

**CITY OF GREENSBURG  
REGULAR CITY COUNCIL MEETING  
300 SOUTH MAIN GREENSBURG, KANSAS  
MONDAY, NOVEMBER 6, 2017  
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 16, 2017
2. Appropriation Ordinance
  - a. Ordinance #1111

**F) ITEMS OF BUSINESS**

1. 903 N Sycamore Discussion
2. Health Insurance Approval
3. Cost of Living Adjustment

**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](mailto:administrator@greensburgks.org) or call City Offices at 620-723-2751.

**Greensburg City Council  
October 16, 2017  
City Hall**

**A) CALL TO ORDER**

Mayor Robert Dixon called the October 16, 2017 meeting to order at 6:00 p.m.

**B) PLEDGE OF ALLEGIANCE & INVOCATION**

The Pledge of Allegiance was said. No invocation was given.

**C) ROLL CALL & APPROVAL OF THE AGENDA**

Council Present: Haley Kern, Mark Trummel, Sandy Jungemann, and Rick Schaffer. Absent: Matt Christenson. Trummel made a motion to approve the agenda as presented. Jungemann seconded. Motion passed 4-0.

**D) CITIZEN COMMENTS**

Dixon welcomed those in attendance and opened the floor for citizen comments, of which there were none.

**E) CONSENT AGENDA**

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

**F) ITEMS OF BUSINESS**

**1. 903 N. Sycamore Discussion**

On September 5<sup>th</sup>, Council voted to delay abatement of property located at 903 N. Sycamore if established deadlines were met. City Administrator Kyler Ludwig reminded Council that the first deadline was for the structure to be attached to a foundation prior to October 7<sup>th</sup>. Doors, windows, and house wrap were to be installed by October 14<sup>th</sup>. Owner Arrow Zanghi has been working toward these goals; however, as of today, none of them have been completed. Staff was previously asked to bring the case back to Council if a deadline was not met.

Arrow Zanghi was present and was asked to update the Council. Zanghi answered that Staff had made a phone call to his house mover and that they knew more about the situation than he did. He stated that he had the foundation ready 2 weeks ago. Zanghi stated that he does not plan to wrap the structure until he installs OSB. The north side of the structure has OSB.

City Clerk Christy Pyatt stated that she was asked today to contact the house mover for an update. She was advised that he had been delayed at another project, but that he intended to be in town today to look the site over and had planned to stop by City Hall. The mover said that he intends to move his truck down to the site tomorrow and have the structure set sometime this week. Zanghi replied that as of 10 minutes prior to the meeting, the mover had not been at the site.

Ludwig asked Council if they wanted Staff to bring the issue back to them if future deadlines are not met. The next deadline on Zanghi's schedule is October 31<sup>st</sup>, at which point the structure should be set, windows and doors installed, the exterior wrapped, the existing shingles removed, and the roof wrapped. Kern stated that it would be nice to have an update on the project at the November 6<sup>th</sup> meeting.

**2. Airport Construction Contract**

Lochner has advised that construction contracting generally takes 3 week. EJA Dozier would like to begin work in November on construction of the 4000'x60' turf runway and parking lot at the new airport. The

contracts are still being reviewed by RJA, but to help expedite the overall process, Staff recommended Council approve the construction contract pending approval by the City Attorney or call a special meeting to approve the contract. Trummel noted that he had gone out to the property and observed that grass had been swathed and baled. Ludwig stated that Mike Hayes, Street Superintendent, had a contact that had done the swathing and baling. Trummel made a motion to approve the construction contract between the City of Greensburg and RJA Dozer upon approval by the City Attorney. Schaffer seconded, and the motion passed 4-0.

### **3. Fire Truck Donation**

In 2007 the City received a 1976 E1 Ford fire truck as a donation from the City of Shawnee. Fire Chief Jay Koehn has advised that he is looking to clear space in the fire house and that the truck is not being utilized. The Mullinville Fire Department, under the command of Clarence Banzent, has expressed interest in the vehicle. The City of Mullinville is in need of a pumper truck. Mullinville has a Council meeting tonight and will discuss whether or not they would be willing to accept the donation. Koehn also reported that there are some mechanical issues and hoses that need to be replaced on the truck. This would be done at the expense of the City of Mullinville. Trummel voiced that he would like to see the truck utilized by a department that needs it. Schaffer made a motion to donate the 1976 Fire Truck to the City of Mullinville Fire Department. Kern seconded the motion. Motion passed 4-0.

