

**CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
MONDAY, NOVEMBER 7, 2016
6:00 PM**

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

D) CITIZEN COMMENTS

All comments are limited to a maximum of three minutes for each speaker. In accordance with the Open Meetings Act, City Council members may not discuss or take action on any item that is not on the Agenda.

E) CONSENT AGENDA

These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.

1. Approval of Minutes
 - a. Regular Meeting – October 17, 2016
2. Appropriation Ordinance
 - a. Ordinance #1087

F) ITEMS OF BUSINESS

1. M.T. Liggett- Economic Development (15min)
2. Lineman Pay Scale
3. Review Special Council Retreat
4. Public Arts Project

G) CITY ATTORNEY'S REPORT

H) CITY ADMINISTRATOR'S REPORT

I) GOVERNING BODY COMMENTS

J) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

To be placed on future agendas please contact City Administrator Kyler Ludwig at administrator@greensburgks.org or call City Offices at 620-723-2751.



Council Meeting: November 7, 2016

F.1 – M.T. Liggett- Economic Development

Mr. Liggett has requested time to give a brief presentation to the council on economic development. He told staff that he has been working with a few companies from across the globe, and would like to see if the council had interest in building a relationship with these organizations.

F.2 – Lineman Pay Scale-

The State's board over apprenticeship programs met and discussed the Greensburg lineman position, and said they did not feel the established pay range is an appropriate livable wage. Currently the position is classified as Grade 06, but the position would need to be raised to at least grade 10 before the state will approve the program.

F.3 – Special Council Retreat

Staff will present a brief outline of the meeting, and discuss the preparations that can be taken in advance.

F.4 – Public Arts Projects

An update on the projects, and discussion on the locations for the art.

**Greensburg City Council
October 17, 2016
City Hall**

A) CALL TO ORDER

Mayor Robert Dixon called the meeting to order at 6:00 p.m. on October 17, 2016.

B) PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance was said and the invocation given by Dixon.

C) ROLL CALL & APPROVAL OF THE AGENDA

Council present: Mark Trummel, Rick Schaeffer, Sandra Jungemann, and Haley Kern. Matt Christenson was absent. Trummel made a motion to approve the agenda as presented. Schaeffer seconded. Motion passed 4-0.

D) CITIZEN COMMENTS

There were no citizen comments.

E) CONSENT AGENDA

Jungemann made a motion, seconded by Kern, to approve the Consent Agenda as presented. The motion passed 4-0.

F) ITEMS OF BUSINESS

1. Quarterly Report

City Administrator Kyler Ludwig presented the 2016 Quarter 3 Report of Key Indicators. These indicators are chosen from a list of performance measures that Staff compiles monthly. The report compares totals from the first three quarters of 2016. One indicator that was discussed in depth was water loss. Trummel asked if the pump meter has been tested against a residential meter to see if they are calibrated the same. He also asked how the well house meters compared to those at the water treatment plant. Dixon commented that the general rule is that anything under 10% loss is acceptable. Ludwig noted that there will always be some degree of loss, just in transmission.

2. Quarterly Financials

City Clerk Christy Pyatt presented Quarterly Financials. Pyatt explained that the street budget is more than 75% expended due to crack sealing that has been and continues to be done. Water is showing greater expenditures than revenues year to date because Staff has gone ahead and paid off the water bond. Court was under budgeted in 2016. The court anticipates lower expenses in the coming months, due to a decrease in court activity. The Industrial Park is showing excessive expenditures compared to what was budgeted. That is due to Council's approval of working with Kansas Gas Service to install a gas line to the park, a project that was not planned when the budget was compiled. Pool expenses for the season were just under \$20,000 lower than projected. Pool revenue was up significantly from 2015. The Incubator Fund shows greater revenues than expenditures to date, and is significantly under budget. The Incubator has required fewer repairs this past year, has seen higher occupancy rates, and continues to be under the neighborhood

revitalization program. A letter will be going out soon to tenants who have occupied the facility for more than 4 years. Council previously approved a rate increase for those tenants as of January 1st.

