

**CITY COUNCIL CHAMBERS**  
**JULY 14, 2020**  
**7:00 P.M.**

- A. **CALL TO ORDER:** Mayor Irlan Fullbright called the meeting to order at 7:00 p.m. Due to the COVID-19 pandemic, the meeting was moved from City council chambers to the Ellinwood Community Library to comply with social distancing guidelines.
- B. **ROLL CALL:** Members present were Councilmembers Kirk Clawson, Jacque Isern, Ken Lebbin, Steve Oelke, Jon Prescott and Mayor Irlan Fullbright. City attorney Jane Isern was present. Also present was Becky Gillette representing the Ellinwood Leader and Veronica Coons representing the Great Bend Tribune.
- C. **RECITATION OF THE PLEDGE OF ALLEGIANCE:**
- D. **APPROVAL OF AGENDA:** A motion was made by Councilmember Jon Prescott to approve the agenda, seconded by Councilmember Steve Oelke. Motion carried. All voting in favor.
- E. **APPROVAL OF MINUTES:** A motion was made by Councilmember Ken Lebbin to approve minutes for the June 9, 2020 regular council meeting, seconded by Councilmember Kirk Clawson. Motion carried. All voting in favor.
- F. **APPROPRIATIONS:** A motion was made by Councilmember Kirk Clawson to authorize payment of bills and claims processed, seconded by Councilmember Jacque Isern. Motion carried. All voting in favor.
- G. **OLD BUSINESS: NONE**
- H. **VISITORS:** Jon Perron, Spencer Proffitt, Chance Bailey, Brittney Bailey and Cari Ringwald
- I. **NEW BUSINESS:**
1. Service Awards: Service awards were presented to the following city employees for their years of service to the City of Ellinwood:  
  
Chris Komarek – 40 years  
Spencer Proffitt – 20 years – Fire Department
  2. Set Work Study Session for 2021 Budget Review: A study session is recommended to review the 2021 budget on Monday, July 20<sup>th</sup> or Tuesday, July 21<sup>st</sup>.

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A motion was made by Councilmember Jacque Isern to schedule the budget review session for Monday, July 20, 2020 at 7:00 p.m. at City Hall, seconded by Councilmember Jon Prescott. Motion carried. All voting in favor.

3. Used Brick: Staff explained the city has received several requests from local citizens to purchase some of the brick removed from the street projects. Staff explained that the city is saving a large supply of brick for maintenance of current brick streets, however there is still a large amount which would be available for sale. A motion was made by Councilmember Jon Prescott to approve selling the bricks at a price of \$.25 per brick with no restrictions as to City of Ellinwood residency, seconded by Councilmember Steve Oelke. Motion carried. All voting in favor.
4. Recreation Commission Appointment: Staff explained the open position was advertised in the local paper and two applications were received. Presented to council were applications from Cari Ringwald and Mark Cook.

After some discussion, Mayor Irlan Fullbright recommended the appointment of Cari Ringwald to fill the four-year term which will end June, 2024. A motion was made by Councilmember Jon Prescott to approve the appointment of Cari Ringwald to fill the four-year term ending June, 2024, seconded by Councilmember Kirk Clawson. Motion carried. All voting in favor.

5. CARES Act Funding: Staff explained the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding is federal funding that has been distributed to the State, which has distributed monies to the county. All counties in Kansas received a portion of the funding from the state with the intent for a portion of it to be shared with cities. The City of Ellinwood's share appears to be \$112,011.84. These monies must be used for COVID-19 expenses incurred up to this point plus any anticipated expenditures to help operations with any future outbreaks and possible closures related to COVID-19. The city must sign an agreement with the county by Friday July 17, 2020. Presented to council was Resolution 71420, a City Coronavirus Relief Fund Resolution.

A motion was made by Councilmember Jon Prescott to approve Resolution 71420, seconded by Councilmember Kirk Clawson. Motion carried. All voting in favor.

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6. Procurement Policy Review: Presented to council was the current Procurement Policy. Staff is requesting council to consider making a few adjustments to the policy including increasing the amounts allowed by staff for budgeted purchases. Also presented to council was a recent survey of cities that detail amounts allowed and various stipulations.

A motion was made by Councilmember Ken Lebbin to approve an increase to department head spending authority from \$500 to \$1,000 and an increase in spending authority from \$5,000 to \$10,000 for the City Administrator; also included in the motion is additional authority for the City Administrator up to \$25,000 to approve change orders for previously authorized projects to keep projects on track. Motion was seconded by Jon Prescott. Motion carried. All voting in favor.

7. Executive Session for Flood Control Property Acquisition: An executive session is requested for discussion of the acquisition of real property related to the flood control project. A motion was made by Councilmember Ken Lebbin to recess into executive session pursuant to KSA 75-4319(b)(6) for the purpose of discussion of the acquisition of real property relating to the flood control project. Executive session will be for fifteen (15) minutes beginning at 8:25 p.m. until 8:40 p.m. and council will reconvene in the library at that time. Persons to remain for the executive session are the governing body, city administrator and city attorney, seconded by Councilmember Jon Prescott. Motion carried. All voting in favor. The governing body recessed into executive session at 8:25 p.m.

Meeting reconvened at 8:40 p.m. No action taken.

**I. REPORTS:**

1. Municipal Court Report: Presented to Council was the Municipal Court Report for June 2020.
2. Utilities Production Report: Presented to Council was the Utilities Production Report.

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3. Staff Reports:

- a) Staff reported that Barton County has been working on cleaning out the Park Street ditch.
- b) Staff reported that work has started on the Second street project.
- c) Staff reported the storm sewer project was started late last week and is going very well.

I. **ADJOURNMENT:** There being no further business at this time, a motion was made by Councilmember Jon Prescott that the meeting be adjourned, seconded by Councilmember Steve Oelke. Motion carried. All voting in favor.

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Irlan Fullbright, Mayor

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Kim Schartz, City Clerk