### **4. Utility Billing – Electronic Billing**

Ludwig presented an eBilling option available through the city's software company. City utility bills are currently printed off site through Postalocity. The service costs the City approximately \$1/bill/month, a total of \$5,000/year. eBilling would have an initial start up cost of \$642.50, with an annual cost of \$100. The investment would allow for interested customers to select eBilling over paper bills. If a customer received an eBill they would get an email with their bill and the City's newsletter each month. Ludwig suggested setting up an incentive to kick-start the program and encourage residents to participate. The incentive may also be used to encourage direct deposit paying of utility bills. Ludwig suggested 2 incentive options. Option #1: One time \$10 off utility bill. Option#2: Gift card/prize drawing for participants (i.e. theatre, restaurants and local shops).

Kern asked about current mailing and ACH statistics. Ludwig reported approximately 400 mailed invoices monthly and 100 ACH payments. Those utilizing ACH payment currently receive a paper invoice and newsletter. Discussion was had on the savings in postage, processing, and paper usage. Ludwig explained that utilizing eBilling will not save staff time. Staff would process the bills as they normally would, with an extra step of sending the eBills. Staff would also need to collect email addresses from customers wishing to participate and mark the account as an eBill account in the utility billing software. Dixon asked at what point the postage charged by Postalocity would increase due to less bulk mail being submitted. This would not be the case, as the city is charged per bill. Discussion was had on other possible options for incentives. Trummel asked about utilizing the local paper to inform citizens of the options available to them.

Kern made a motion, seconded by Jungemann, to move forward with eBilling. The motion passed 4-0. Trummel made a motion, seconded by Kern, to offer customers a one time \$10 credit on their utility bill for utilizing the service. The motion passed 4-0.

### **5. 3<sup>rd</sup> Quarter Financials**

Ludwig presented a brief report of 3<sup>rd</sup> Quarter Financials. Two charts were made available in the meeting packet. Ludwig pointed out that the Parks expenditures appear high because the trees for Starlight Park were purchased through that fund. Grant funds received for the project were shown as revenue rather than a negative expenditure. The Electric Fund shows lower expenditures due to decreased usage/purchasing. Revenue for Electric is also decreased due to an increase in transmission costs, in addition to reduced

usage. The Trash Fund shows a decrease in expense for the this quarter as the agreement between the City and County to place funds in a reserve has been fulfilled.

**G) CITY ATTORNEY’S REPORT**

City Attorney Clayton Kerbs was not present at the meeting.

**H) CITY ADMINISTRATOR’S REPORT**

**Business Incubator:** Staff went with a bid from Adams Electric totaling \$1,137 for repairs to the broken heat pump at the Incubator. There is an additional cost if the compressor needs to be replaced. Market 54 has backed out of their lease, and will not be occupying the ground floor office formerly occupied by Main Street Massage.

**Health Insurance:** A meeting has been set up with Blue Cross on October 19<sup>th</sup> to review the proposed 2018 health insurance costs. This proposal will be brought to the governing body on November 6<sup>th</sup> for review and approval.

**ICMA Conference:** Ludwig will be attending the ICMA annual conference and will be out of the office next week (October 21<sup>st</sup>-26<sup>th</sup>).

**Trunk-or-Treat:** The Chamber has submitted a road closure permit for their annual Halloween event. The closure will be approved administratively.

**Chamber of Commerce:** Jill Eller has stepped down as the president of the Kiowa County Chamber of Commerce, and Mike McBeath has filled that role.

**Airport Groundbreaking:** Staff is working with Lochner on scheduling for the airport groundbreaking, but it is tentatively scheduled for November 3<sup>rd</sup>. More details will be released when they are available.

**Municipal Election:** The municipal election is scheduled for November 7<sup>th</sup>. There are 5 names on the ballot with the top 3 candidates taking office on January 8<sup>th</sup>, 2018. There will need to be a special meeting on January 8<sup>th</sup> to swear in elected Council Members.

**KPP Rate Forum:** The KPP Rate forum is scheduled for November 2<sup>nd</sup>. This is an opportunity for members to review the proposed budget and rates for the upcoming year. Any member of the governing body may attend, and can register at [www.kpp.agency](http://www.kpp.agency).

**Backyard Fowl Permit:** An application for a backyard fowl permit has been received for the property 216 West Grant. Staff has mailed out notices to neighbors within 200 feet of the property.