3. Uniforms

As previously discussed, the City's uniform contract with Aramark ends in November. Council had directed staff to obtain a contract with UniFirst. Staff also obtained a bid from Cintas for comparison. UniFirst's bid was considerably lower through a joint purchasing agreement through NJPA, a no cost organization that provides group purchasing. Staff recommended accepting the bid from UniFirst. The contract provided would run through August 2019. Staff plans to slightly reduce the number of uniforms provided, as the current arrangements allow for more than necessary. Staff will work with City Attorney Gordon Stull and UniFirst to resolve a concern Stull has with the contract. The contract states that New York Law will be used if there is a dispute. Stull would like that changed to Kansas Law and prefers to you the Kansas Arbitration System. Trummel made a motion, seconded by Schaffer, to authorize Staff to enter into an agreement with UniFirst for uniform services. The motion passed 4-0.

4. Asian Kitchen Equipment

Staff has received a motion, from the Economic Development Board, authorizing the City to sell equipment that remains at Asian Kitchen. Economic Development does have a lien on the equipment but does not have the manpower to carry out a liquidation. The Board asks that the City act as their agent and will allow the City to deduct outstanding bills from Asian Kitchen from the proceeds. Staff proposed advertising in local papers from October 26th through November 30th. Staff is willing to set up appointments with anyone interested in looking at the materials. The bids could be opened on December 1st, with a required pickup prior to December 30th. Staff has received some interest in the vacated space, but nothing pressing. Kern made a motion to allow staff to proceed with sealed bids on behalf of Kiowa County Economic Development. Schaffer seconded the motion and it passed 4-0.

G) CITY ATTORNEY'S REPORT

There was no additional report from the City Attorney.

H) CITY ADMINISTRATOR'S REPORT

Alley Project: Staff is working on the alley east of the Crazy Mule. The alley will remain closed until October 28th.

Electric Lineman: Thayne Muntz has started his transition as an Electric Lineman Apprentice. He will be working with the electric utility, and helping as needed in streets and parks.

Water Treatment Plant: Mike Hayes returned to work last week, and started cross training in the water treatment plant. Mike spent last week in the plant to learn about the day to day processes of the facility.

Council Retreat: Please reserve November 14th starting at 5:30 pm for a council retreat. The meeting will be held in the SunChips Incubator. Sandwiches will be provided, and it is expected that the meeting will go until 8pm.

Early Voting: Please encourage your friends and neighbors to vote in the upcoming election. Early voting starts on October 19th.

Christmas Light Parade: The Power-Up organization has taken on the responsibility for the Lighted Christmas Parade, to be held Sunday, December 4th. Please encourage local businesses to contact a member of Power-Up if they are interested in participating.

Trunk-or-Treat: The annual Trunk-or-Treat event will be held on October 31st from 5:30p.m.-7p.m. The first block of Main Street will be closed for this event.

Collection Bureau of Kansas (CBK): On May 16th the council consensus was to look further into utility and court collections through CBK. After reviewing the contract, the City Administrator and City Attorney felt uncomfortable with the proposal from CBK.

Bay Street Property Deed: The previously approved deed to the City Land Bank for property known as 223 S. Bay has been filed at the Register of Deeds Office.

Colclazier Properties: Properties formerly owned by John Colclazier, which have been in abatement processes for a number of years, are beginning to see some improvements. The house on Cedar St. is receiving a new roof and the garage on S. Spruce has been resided.

I) GOVERNING BODY COMMENTS

Trummel asked about progress on the Meadowlark House. Ludwig stated that the Hayses are in the process of obtaining windows and doors from an alternate company. The Hayses have been asked to attend Council meetings but have been unable to.

Dixson announced that a group of 35 individuals from VOLT will be attending electrical training here in town the first week of December. Participants are electrical contractors and union members. They have booked the hotel for the week and will be dining in town. They plan to make a donation to the Fellowship of Christian Athletes when they attend the soup supper that follows the Lighted Christmas Parade. They have also rented the theatre and will be showing the movies Sully and Lincoln. The community will be invited to join them. They have contracted with the Media Center for their video needs. Also, one of the members has built a large Santa sled that will be brought in and donated to the City in time for the parade. A similar group will be coming from Denver November 17th – 18th. There will be 35-40 in attendance for those meetings. Dixson is encouraged by both economic opportunities that are happening at no cost to the citizens.

J) EXECUTIVE SESSION

Ludwig requested a 10 minute executive session for non-elected personnel. Trummel made a motion, seconded by Jungemann, to go into executive session until 6:55 p.m. for non-elected personnel. The motion passed 4-0. Council returned to open session at 6:55 p.m.

K) ADJOURNMENT

With nothing else to come before the Council, Dixson declared the meeting adjourned at 6:55 p.m.

