



***MINUTES***  
***SPECIAL CITY COMMISSION MEETING***  
***TUESDAY, NOVEMBER 13, 2012***  
***5:00 P.M.***

The Special Meeting of the City Commission was held at 5:00 p.m. in the City Commission Room. Mayor Loren J. Pepperd and Commissioners John Matta, Wynn Butler, Richard B. Jankovich, and James E. Sherow were present. Also present were the City Manager Ron R. Fehr, Assistant City Manager Jason Hilgers, Assistant City Manager Lauren Palmer, City Attorney Katharine Jackson, City Clerk Gary S. Fees, 7 staff, and approximately 25 interested citizens.

**PLEDGE OF ALLEGIANCE**

Mayor Pepperd led the Commission in the Pledge of Allegiance.

**SPECIAL CITY COMMISSION MEETING ITEM**

**2013 FUNDING – SOCIAL SERVICES ADVISORY BOARD**

Lauren Palmer, Assistant City Manager, presented the Social Services Advisory Board (SSAB) item regarding the recommendations from SSAB to eliminate the proposed funding for the University for Mankind (UFM) scholarship program and redistribute the allocation to the remaining agencies. She presented options for the Commission to consider and stated that UFM was aware of this proposed change and recommendation from the SSAB.

Linda Teener, Executive Director, UFM Learning Center, informed the Commission that the use of these funds provided partial community scholarships and financial assistance for impoverished families to offer enrichment activities for their children. She stated that UFM administers the scholarship funds, but these funds do not affect UFM directly. She said that UFM was not informed they were being zeroed out until she received information from Pam Jager, SSAB Staff Liaison, and conceded there was not much hope. However, given this opportunity, she wanted to argue on behalf of the families receiving these scholarship funds to continue the program. She then responded to questions from the Commission and provided additional information on the scholarship program.

## SPECIAL CITY COMMISSION MEETING ITEM

### 2013 FUNDING – SOCIAL SERVICES ADVISORY BOARD

Sarah Blair, Chair, SSAB, informed the Commission that the Board had to decide where the greater need was and after much discussion and re-evaluation, the Board decided the greater need was to take less from the other agencies receiving funding and to eliminate funding for the UFM scholarship program. She responded to questions from the Commission on the allocation of past funds for the program and stated that it was a very difficult decision.

Pam Jager, Staff Liaison, SSAB, provided additional background information regarding the item. She explained the Board's efforts to prioritize and re-evaluate funding based on total budget reductions. She informed the Commission that the individual agency contracts will come to the Commission in December for approval.

Sarah Blair, Chair, SSAB, responded to additional questions from the Commission and provided information on the scholarship program.

Curt Loupe, Director of Parks and Recreation, responded to questions from the Commission. He stated that the scholarships provided by Parks and Recreation and those provided through UFM are not duplicated services.

Ron Fehr, City Manager, responded to questions from the Commission. He stated that SSAB has recommended something different than what the Commission approved with the adoption of the 2013 Budget.

After discussion and comments from the Commission, Ron Fehr, City Manager, outlined the process if the Commission desired to take the recommendation of SSAB to eliminate funding of the UFM scholarship program and re-allocate those funds to the other agencies. He then responded to questions from the Commission and clarified that the Commission approved a 5% funding reduction across the board to all agencies when the 2013 Budget was approved.

After additional discussion and comments from the Commission, Commissioner Sherow moved to take no action regarding the item and maintain the current allocations with 5% reductions across all social service agencies. Commissioner Jankovich seconded the motion.

Ron Fehr, City Manager, responded to questions from the Commission and provided clarification regarding the item.

After additional discussion and comments from the Commission, on a roll call vote, motion carried 3-1-1, with Commissioner Butler voting against the motion and Commissioner Matta abstaining.

## WORK SESSION ITEMS

### REVIEW - SOCIAL SERVICES ADVISORY BOARD

Lauren Palmer, Assistant City Manager, presented an overview of the Social Services Advisory Board (SSAB).

Commissioner Butler provided several suggestions and proposed changes with SSAB, including, reducing the number of SSAB members from 15 to 9; establishing a specific dollar amount or no less than half a mill; reviewing the current bylaws and definition of a social service agency; and considering limiting and prioritizing vital social service agencies that have a substantial impact on core city functions. He then provided additional information and clarification on the water bill donation program established to support social services and other potential funding programs.

Mayor Pepperd voiced concern in setting a half mill base for SSAB funding due to the unknown annual mill levy amount and the changing needs of the community.

Sarah Blair, Chair, SSAB, stated that Commissioner Butler attended a SSAB meeting and discussed his suggestions. She stated that each time the Board receives a request for funding, the Board prioritizes that request. She then provided additional information on the Board's responsibilities. She voiced support with the current Board membership at 15 in order to visit agencies in a timely manner and maintain a good cross-section of the community. She expressed difficulties in tying a mill levy to funds available and informed the Commission that the Board is being a good steward of City funds and make priorities based on the experience and expertise of Board members

After additional discussion and comments from the Commission, Sarah Blair, SSAB, Chair, responded to questions from the Commission and explained considerations for restricted and unrestricted grant funds.

Pam Jager, Staff Liaison, SSAB, responded to questions from the Commission regarding past agencies that applied for funding, but did not receive funds.

Bernie Hayen, Director of Finance, and Jason Hilgers, Assistant City Manager, responded to questions from the Commission and provided information on the mill levy.

Sarah Blair, Chair, SSAB, provided an overview of the process and timeline of the Board in receiving, reviewing, and making recommendations on agency applications. She then responded to questions from the Commission.