**I) GOVERNING BODY COMMENTS**

Dixson stated that the time for the November 3<sup>rd</sup> airport ground breaking should be chosen and those who can attend will be there. Ludwig advised that Lochner will be sending invitations out. Lochner plans to invite State Representatives, as well as representatives of KDOT. Staff will help develop a guest list.

**J) ADJOURNMENT**

Dixson declared the meeting adjourned at 6:34 p.m.

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Robert A. Dixson, Mayor

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Christy Pyatt, City Clerk

**APPROPRIATION ORD. 1111**

11.03.2017

CHECK #	VENDOR	REFERENCE	AMOUNT
<b>PRE-PAID</b>			
25993	KANSAS POWER POOL	ELECTRIC PURCHASE	\$ 46,446.07
25998	AT&T	PHONE & INTERNET	\$ 522.88
26000	AT&T	PHONE & INTERNET	\$ 189.84
	<b>*****PRE-PAID TOTAL*****</b>		<b>\$ 47,158.79</b>
<b>PAID</b>			
26001	AMERICAN FIRE SPRINKLER CORP	ANNUAL INSPECTION	\$ 175.00
26002	AT&T	PHONE & INTERNET	\$ 1,575.60
26003	BOLEN OFFICE SUPPLY INC.	COPY PAPER CONTRACT	\$ 18.01
26004	BRANDONS GUNS	WINCHESTER PDX1 223, FED AM	\$ 78.48
26005	BREHM SIGNS	HIGHWAY LEASE AGREEMENT	\$ 240.00
26006	BTI - PRATT	REPAIR & SUPPLIES	\$ 117.80
26007	CHOICE BOOKS	RETAIL ITEMS	\$ 87.58
26008	CITY OF GREENSBURG	BIG WELL RENT / UTILITIES	\$ 10,454.51
26009	DATA TECHNOLOGIES, INC.	2018 SUMMIT LICENSE FEE	\$ 4,016.59
26010	DODGE CITY TIRE CENTER	TIRES AND MOUNTING	\$ 1,576.22
26011	DPC ENTERPRISES, L.P.	CHLORINE 15 #CYL	\$ 813.16
26012	GREENSBURG FARM SUPPLY	PARTS AND SUPPLIES	\$ 1,045.83
26013	HOME LUMBER	ROOFING	\$ 715.44
26014	HTMC	SEASONS GREETINGS	\$ 294.00
26015	inteGREEN SERVICES, INC	CHECKED HEAT PUMP 2 HOURLY	\$ 152.00
26016	INTERSTATE BATTERY SYSTEM	BATTERIES	\$ 572.80
26017	J.P. COOKE CO.	2018 DOG TAGS	\$ 84.31
26018	KERBS LAW OFFICE	LEGAL SERVICES	\$ 320.00
26019	KIOWA CO. HEALTH DEPARTMENT	INFLUENZA VACC	\$ 160.00
26020	KIOWA CO. MEDIA CENTER	WATER/ WAYS EXHIBIT	\$ 182.52
26021	KIOWA CO SOLID WASTE	3 YARDS C-D	\$ 30.00
26022	KANSAS MUNICIPAL UTILITIES	UNDERGROUND WORKSHOP REG	\$ 690.00
26023	KS ONE-CALL SYSTEM, INC	811 DIG	\$ 27.60
26024	LOCHNER	AIRPORT DESIGN	\$ 11,312.93
26025	LUMINOUS NEON INC	SIGNS LEASE	\$ 875.00
26026	MASTERCARD	FAIR TIME MOTEL	\$ 2,631.82
26027	NISLY BROTHERS TRASH SERV	TRASH SERVICES	\$ 9,329.43
26028	OFFICE SOLUTIONS	ANTIVIRUS, OFFICE SUPPLIES	\$ 436.50
26029	ORKIN	INCUBATOR	\$ 119.98
26030	PRATT TRIBUNE	WATER WAYS	\$ 180.00
26031	SPORTS PROMOTION NETWORK	FOOTBALL SPONSORSHIP	\$ 454.99
26032	STACY BARNES	MOTHER EARTH FAIR TOPEKA/	\$ 661.02
26033	THAYNE MUNTZ	MILAGE TO McPHERSON AND BACK	\$ 135.00
26034	TMHC SERVICES, INC	DRUG TEST	\$ 72.50
26035	UNIFIRST CORPORATION	INVOICES FOR 9/26-10/17	\$ 452.48
26036	USD 422	2017-18 YEARBOOK AD	\$ 100.00
26037	VERIZON	PHONES	\$ 95.95
26038	VOLZ	FUEL	\$ 1,482.21
	<b>***** PAID TOTAL *****</b>		<b>\$ 51,767.26</b>
	<b>***** REPORT TOTAL *****</b>		<b>\$ 98,926.05</b>

