COMMISSION MEETING **1:30 P.M.** **DECEMBER 2, 2020**

The Governing Body of the City of Emporia, Kansas, met in Regular Session, Wednesday, December 4, 2020, in the City Commission Meeting Room with Mayor Giefer presiding and Commissioners Brinkman, Geitz, Gilligan and Smith present. Also present were City Manager McAnarney, Assistant City Manager Massey, City Clerk Sull and City Attorney Montgomery.

Consent Agenda

It was moved by Commissioner Smith, seconded by Commissioner Gilligan that the Consent Agenda listed below be ratified as a whole:

a. Consider minutes of the Regular Meeting held on November 18, 2020.

b. Consider ratification of Payroll Ordinance for the period ending on November 20, 2020.

c. Consider approval of City of Emporia Charge Offs.

The vote follows: Commissioner Smith, aye; Commissioner Gilligan, aye; Commissioner Brinkman, aye; Commissioner Geitz, aye; and Mayor Giefer, aye.

CITY COMMISSION
(Public Comment)

This is the time for the public to make comments. No comments were made at this time.

ACCOUNTING DEPARTMENT
(Government Finance Officers Association - GFOA)
(Certificate of Achievement)

Janet Harrouff, Director of Administrative Services, was recognized and addressed the Governing Body. She stated this was the thirty-fourth year in a row that the Government Finance Officers Association of the U.S. and Canada have awarded their Certificate of Achievement for Excellence in Financial Reporting to the City of Emporia. This award is for the financial report ending December 31, 2018. In order to receive the award, the governmental unit must publish a financial report that is easy to read, efficiently organized, comprehensive and whose contents conform to program standards. The report must satisfy both generally accepted accounting principals and applicable legal requirements. Other members of the Finance Department for the City of Emporia are: Tammy Hopper, Accounting Clerk and Chelsea Tyson, Accounting Clerk.

The Commission thanked the Financial Department for the continued efforts in receiving this prestigious award.

BOUNDARY
(Resolution Number 3640)

City Manager McAnarney stated every year the City is required to pass a resolution declaring the entire boundary of the City. He stated there were 7.4 acres annexed into City limits for 2020. The total acres in the entire boundary of the City is 7771.35 acres or 12.14 square miles.

Commissioner Brinkman made a motion approving Resolution Number 3640, a resolution establishing the city boundary lines. Commissioner Smith seconded the motion. The vote follows: Commissioner Brinkman, aye; Commissioner Smith, aye; Commissioner Geitz, aye; Commissioner Gilligan, aye; and Mayor Giefer, aye.

CITY COMMISSION
(Evergy Kansas Central, Inc.)
(Memorandum of Understanding)

This item has been rescheduled to the next regular scheduled meeting on December 16, 2020.

PUBLIC WORKS DEPARTMENT
(Dude Solutions Asset Management)
(Purchase Work Order Software)

Dean Grant, Public Works Director, was recognized and addressed the Governing Body. He stated as discussed at the previous study session, the public works department would like to purchase asset management/work order software to track outstanding workloads, costs of repairs and equipment maintenance. This software will allow public works to better manage the assets across all divisions. The software will work with existing GIS software for street repairs and water and sewer line repairs and maintenance. This software package includes a fleet management module that will help the maintenance shop track vehicle/equipment repair and maintenance and tracking costs more easily. Work orders can be generated automatically for each of the divisions when maintenance or repairs are needed on equipment. Staff will be able to receive and complete work orders in the field on a mobile device. Dude Solutions Asset Management software also has a citizen engagement module included, which will allow citizens to report public works issues directly to the department. He stated the cost of the software is $6,887.50 for implementation which includes work orders, entering assets, merging with existing GIS, etc, and $19,812.41 annually. He stated staff is recommending approval of the purchase of asset management/work order software from Dude Solutions in the amount of $6,887.50 for implementation and $19,812.41 annually.

Commissioner Smith made a motion approving the purchase of asset management/work order software from Dude Solution for $26,699.91; $6,887.50 for implementation and $19,812.41 annually. Commissioner Gilligan seconded the motion. The vote follows: Commissioner Smith, aye; Commissioner Gilligan, aye; Commissioner Brinkman, aye; Commissioner Geitz, aye; and Mayor Giefer, aye.

CITY COMMISSION
(City Manager's Report)

This is a verbal report that announces upcoming events, recognizes employees for outstanding contribution and provides the public information that may be of a general interest. The following information was presented at the meeting:

At the time this Agenda was prepared, the following items were in the works:

TENTATIVE AGENDA FOR DECEMBER 9TH STUDY SESSION @ 10:00 A.M.

Airport Runway Edge Lighting
Update on Special Park Projects
Discuss Snow Policy

EXECUTIVE SESSION

Commissioner Gilligan made a motion to adjourn into Executive Session to discuss proprietary information of private businesses and to invite Special Projects Manager, Jim Witt from 1:40 p.m. to 2:05 p.m., in the City Commission Meeting Room. Commissioner Brinkman seconded the motion. The vote follows: Commissioner Gilligan, aye; Commissioner Brinkman, aye; Commissioner Geitz, aye; Commissioner Smith, aye; and Mayor Giefer, aye.

Upon reconvening the meeting in Regular Session at 2:05 p.m., this same date, in the City Commission Meeting Room, Commissioner Gilligan made a motion to continue the Executive Session discussion with all the same people from 2:05 p.m. to 2:25 p.m. Commissioner Brinkman seconded the motion. The vote follows: Commissioner Gilligan, aye; Commissioner Brinkman, aye; Commissioner Geitz, aye; Commissioner Smith, aye; and Mayor Giefer, aye.

Upon reconvening the meeting in Regular Session at 2:25 p.m., this same date, in the City Commission Meeting Room, Mayor Giefer stated they had discussed proprietary information of private businesses and no action was taken.

Commissioner Smith then made a motion to adjourn. Commissioner Gilligan seconded the motion. The vote follows: Commissioner Smith, aye; Commissioner Gilligan, aye; Commissioner Brinkman, aye; Commissioner Geitz, aye; and Mayor Giefer, aye.

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Danny Giefer, Mayor

ATTEST:

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Kerry Sull, City Clerk