A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

D) CITIZEN COMMENTS
   A resident may address the Council on subjects that are not on the Agenda. 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 – September 21, 2015
   2. Appropriation Ordinance
      a. Ordinance #1961

F) ITEMS OF BUSINESS
   1. Pool Project Financial Report
   2. Discussion on Commercial Vehicle Parking
   3. Discussion on Electric Utility Staffing
   4. Change in Municipal Elections

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
Greensburg City Council
September 21, 2015
City Hall

A) CALL TO ORDER
Mayor Robert Dixson called the meeting to order at 6:00 p.m. on September 21, 2015.

B) PLEDGE OF ALLEGIANCE AND INVOCATION
The Pledge of Allegiance was said. The invocation was given by Pastor Jeff Miller.

C) ROLL CALL & APPROVAL OF THE AGENDA
Council present: Matt Christenson, Mark Trummel, Sandy Jungemann, Rick Schaffer, and Haley Kern. Trummel made a motion to approve the agenda as presented. Kern seconded the motion. The motion passed 5-0.

D) CITIZEN COMMENTS
Dixson welcomed citizens to the meeting and opened the floor for comments regarding non-agenda items. Ruth Anne Wedel, representing the board of Greensburg GreenTown, advised that she was available to answer questions regarding the GreenTown tour book (agenda item G3). Wedel explained that City Administrator Kyler Ludwig had asked her several questions regarding the book, which she found difficult to answer. GreenTown Staff spent two years working on the book. Ads were sold at various prices (1/2 price, free to GreenTown Membership, in exchange for merchandise, etc.) Original cost of printing was $7,000. Wedel explained that the ads were not as profitable as originally hoped; however, Wedel finds it difficult to measure the valuable impact of the book. Wedel assured Council that she has been given the legal right to authorize the sale of the tour books.

E) CONSENT AGENDA
Jungemann made a motion, seconded by Christenson, to approve the Consent Agenda as presented. The Motion passed 5-0.

F) ITEMS OF BUSINESS
1. KPP - Presentation
Mark Chesney, KPP, briefly updated Council on KPP activities. Two months ago KPP closed on bond issuance to purchase additional Dogwood Power Plant. During that process, KPP’s bond rating increased which lowered the borrowing cost. The annual KPP retreat was held recently. Among the many topics discussed at the retreat was the prospect of investing in transmission assets. KPP is now 20% renewable energy with their acquisition of a wind farm in Marshall County. Chesney will provide a retreat binder to Ludwig which contains documentation of all items discussed at the retreat.

2. Donation Request - Circles
Amy McDonald, representing the local chapter of Circles USA, gave an overview of the organization’s mission to end generational poverty in Kiowa County and the establishment of the organization in Kiowa County through Youth For Christ. Recently, Circles graduated its first class with 20 participants. Phase 2, an 18 month commitment, has now begun with 16 families moving on as “circle leaders”. The group meets every Monday at the Methodist Church and is looking for community volunteers to serve as allies and resource teams. McDonald requested Council consider a quarterly financial donation to provide one meal for the participating families. Each Monday they feed 50-60 people at a cost of $75-$100.
Ludwig requested direction from Council. A brief discussion was held. Though he finds value in the program, Christenson reminded Council of previous efforts to move away from donations to non-profits. Kern made a motion to approve a donation of $100/quarter to Circles of Kiowa County. Trummel seconded the motion. The motion passed 5-0.

3. GreenTown Donation – Green Tour Book
Ludwig advised Council that on September 8th the Tourism Board made a motion to donate $5,000 to GreenTown. In return Tourism would receive the remaining printed copies of the green tour book, the digital file for the book, and the copy right. Council was asked to approve or deny the donation recommended by Tourism. Tourism has a purchasing authority up to $5,000.

Christenson questioned the use of the word donation vs. purchase of the copyright. Wedel advised that she had submitted an invoice to Tourism for less than $5,000; however, the motion made at tourism was for a donation of $5,000. Wedel valued the printed books at $2 each and offered the digital file for $300. Ludwig advised that City Attorney Gordon Stull has prepared a contract for the copyright purchase.

Stacy Barnes, City Tourism Director, stated that she feels the book is a valuable document. She would like to use the digital file at the Big Well, on touch screens previously purchased to educate the public on sustainability.

Trummel and Schaffer voiced that they would prefer purchasing the digital file only, as the book has not been updated recently. Wedel advised that if Council did not want to purchase the printed books, she will not sell the digital copy for $300. Jungemann feels that a majority of the information in the printed book is current and agreed that the printed copies have value. Christenson would prefer a purchase rather than donation, reiterating Council’s desire to move away from donations to non-profits.