City of Greensburg  
City Council Meeting  
November 6, 2017

**TO:** Mayor and City Council  
**SUBJECT:** 903 N. Sycamore-  
**INITIATED BY:** City Council

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**Background:**

Since January of 2017 the property at 903 N. Sycamore has been discussed on a regular basis with the City Council. An abatement process was started, but action on the abatement was delayed when council gave Mr. Zanghi additional time to complete his housing project.

The motion on September 5<sup>th</sup> delayed abatement if established deadlines were met. The first deadline was for the home to be attached to a foundation prior to October 7<sup>th</sup>, 2017. This deadline was not met, but since the last council meeting the home has been placed on a foundation.

At the October 16<sup>th</sup> meeting Arrow stated he would not have trouble meeting the other deadlines on the property, which included a deadline of October 31<sup>st</sup> to have the shingles removed and the house wrapped in preparation for a new siding and shingles. A porch was also planned to be built prior to the first freeze which took place on October 31<sup>st</sup> (we are yet to have our first “hard freeze” 28 or lower). None of the other deadlines have been met.

Council indicated at the last meeting they would like to speak with Mr. Zanghi again to discuss his progress on the project.

**Recommendations/Actions:** It is recommended the City Council:

Discuss the development plan of 903 N. Sycamore.

**Attachments:**

Property Photo, Development Plan

Arrow 903 N Sycamore St  
Work Plan

Pour Footing / lay block Foundation  
Place Awn / by October 7<sup>th</sup>

Install windows + Doors

Wrap Awn with house wrap

} By 14<sup>th</sup> Oct

Remove Shingles / cover roof with roof wrap

(By 31<sup>st</sup>)

Perch installation - ~~Before~~ Freeze

↖ Siding

↖ Roof ~~wrap~~ Cover

Home to be dried-in in preparation  
for winter

↘ Siding

↘ Roofing Cover





**City of Greensburg  
City Council Meeting  
November 6, 2017**

**TO:** Mayor and City Council  
**SUBJECT:** BCBS Renewal  
**INITIATED BY:** City Administrator

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**Background:**

The City of Greensburg has used Blue Cross Blue Shield of Kansas as our health insurance provider since 2014. The City currently offers the “BlueCare Premier SG Choice” package for employees and family members. The City pays 80% of the health insurance costs.

**Analysis:**

Blue Cross Blue Shield of Kansas has provided a quote for continued coverage at \$5,480.21 per month. Staff has reviewed each departments budget, and has found that all funds have sufficient budgets allocated for insurance in 2018.

Insurance Rate Increase

2016- 7.8%  
2017- 15.0%  
2018- 12.8%

The increase is not evenly applied to all employees, and those with children will see a more dramatic rate increase. Rates for children under 21 increased from 25-60%. The only change to the coverage is the out of pocket and deductibles for out of network expenses.

Staff recommends looking into bids for providers next year to see if other companies are more competitive.

**Financial:**

The City has adequately budgeted for the increases in Health Insurance.

**Recommendations/Actions:** It is recommended the City Council:

Approve Blue Cross Blue Shield of Kansas as the City’s Health Insurance provider.

**Attachments:** Exhibit A: BCBS Flyers, Exhibit B: Budget Analysis

## 2018 Greensburg Health Insurance Costs

	Healthcare Cost Estimate	2018 Budget	Remaining Budget Authority
Admin	\$10,983.77	\$11,000.00	\$16.23
Police	\$0.00	\$4,000.00	\$4,000.00
Parks/Streets	\$5,180.11	\$9,000.00	\$3,819.89
Electric	\$26,952.07	\$37,000.00	\$10,047.93
Water	\$7,092.38	\$8,200.00	\$1,107.62
Sewer	\$1,297.80	\$4,500.00	\$3,202.20
Big Well	\$3,307.92	\$4,500.00	\$1,192.08
Tourism	\$3,307.92	\$4,500.00	\$1,192.08

