

City of Great Bend
January 16, 2017

REGULAR SESSION

The Governing Body met in Regular Session in the City Council Chambers at 7:30 p.m. Mayor Mike Allison called the meeting to order with the following present: Councilmembers Mike Zinn, Allene Owen, Wayne Henneke, Joel Jackson, Dana Dawson, Cory Zimmerman and Brock McPherson. Councilperson Vicki Berryman was absent. Also in attendance were the City Administrator Howard Partington and City Attorney Robert Suelter.

A. CONSENT AGENDA

- a) **Minutes:** Minutes of the Regular Session held on January 3, 2017.
- b) **Claim's Warrant Register #01-16-17:** covering 2016 bills to date in the amount of \$31,809.48 and 2017 bills in the amount of \$402,265.71.
- c) **Payroll Register P/R 01-06-2017** covering payroll ending December 31, 2016, in the amount of \$276,059.12.
- d) **Appointments:** Mayor Allison made no appointments.

Ms. Owen moved, seconded by Mr. Henneke, to approve the consent agenda. The motion passed 7-0.

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 Reports:** Councilperson Mike Zinn announced his resignation effective at the end of this meeting since he will be leaving the City of Great Bend, Kansas, and moving to Manhattan, Kansas. The Mayor announced that the procedure for the filling of the vacancy was for interested parties to apply for the position. A committee will be appointed to interview potential candidates and make a recommendation. Thereafter the Governing Body will make the appointment to fill the position by a majority vote.
2. **City Administrator's Update:** City Administrator Howard Partington updated the Governing Body with what is happening within the city organization.
3. **Community Coordinator Report:** Christina Hayes presented her monthly economic development report.
4. **Abatement Requests:** The following abatements were presented to the Governing Body:

- a. 205 Frey. Tires, tree limbs and other discarded wood material are located on the real estate at 205 Frey constituting an unlawful accumulation. This real estate is the subject of Resolution Number 011617-A.
- b. 340 Heizer. Discarded tires and wood material are located on the real estate at 340 Heizer constituting an unlawful accumulation. This real estate is the subject of Resolution Number 011617-B.
- c. 219 Fruit. Trash, refuse, a discarded mattress, tire and wood materials are on the real estate located at 219 Fruit, constituting an unlawful accumulation. This real estate is the subject of Resolution Number 011617-C.
- d. 219 Fruit. A motor home that is not displaying current registration and/or is no in operable condition is located on the real estate at 219 Fruit constituting a vehicle nuisance. This real estate is the subject of Resolution Number 011617-D.
- e. 1209 Washington. Trash and refuse including, but not limited to, exercise equipment, shopping carts, tree limbs and other waste material are located on the real estate at 1209 Washington constituting an unlawful accumulation. This real estate is the subject of Resolution Number 011617-E.
- f. 1206 Frey. Tires and a discarded water heater are located on the real estate at 1206 Frey constituting an unlawful accumulation. This real estate is the subject of Resolution Number 011617-F.
- g. 2115 Hubbard. Trash and refuse including, but not limited to, old furniture and general household trash are located on the real estate at 2115 Hubbard. This real estate is the subject of Resolution Number 011617-G.
- h. 420 Buckeye. A white Mercury Grand Marquis with no tag is located on the real estate at 420 Buckeye constituting a motor vehicle nuisance. This real estate is the subject of Resolution Number 0110617-H.

Ms. Owen made a motion to adopt Resolutions Numbered 011617-A to 011617-H. The motion was seconded by Mr. Zinn and passed with all voting in favor.

- 5. **Update on Transload Facility.** Representatives of Watco were not able to attend the meeting due to the weather. Jan Peters made a presentation on the progress of the work on the transload facility.
- 6. **Appointment of City Clerk/Finance Director.** The City Clerk/Finance Director Interview Committee has recommended the appointment of Shawn Schafer to th3e position of City Clerk. Ms. Schafer is a Certified Public Accountant employed by the City's auditor, Adams, Brown, Beran and Ball. Mayor Allison, following the committee recommendation, appointed Shawna Schafer to the position of City Clerk, Finance Director. Ms. Owen made a motion to confirm Mayor Allison's appointment of Shawna Schafer as City Clerk/Finance Director. The motion was seconded by Mr. Zinn and passed with all voting in favor.
- 7. **Resolution Giving City Clerk/Finance Director Banking Authority.** It is recommended that the Governing Body pass a resolution giving newly appointed City Clerk/Finance Director Shawna Schafer banking authority for her new position. Mr. Henneke made a motion to pass resolution Number 011617-I granting banking authority to the newly appointed City Clerk/Finance Director Shawna Schafer. The motion was seconded by Mr. Dawson and passed with all voting in favor.

- 8. Resolution of Support for Housing Opportunities Inc. Housing Project at 28th and Washington.** Housing Opportunities Inc. has requested the Governing Body pass the resolution of support for a housing project at 28th and Washington. The resolution will be submitted with the application for tax credits to assist in funding the project. After discussion, Ms. Owen made a motion to adopt Resolution Number 011617-J supporting the application of Housing Opportunities Inc. for a housing project at 28th and Washington for Housing Tax Credits. The motion was seconded by Mr. Henneke and passed with all voting in favor.
- 9. Bids for Concrete Replacement at Airport Expo Area.** Bids were opened on Friday, January 13, 2017, for the replacement of concrete just south of Expo II at the airport. The low bidder was Sharkey Construction who submitted a bid of \$78,601.95. Three other bids were received, all higher than the Sharkey Construction bid. The SRCA has contributed funds that will pay for a portion of the costs. Mr. Zinn made a motion to accept the low bid from Sharkey Construction of \$78,601.05 for the concrete replacement work at the airport expo area. The motion was seconded by Ms. Owen and passed with all voting in favor.
- 10. Update to the Position Classification Resolution.** City Administrator Howard Partington reported on the proposed changes to the Position Classification Resolution. Major changes are the retitling of the Community Coordinator position to that of CVB Director/Community Coordinator and elevating the position to a higher salary range. The former CVB Director position is retitled CVB Visitor Service Coordinator and moved to a lower pay range. The Assistant CVB Director position is retitled CVB Visitor Service Representative and moved to a lower pay range. Additionally some unfilled positions are eliminated and the Human Resource Director position is moved to a higher pay range. Ms. Owen made a motion to adopt Resolution Number 011617-K, The motion was seconded by Mr. Zinn and passed with all voting in favor.
- 11. Special Events Permit Process Ordinance.** Chief of Police Cliff Couch distributed the proposed Special Events Permit Process Ordinance. The purpose of the ordinance is to establish a procedure for managing and coordinating special events that might occur in the City. The ordinance was distributed for review by members of the Governing Body before consideration at the next meeting.

E. ADJOURNMENT

Mr. Zinn made a motion that the meeting be adjourned. The motion was seconded by Ms. Owen and passed with all voting in favor. The meeting was adjourned at 7:36 p.m.