## WORK SESSION ITEMS (CONTINUED)

### REVIEW - SOCIAL SERVICES ADVISORY BOARD (CONTINUED)

Debbie Madsen, former SSAB Chair and Board member, provided additional information on the timing of the application process, site evaluations, agency hearings, Board deliberations in making recommendations to the City Commission, and terms of SSAB members. She responded to additional questions from the Commission and stated that the Finance Department provides some recommendations on the dollar amount available before deliberations.

Commissioner Sherow suggested that the Commission work with SSAB and the Finance Department on providing a clearer picture of the budgetary framework available. He said that the Commission sets the budget and can reduce allocations at the majority will of the Commission, like it did this year for social service agencies. He re-iterated that the ultimate decision rests with the Commission on the final allocations. He expressed his appreciation to SSAB members in doing an admirable job for the City.

Commissioner Matta voiced his desire to evaluate the budget and to be able to look at places to cut versus doing something with the mill levy. He said a charter ordinance could be considered, but could still be changed.

Commissioner Butler re-iterated his suggestions for SSAB and to look at defining those services that are vital and budget them at a logical level. He said the Commission needs to communicate better to City staff and to SSAB, receive communications and written reports on a timely basis, and discuss restructuring and initiating a paradigm shift.

Commissioner Jankovich discussed the SSAB bylaws, challenges associated with all members attending meetings, and the priorities involved when considering funding agencies. He said that providing guidance earlier to SSAB would be beneficial. He stated that many of the agencies are interconnected and expressed his appreciation to SSAB for its exemplary work.

Mayor Pepperd stated that he did not support limiting the ability of agencies to apply for funding and was not certain how to best establish a good baseline for funds. He voiced support to maintain the current size of the Board, providing SSAB felt it was necessary. He also expressed his appreciation for the successful passage of the renewal of the half-cent sales tax.

After additional discussion and comments from the Commission, Ron Fehr, City Manager, informed the Commission that additional discussion would occur with the SSAB based on comments provided by the Commission. He stated that proposed revisions would be brought back to the Commission.

As this was a work session item for discussion, there was no action taken on the item.

## WORK SESSION ITEMS (CONTINUED)

### REVIEW - SPECIAL ALCOHOL AND DRUG PROGRAMS FUND COMMITTEE AND MUNICIPAL BAND ADVISORY BOARD

Lauren Palmer, Assistant City Manager, provided a brief overview of the Special Alcohol and Drug Programs Fund Committee process. She then responded to questions from the Commission regarding the dedicated funding source for the program.

Mayor Pepperd stated that just because the City received alcohol and drug funds this year, does not mean that it will receive it next year. He voiced caution about future funds and stated that future funding is at the will of the governor and the legislature.

Elaine Johannes, Chair, Special Alcohol Funds Advisory Committee, acknowledged Pam Jager and Robyn O'Connell-Tatum, Staff Liaisons, and provided an overview of the Advisory Committee and funds allocated in 2012. She then responded to questions from the Commission regarding services and funding for USD 383, Riley County Police Department, and Pawnee Mental Health. She stated that additional attention will be needed to provide more treatment funding to the community due to state funding cuts.

As this was a work session item for discussion, there was no action taken on the item.

### REVIEW - MUNICIPAL BAND ADVISORY BOARD

Lauren Palmer, Assistant City Manager, provided background information and an overview of the Municipal Band and the Municipal Band Advisory Board.

Frank Tracz, Director, Municipal Band, informed the Commission that Municipal Band's main concern is to maintain the municipal band and the budget. He responded to questions from the Commission regarding the funds received, band schedule, selection of band members, and forming a band committee in the purview of Parks and Recreation.

Curt Loupe, Director of Parks and Recreation, responded to questions from the Commission and provided additional information on the item.

As this was a work session item for discussion, there was no action taken on the item.

At 7:10 p.m., the City Commission took a brief recess.

### AIRPORT TERMINAL DESIGN

Shane Wright, Assistant Director – Operations, presented a brief overview of a report prepared by CDM Smith, titled “The Economic Impact of Manhattan Regional Airport, 2012.” He then introduced the Airport Terminal Design item and consultants.

## WORK SESSION ITEMS (CONTINUED)

### AIRPORT TERMINAL DESIGN (CONTINUED)

Herb Jenson, Project Manager, Mead & Hunt, presented the proposed Airport Terminal Design update project schedule, proposed floor plan, exterior renderings, aerial landside, exterior rendering with canopy, interior rendering components and features, and phasing areas. He informed the Commission that the Federal Aviation Administration (FAA) suggested that the expansion and remodel be done in two phases rather than four as originally proposed. He then responded to questions from the Commission regarding comments received from the FAA and future parking.

Shane Wright, Assistant Director – Operations, responded to questions from the Commission regarding the Fixed Based Operator facility, project construction timeline, and future operations and utilization of the building.

Rich Lundeen, Mead & Hunt, responded to questions from the Commission. He informed the Commission that they have had conversations with American Eagle and American Airlines about technology updates at the Airport.

Herb Jenson, Project Manager, Mead & Hunt, provided additional information on the proposed project and preliminary costs.

Ron Fehr, City Manager, provided clarification regarding the projected project costs. He informed the Commission that while the expansion qualified for grants to cover 75% of the costs, that does not mean that the City will receive the entire amount.

After additional discussion and comments from the Commission, Herb Jenson, Project Manager, Mead & Hunt, responded to questions from the Commission regarding the proposed design, phased construction approach, and the opportunity for additional public input regarding the item.

Dick Hayter, Chair, Airport Advisory Board, responded to questions from the Commission and provided comments regarding the item.

As this was a work session item for discussion, there was no action taken on the item.

### ADJOURNMENT

At 8:00 p.m., the Commission adjourned.

  
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Gary S. Fees, MMC, City Clerk