\*Average Increase of 13% cost to cover children increased by 25-60%

	Single	Family	Out of Network
Deductible	\$1,500.00	\$3,000.00	\$3,500/\$7,000
Coinsurance	20%	20%	50%
Max Out-of-Pocket	\$4,500.00	\$9,000.00	\$10,500/\$21,000
Office Visits	\$25 copay for 5 visits		deductible/coins
Specialists	\$50 copay		deductible/coins
Emergency Room	\$300 copay		

**City of Greensburg  
City Council Meeting  
November 6, 2017**

**TO:** Mayor and City Council  
**SUBJECT:** COLA-2018  
**INITIATED BY:** City Council

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**Background:**

The City Council annually reviews changes in the cost of living and makes adjustment to employee wages based on the Consumer Price Index for Urban Wage Earners (CPI-W). The Cost of Living Adjustment (COLA) has historically been scheduled to take effect at the beginning of the upcoming year.

**Analysis:**

The last CPI-W reviewed by the governing body was in September of 2016 (235.495). The rate in September of 2017 increased to 240.939 an increase of 2.3%.

During the 2018 budget process a 1% COLA was placed into the budget and approved. After reviewing the budget staff feels that funds are adequate to approve a 2% COLA increase for 2018.

**Recommendations/Actions:** It is recommended the City Council:

Approve a 2% COLA to take effect in January of 2018 to reflect the changes in the CPI since 2016.

Approve the prepared resolution which amends the pay scale to reflect the 2% COLA

**Attachments:**

## Section 4: Pay Tables

### City of Greensburg Pay Ranges for Classified Employees

<b>Grade 00:</b>	<b>\$8.80- \$15.17</b>
Unskilled, Seasonal, Temporary, Part-Time	
<b>Grade 01:</b>	<b>\$11.51- \$16.76</b>
Billing Clerk/Receptionist Custodian	
<b>Grade 02:</b>	<b>\$12.10-\$17.61</b>
Public Utilities Maintenance Worker Public Works Maintenance Worker	
<b>Grade 03:</b>	<b>\$12.73-\$18.51</b>
<b>Grade 04:</b>	<b>\$13.36-\$19.46</b>
<b>Grade 05:</b>	<b>\$14.06-\$21.25</b>
Mechanic	
<b>Grade 06:</b>	<b>\$14.80-\$21.64</b>
<b>Grade 07:</b>	<b>\$15.54-\$22.81</b>
<b>Grade 08:</b>	<b>\$16.34-\$23.97</b>
<b>Grade 09:</b>	<b>\$17.19-\$25.19</b>
City Clerk City Treasurer Convention and Tourism Director	
<b>Grade 10:</b>	<b>\$18.03-\$26.47</b>
Public Works Superintendent Electrical Lineman	
<b>Grade 11:</b>	<b>\$18.99-\$27.85</b>
<b>Grade 12:</b>	<b>\$19.94-\$29.27</b>
Public Utilities Superintendent	

**City of Greensburg**

**Resolution 2017-\_\_\_\_\_**

**A RESOLUTION AMENDING THE POSITION CLASSIFICATION AND PAY PLAN FOR THE CITY OF GREENSBURG, KANSAS AND RESCINDING THE PREVIOUSLY ADOPTED POSITION CLASSIFICATION AND PAY PLAN ADOPTED BY THE GREENSBURG CITY COUNCIL.**

**WHEREAS**, Kansas Statutes provide that a city may exercise the powers of home rule to determine local affairs, and the City of Greensburg, Kansas is a City of the Third Class as defined by Kansas Statute; and

**WHEREAS**, the City of Greensburg has by the adoption of Charter Ordinance no. 13, exempted the City of Greensburg from the provisions of K.A.S. 15-204 in order to define the management responsibilities of the City Administrator; and

**WHEREAS**, the City of Greensburg has established a pay plan, position descriptions and personnel policies for all City of Greensburg employees in the form of a Position Classification and Pay Plan document and a Personnel Policy Handbook to establish an equitable pay system based upon merit performance to be administered by the City Administrator:

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GREENSBURG, KANSAS** that the following amendments be made to the adopted Position Classification Pay Plan:

- The Pay Tables be amended to reflect the COLA approved by City Council on November 6, 2017.
- Rescind the previously adopted Position Classification and Pay Plan.

**BE IT FURTHER RESOLVED** that amendments to the City of Greensburg Position Classification and Pay Plan are hereby adopted effective immediately.

**Passed and adopted this 6th day of November 2017.**

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Robert A. Dixon, Mayor

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Christy Pyatt,  
City Clerk