Robert A. Dixson, Mayor

Christy Pyatt, City Clerk

APPROPRIATION ORD. 1087

11.07.16

CHECK #	VENDOR	REFERENCE	AMOUNT
PRE-PAID			
25058	ARAMARK	UNIFORMS & SUPPLIES	\$ 1,597.18
25059	AT&T	PHONE & INTERNET	\$ 375.30
25060	CHRISTY PYATT	MILEAGE TO KPERS TRAINING	\$ 17.28
25061	CITY OF GREENSBURG	OCTOBER UTILITIES	\$ 5,599.62
25062	D.C. & B. SUPPLY INC.	REPAIR CLAMP	\$ 418.12
25063	LAYNE CHRISTENSEN COMPANY	WT PUMP IMPELLERS	\$ 14,843.00
25064	PHILIP MOORE	MILEAGE & SALARY	\$ 245.36
25065	TAYLOR PRINTING, INC.	EMBOSSSED NOTE CARDS	\$ 315.40
25069	AT&T	PHONE & INTERNET	\$ 1,506.34
25070	BTI-PRATT	REPAIR & SUPPLIES	\$ 160.46
25071	COMMERCIAL SIGN COMPANY	SIGN LEASE	\$ 300.00
25072	DODGE CITY ANIMAL SHELTER	9/9/16 PITBULL MIX	\$ 74.00
25073	KANSAS STATE TREASURER	OCTOBER COURT FEES	\$ 121.00
25074	KIOWA CO. HEALTH DEPARTMENT	INFLUENZA VACCINE	\$ 225.00
25075	ORKIN	OCTOBER SERVICE	\$ 110.07
25076	VERIZON	MOBILE SERVICE	\$ 89.90
	****PRE-PAID TOTAL****		\$ 25,998.03
PAY			
25077	AMERICAN ROAD, LLC	ADVERTISING	\$ 532.00
25078	BLUE VALLEY PUBLIC SAFETY, INC	MAINT. CONTRACT	\$ 234.00
25079	BOLEN OFFICE SUPPLY INC.	COPIER CONTRACT	\$ 23.73
25080	BREHM SIGNS	BILLBOARD LEASE	\$ 240.00
25081	CARGILL, INC	KD CRSE SO BULK	\$ 3,215.45
25082	CHOICE BOOKS	MERCHANDISE FOR RESALE	\$ 41.15
25083	CITY OF GREENSBURG	BIG WELL RENT	\$ 5,141.40
25084	DALE FAMILY FARMS LLC	MERCHANDISE FOR RESALE	\$ 176.20
25085	DIRKS COPY PRODUCTS INC	OFFICE SUPPLIES & EQUIPMENT	\$ 803.62
25086	GREENSBURG FARM SUPPLY	SUPPLIES	\$ 621.71
25087	HEFT & SONS, LLC	FLOWABLE FILL - ALLEY PROJ.	\$ 457.00
25088	HOME LUMBER	OCTOBER STATEMENT	\$ 151.44
25089	HTMC	ADVERTISING	\$ 294.00
25090	INTERSTATE BATTERY SYSTEM	BATTERY	\$ 120.95
25091	KANSAS SAMPLER FOUNDATION	8 WONDERS GUIDEBOOK	\$ 119.80
25092	LUMINOUS NEON INC	NOVEMBER STATEMENT	\$ 1,385.50
25093	MASTERCARD	FAIR HOTEL, UT BILLS, BW POP	\$ 3,444.46
25094	NISLY BROTHERS TRASH SERV	OCTOBER SERVICE	\$ 9,111.51
25095	KANSAS ONE-CALL SYSTEM, INC.	REGULAR LOCATES	\$ 18.00
25096	PRAIRIE FIRE	COFFEE/SUPPLIES	\$ 82.80
25097	PRATT TRIBUNE	PUBLIC HEARING NOTICE	\$ 22.50
25098	SAFETY-KLEEN SYSTEMS, IN	WASHER SOLVENT	\$ 216.47
25099	SEAL MASTER	CRACKFILL COLD-POUR	\$ 2,180.78
25100	SHRED-IT USA	OCTOBER SERVICE	\$ 80.85
25101	STACY BARNES	MILEAGE	\$ 566.40
25102	STANION WHOLESALE ELEC. .	ELECTRICAL SUPPLIES	\$ 2,759.61
25103	STULL, BEVERLIN, NICOLAY & HAAS	LEGAL SERVICES	\$ 1,380.25
25104	HIGH TOUCH, INC	TAG ME CAM AGREEMENT	\$ 250.00
25105	TAYLOR PRINTING, INC	TIME CARDS/DOOR HANGERS	\$ 211.90
25106	TRAVEL INDUSTRY (TIAK)	2016 KS TOURISM CONF DISPLAY	\$ 500.00
25107	VOLZ	FUEL, ANTIFREEZE, GREASE	\$ 1,386.69
	**** PAID TOTAL ****		\$ 35,770.17
	**** REPORT TOTAL ****		\$ 97,538.37