Jungemann made a motion to approve the purchase recommended by Tourism. The motion died for lack of a second. Christenson made a motion to send the topic back to Tourism for further discussion. Trummel seconded the motion. Motion passed 4-0 (Kern abstaining).

4. Meadowlark – Formal Hearing Resolution
Ludwig presented Council with a Resolution calling for a public hearing to be held November 16th at 6:00 p.m. to discuss the possible abatement of the Meadowlark House, located at 409 S. Sycamore. Staff will formally notify the property owner, the County and all lien holders.

Wedel updated Council on the progress of GreenTown’s intent to sell the Meadowlark House. Wedel has spoken to Heft and Sons who say they will not be filing a lien and has a meeting with Diamond Roofing in the coming days regarding their lien. No contract has been signed for an auction date. GreenTown has also begun advertising the Silo House for sale, across the street from the Meadowlark.

Ludwig advised that Scott Brown, Brown Auction & Real Estate, has voiced to him that he will not auction the property prior to all liens being cleared.

Wedel advised that there is no reserve set on the property at this time. She would like the proposed Resolution to state that the abatement process will start over if the property comes under new ownership. Christenson reiterated Council’s policy to end abatement processes and work with new land
owners to bring properties into compliance. Ludwig feels that stipulations on the abatement are better suited for the next Resolution, to be considered during the advertised public hearing.

Wedel advised that in February 2015 she was appointed Board Chair of the GreenTown Board.

Trummel made a motion to approve Resolution 2015-12 as presented. Jungemann seconded the motion. The motion passed 5-0.

5. Green Electric Sign Company Partnership
Ludwig directed Council to the initial agreement made between the City and Green Electric Sign Company (GEC). Ludwig discussed Staff’s interaction with GEC and Staff’s growing concern of the project. GEC has requested contact information for potential local donors, as well as City funded incentives to entice potential donors. Ludwig stated that Indiegogo crowd fundraising campaigns for projects in excess of $100,000 have a success rate less than 1%. According to Indiegogo’s terms and conditions “Indiegogo does not represent that Campaign Owners will deliver Perks or that Contributions will be used as described in the Campaign.” Following a failed crowd-funding campaign GEC would be able to hold onto the donated funds until the full amount is raised (after Indiegogo takes a 4% cut). Shaffer made a motion to terminate the City’s Letter of Intent with GEC. Trummel seconded the motion. The motion passed 5-0.

6. Land Bank Policy
City Attorney Gordon Stull recommended an amendment to the current Land Bank Policy that would provide the City flexibility to use means beyond title insurance to report on the property title. As proposed, the amendment would no longer require the donating owner to provide title insurance but would allow the Land Bank to waive title report fees and either pay for the insurance through the bank or have the City Attorney’s office research the title. Trummel made a motion to approve the amendment as proposed. Jungemann seconded the motion. The motion passed 5-0.

7. Utility Disconnect Policy
Under the authority of City Ordinance 15-107 City Staff can disconnect utility customers for failure to pay. In an effort to work with those in need the administrator has given extensions based on discretion. No written policy has been created on payment extensions, which could give the appearance of favoritism. The City has a “cold weather rule” passed on November 26, 1990 and amended on October 17, 2011. This rule prohibits electric shut offs during extreme cold times, and allows for payment plans based on need during winter months. Ludwig had drafted an administrative policy to clarify a formal process for extending the utility payment deadline and to prohibit electric shut offs during extreme heat. Ludwig discussed the proposed policy. Currently staff is not authorized to reconnect homes with service outside of City Hall hours. Council may want to look into adding an afterhours/holiday reconnection fee to Ordinance 15-105. Kern made a motion to approve the proposed policy and to authorize staff to look into after hours reconnection. Jungemann seconded the motion made by Kern. The motion passed 5-0.

8. Swimming Pool Policies
Ludwig advised that it is unclear if the current pool policy manual dated 2011 was approved by Council. Policies governing hours of operation, swimming lessons, fees, pool parties, weather closures, and concession sales were amended by Council on June 1, 2015. Council has requested that the policies be reviewed to determine if additional changes are needed prior to the 2016 season. Staff offered the following changes for consideration at a later date.
Hours – Shorten regular hours to 1-7 pm. This year attendance was low from 7-8 pm.
Concessions - The City will manage concessions to be sold by staff.
Weather Closures – Close when lightening is within 10 miles (U.S. Lifesaving Association recommendation).
Swim Lessons – Have City staff manage swim lessons.
Included in the agenda packet was a list of additional items that Council may want to consider.

Dixson encouraged Council to send citizens with concerns or suggestions to Ludwig, who will begin to compile proposed changes to policy. Dixson mentioned possibly not charging adults dressed in street clothes who are accompanying children to the pool. He also mentioned not closing the pool for low attendance in case visitors come from out of town. Council will continue their discussion on policies at a later date.

