollars. Our recommendation is to change our current match fund

investment restriction and allow City employees the right to invest their match funds as they see fit. We would like to make this effective 4-1-2018. See attached amendment letter. Human Resources Director Randy Keasling will report.

Recommendation: Motion to authorize the City to change our retirement plan documents to allow employees to invest the city's contribution to the fund(s) of their choice immediately at time of enrollment.

- 9. Interim City Administrator Contract Extension:** Attached is an amendment to the Interim City Administrators 6-month contract. The contract is set to expire on March 9th, 2018. George has generously accepted to extend his contract on a month to month basis until the City has hired a new City Administrator and has settled in to the position. City Attorney Bob Suelter will report.

Recommendation: Motion to authorize the Mayor to sign the amendment to the Interim City Administrators contract.

- 10. Agreement with Barton County Sheriff's Office:** Attached is an agreement between the City and the Barton County Sheriff's Office. The agreement is to trade one of our police dogs, Kia, along with the police dog vehicle, 2016 Ford Interceptor, with all equipment and the equipment for the dog for a 2018 Ford Interceptor with a 5 year/100,000-mile extended warranty as well as the cost and installation of equipment. City Attorney Bob Suelter will report.

Recommendation: Motion to authorize the Mayor to sign the agreement with the Barton County Sheriff's Office.

- 11. Amber Meadows Grading Project Bid:** Attached is the bid tab and the Notice of Award for the Amber Meadows Phase 1 Mass Grading. Unruh Excavating was the low bidder at \$229,592.25. The original project budget set last July was \$231,000. We have already incurred design and construction administration costs of \$18,000. \$212,500 is we have left out of the original budget for the construction and testing. At year end, the city transferred an additional \$50,000 for this project as we knew the project costs would come in a little higher than what we had originally budgeted. On-Call City Engineer Josh Golka will report.

Recommendation: Motion to authorize the Mayor to sign the Notice of Award to the low bidder, Unruh Excavating, for \$229,592.25.

ADJOURNMENT