Section 4: Pay Tables

City of Greensburg Pay Ranges for Classified Employees

Grade 00:	\$10.30 to \$14.30	Unskilled, Seasonal, Temporary, Part-Time
Grade 01:	\$10.85 to \$15.80	Billing Clerk/Receptionist Custodian
Grade 02:	\$11.40 to \$16.60	Public Utilities Maintenance Worker Public Works Maintenance Worker
Grade 03:	\$12.00 to \$17.45	
Grade 04:	\$12.60 to \$18.35	
Grade 05:	\$13.25 to \$19.30	Mechanic
Grade 06:	\$13.95 to \$20.40	Electrical Lineman
Grade 07:	\$14.65 to \$21.50	
Grade 08:	\$15.40 to \$22.60	
Grade 09:	\$16.20 to \$23.75	City Clerk City Treasurer Convention and Tourism Director
Grade 10:	\$17.00 to \$24.95	Public Works Superintendent
Grade 11:	\$17.90 to \$26.25	
Grade 12:	\$18.80 to \$27.60	Public Utilities Superintendent

**CITY OF GREENSBURG---JOB DESCRIPTION
ELECTRICAL LINEMAN**

Department: Utilities
Reports to: Public Utilities Superintendent
FLSA Status: Non-Exempt (eligible for overtime pay)
Salary Grade: o6
Retirement: KPERS
OSHA Electrical Distribution
Blood borne Pathogens

POSITION SUMMARY

Under the supervision of Utility Superintendent, the Electrical Lineman performs skilled work in the construction and maintenance of the electric distribution system for the City of Greensburg. The employee in this position is responsible for exercising judgment as to the details of assigned work within prescribed operating procedures. The Electrical Lineman is responsible for maintenance of power lines, electrical equipment and transformers. Work is conducted in potentially hazardous conditions due to the presence of energized electrical conductor and accessories. Work is performed according to departmental procedures, practices, and safety regulations of the City of Greensburg and industry standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Takes charge of situations and the crew when the need arises.
- Makes firm decisions that affect the safety of the crew and equipment.
- Works on all single phase to three phase application in the electrical distribution system.
- Trims trees and climbs poles where not accessible to bucket truck.
- Drives bucket truck and operates/works from bucket truck/climbs and works from ladder.
- Operates chain saws, tree pruners and ladder.
- Works with high voltage using hot stick and/or rubber gloves.
- Trouble shoots electric distribution problems.
- Builds and connects transformer banks.
- Must wire according to color code.
- On-call duty required.
- Sets and replaces electric poles.
- Sets pad mounts and hangs transformers.
- Builds single phase and three phase meters.
- Makes stress cones for underground primary.
- Installs underground primary and secondary.
- Operates trencher and backhoe for installation.
- Installs street light poles, street lights and wiring

MARGINAL FUNCTIONS

- **Complies with city ordinances and policies.**
- **Assists other departments and performs other duties as deemed necessary or assigned.**

POSITION REQUIREMENTS

Experience: A minimum experience of five years with a construction crew on electrical distribution, four of which must be in an approved Apprentice Program. Completion of the Apprentice Program will be a required for employment.

Education: High School diploma or GED is required.

License/Certification: Requires possession of a valid Kansas Commercial Drivers License (CDL). Must be insurable by the City's insurance carrier.

Knowledge, Skills and Abilities: Ability to provide leadership to other electrical crew members in a safe manner. Ability to make decisions that will affect crews and equipment. Ability to take charge of a crew when on call nights and weekends. Thorough knowledge of all primary circuit feeds, load consumption, metering ratios, electrical hook-ups, safety procedures and all types of transformer banks. The ability to operate a bucket truck, tension equipment, electrical test equipment and meters, fault locators and other related equipment. Full knowledge of all circuits and circuit breakers and switches for switching safely. The ability to communicate by phone or in person to the public and other city employees. The ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public and use professional judgment, honesty and integrity in decision-making.