G) CITY ATTORNEY’S REPORT
There was no report from Stull, who asked for a 10 minute executive session for attorney client privilege. Christenson made a motion to go into executive session until 7:40 p.m. for the purpose of attorney client privilege. Kern seconded the motion. The motion passed 5-0.

H) CITY ADMINISTRATOR’S REPORT
Council returned to open session at 7:40 p.m. Ludwig presented a copy of a prepared City Administrator’s Report. The following topics were discussed in the report:

- **GMCN Architect Meeting:** Staff met with GMCN on September 14th about the industrial park prospect. Plans are underway to design a building that will be presented to the PBC for approval. A phone call will be set up this week with Gilmore and Bell to discuss potential financing.
- **Safe School Routes:** Mike Hayes and his staff have placed a Type II cross-walk near the school to help increase visibility of those crossing. This week Mick Kendall and his staff will be placing a set of flashing school zone signs in that area.
- **Incubator:** Carmen Renfrow is scheduled to move into the former Emblazon space on October 1st. Staff has stayed in contact with the restaurant prospect, and they are hopeful to get started within one or two months.
- **Airport:** The airport grant application for FY2017 was submitted to KDOT last week.
- **State Fair:** Several staff and community members volunteered at the City’s booth at the Kansas State Fair. Ludwig thanked Stacy Barnes and Sue Greenleaf for the many hours they put in at the booth.
- **Tourism Tri-Folds:** Stacy Barnes has received permission from the hotels and many of the local restaurants to put tri-folds up advertising tourism activities in Greensburg, and the new Greensburg Tourism app. The app helps guest tour the City and is available to download on both the iTunes and android markets.
- **City Pool:** The pool has been drained and staff will finish winterizing this week. Canopies will be taken down and chairs put away for the season. Final financials for the pool project were submitted on Friday and will be presented to Council on October 5th.
- **Overnight Truck Parking:** A couple of residents have complained about overnight semi-parking on City streets. Staff plans to discuss options for limiting overnight parking at the October 5th Council Meeting.
- **Upcoming Agenda Items:** Staff will be bringing a request for a street closure for this year’s Trunk-or-Treat event. Organizers of the event have proposed moving the festivities to the City Hall
block. Discussion is needed on needs/options for an electrical lineman and a change in municipal elections law. There will be a change in Council terms and City elections.

- Council Retreat: Staff will be preparing a Council retreat to discuss the Council’s agenda for the 2016 year, and to create long-term goals. The scheduling of a retreat will take place at the next Council meeting.

I) Governing Body Comments
There were no comments from the Council.

J) Adjournment
With nothing else to come before the Council Dixson declared the meeting adjourned at 7:43 p.m.

___________________________________   ________________________________
Robert A. Dixson, Mayor     Christy Pyatt, City Clerk
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TO: Mayor and City Council
SUBJECT: Pool Financial Report
INITIATED BY: City Administrator, Kyler Ludwig

Background:
Greensburg’s new pool project was completed in time for the July 4, 2015 opening weekend. The following information has been prepared to review the project financials of the pool project, and information about the 2015 pool season (July 4, 2015- Sept 7, 2015)

Analysis:
Pool Project:
- The project GMP through McCown Gordon was set $2,372,572.52. The Council approved $179,124.93 in change orders bringing the adjusted budget up to $2,551,697.45.
- The City paid $35,414.25 for land acquisition cost (Mennonite Housing) this included the pool property and additional land which has been placed in the Land Bank.
- The project budget did not include testing through Allied which cost an additional $38,597.93.
- Additional equipment and tools for the facilities were purchased at a cost of $24,850.05. This includes lifeguard safety gear, chairs for patrons, a pool vacuum, umbrellas, lifeguard chair, etc.
- The total cost spent on the pool project is $2,519,377.98
- KDOT paid for $1,500,000 of the project, the City financed $992,127.98, and $27,250.00 was used from donation funds for the project.