Problem Solving: Problem solving is a fundamental requirement of this position. For example, problems may include repairing lines and poles in adverse weather conditions and determining when electrical wires are hot.

Decision Making: Extensive decision making is a factor in this position. Decisions include determining that all connections are proper and tight, when to shut down electricity for maintenance and repair, what safety equipment is used in a particular operation.

Supervision: Supervision is provided by the City Utility Superintendent when applicable. Job related decisions are reviewed by the Utility Superintendent. Employee will have supervisory responsibilities over other employees on occasion.

Financial Accountability: This employee is not responsible for budgetary control of the department and does not participate in the annual departmental budget process.

Personal Relations: Frequent contact with other City departments and the general public.

Working Conditions: Adverse weather conditions and working with live power lines and electricity are factors in this position.

Special Conditions: Employee must have a personal phone and make their phone number available so they may be contacted when necessary.

Physical Requirements: This position operates primarily in the field. Requires physical ability to get into easements not accessible by trucks, climb poles, pull wire, lift up to one hundred (100) pounds, and move in and out of a bucket or ditch. Required ability to operate various types of motorized vehicles. Requires mobility, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

- 5:30-5:40 Open Meeting – Summary / Dinner- Sandwiches
- 5:40-6:00 Introductions
-What brought you to Greensburg?
-What motivated you to run for City Council?
- 6:00-6:10 What makes Greensburg home? (things, people, feelings, tastes, programs, stories...)
- 6:10-6:50 Economic Development
-Industrial Park
-Airport
-Land Bank
-Business Incubator
-Relationship with the County/Other Cities
- 6:50-7:00 Break
- 7:00-7:20 Beautification
-Blighted Properties
-City Trails and Parks
- 7:20-7:45 City Services
-Policing
-Streets
-Utilities
- 7:45-8:00 Therefore What? / Conclusions

**Greensburg City Council
July 5, 2016
City Hall**

C) ROLL CALL & APPROVAL OF THE AGENDA

Council present: Matt Christenson, Mark Trummel, and Rick Schaffer. Sandy Jungemann and Haley Kern were absent. City Administrator Kyler Ludwig stated that Staff had provided an amended Appropriation Ordinance 1079 and requested Council add business item F6, Lease agreement for the Industrial Park, to the agenda. Trummel made a motion to approve the agenda with the amended Appropriation Ordinance and requested agenda item. Christenson seconded the motion and it passed 3-0.

F) ITEMS OF BUSINESS

1. Public Arts Committee Presentation

Judy Kirk, 10th Anniversary Public Arts Committee Chair, presented Council with a packet that introduced photos of 3 art pieces the committee is considering to commemorate the 10th anniversary of the tornado that destroyed Greensburg. Information for each piece included a proposed installation site (City property) and cost estimates. Kirk described the mission given to the committee by Ludwig, listed the committee members, and the nature of their discussions.

Of the three pieces of art, the committee prefers "Barrel Art" and has found a potential grant to fund the majority of the cost (approx. \$18,265). They would like to locate the piece on the old city hall location (239 S. Main). "Triple Eclipse" is the second choice of the committee at an approximate cost of \$16,550. The proposed location would be the on the gray, brick pavers across the street from City Hall. Kirk is working with a potential donor toward the project. "Karg Sculpture" is the committee's third choice. They would like to see it placed on the concrete slab to the south of the Incubator. The electrician bidding the project would like to see a light placed on top of the Incubator to shine down on the art. This project is estimated to cost \$44,750. Kirk requested permission for the art to be placed on the proposed locations, additional grass seeding across from City Hall, additional sidewalk across from City Hall, Staff assistance with the electric portions of the projects, and financial support. The Committee has partnered with 5.4.7. Art Center for 501C3 status. The creation of a community foundation to accept tax deductible donations for city projects has been suggested to the committee.

Christenson discussed in kind donations of property, grass, staff assistance with grant applications and electricity. Dixon asked Staff if the tan bricks across from City Hall were designated parking. They are not. Dixon also asked if the street lights across from City Hall would cause a visual issue should art be placed on the pavers. Kirk stated that they would actually provide lighting for the project, which would be centered between the poles. Trummel asked more specifics on dimensions and construction of the art pieces. City Attorney Gordon Stull advised that any donations made to the City are tax deductible and can be set aside in a non-budgeted fund.

It was the consensus of the Council that the committee move forward, looking for funding opportunities.