2015 Season:
- The City hired 8 part time lifeguards, and a full time assistant manager and pool manager.
- $24,369.05 was spent on seasonal personnel costs.
- $11,418.25 was spent on chemicals and additional operating costs (this does not include any costs for equipment previously discussed under the pool project).
- The City received $4,819.50 in entry revenues, and $10,000 through our annual donation from Kiowa County.
- Total Annual Expenditures: $35,787.30; Annual Revenues: $14,819.50; Profit: -20,967.80
- Annual attendance: 3,642; Average Daily Attendance 75.9

Attachments:
Exhibit A: Pool Financials Sheet, Exhibit B: Pool Fast Facts
## City Pool: Project Design & Construction

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### City Pool: Additional Information

- **MGC Construction Contingency Tracker**: $4,800.00
- **Contingency Amount**: $2,092.60
- **Date**: 8/27/14
- **Invoice #**: 23992
- **Amount**: $51,1774
- **Description**: City Pool
- **Date**: 7/20/15

**Mult Invoices**

- **MULT INVOICES**: $56,788.00
- **Street Patch**: $7,720.98
- **Date**: 2/10/15

**2016 Wall Cap and Corner Guards**

- **Corner Guards - missed buyout**: $5,947.82
- **Moving Pool 18' East**: $283,463.00
- **Date**: 12/01/14

**2015 Moving Pool 18' East**

- **Date**: 12/24/14
- **Amount**: $4,545.34

**2015 Moving Electrical Transformer to the North**

- **Footing size increase for Sun Shades (MGC)**: $4,545.34
- **Date**: 12/24/14

**2015 Anticipated Ground Heater Cost (worst case)**

- **Date**: 7/20/15
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TO: Mayor and City Council
SUBJECT: Commercial Vehicle/Trailer Parking
INITIATED BY: City Administrator, Kyler Ludwig

Background:
Recently a few residents have complained to administration about commercial vehicles and trailers (particularly semi-trucks) being parked in residential areas over-night. The main complaints are that commercial vehicles limit visibility on neighborhood streets near intersections, and they arguably threaten the residential character of neighborhoods; staff has additional concerns about the damage caused to roads by large commercial vehicles.

Currently the only limits on parking commercial vehicles/trailers in the City of Greensburg are specific to cattle trailers and refrigerated trailers that are operating the cooling unit. These vehicles are permitted to park for up to 2 hours from 12:00pm through 11:59am.

Analysis:
Here are a few options to discuss that would limit commercial vehicles/trailer parking in town.

Zoning Limitation: Commercial vehicles can be limited based on the zoning where they are parked. Staff would recommend limiting parking of commercial vehicles in residential areas.

Evening Limitations: A time limit can be set on when these vehicles can park in town. The most common limitation is between 10pm and 6am. The municipal police service hours are in conflict with evening limitations, and would require staff to only follow up on regular offenders or to do random inspections. Current staffing limits would not allow for regular enforcement.

Limits on Duration of Parking: Limits can be placed on duration. (ie Topeka limits commercial vehicles to 30 min anytime between 10pm and 6am). This can be difficult to enforce as the officer needs to verify that a vehicle has been parked for the extent of the time limit. Overland Park allows for one occurrence of 24-hours each month.

Types of Vehicles: Restrictions can be placed on buses, trucks, trailers, semis, semi-trailers, etc. Cities have been known to restrict vehicles based on height (~12 ft), length (~20ft), weight (~10,000lbs). Some cities put additional limitations on vehicles based on whether the business is identified on a vehicle.

Exemptions : Cities can use permits to exempt residents from restrictions or to exempt certain types of vehicles (ie recreation or pickups).
**Recommendations/Actions:** It is recommended the City Council:
Discuss options for limiting commercial vehicle parking in City limits, and recommend to staff future policy direction.

**Attachments:**
Exhibit A: Greensburg City Code
14-207. Semi-trailers.

For purposes of this article, the following terms and words shall have the meanings given herein:

(a) Person - means every natural person, firm, association, partnership or corporation.

(b) Cattle - means animals used by man for labor or food.

(c) Refrigerated - means to keep cool or cold.

(d) Park or Parking - means the standing or parking of a semi-tractor trailer, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading property.

(e) Cattle Semi-Tractor Trailer - means every vehicle with or without motive power, other than a pole trailer, designed for carrying property and for being drawn by a motor vehicle, and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle, which is used or operated to transport cattle.

(f) Refrigerated Semi-Tractor Trailer - means every vehicle with or without motive power, other than pole trailer, designed for carrying property and for being drawn by a motor vehicle, and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle, which is used or operated to transport property to be kept cool or cold.

(1) It shall be unlawful for any person to park or leave unattended a cattle semi-tractor trailer or a refrigerated semi-tractor trailer on any street, avenue, alley, public, or private property in the city for a period of more than two hours within each 24 hour period. The 24 hour period to begin on noon of each day.

(2) This article shall not effect refrigerated semi-tractor trailers that are not operating the cooling unit or any motor thereon.  

(Ord. 824, Secs. 1:3; Code 2007, 208; Code 2014)
TO: Mayor and City Council  
SUBJECT: Discussion on Electric Utility Staffing  
INITIATED BY: City Administrator

Background:
Nationwide there is a shortage of approximately 10,000 electric linemen. It is estimated that within the next 5 years 50% of the 400,000 electric workers in the country will be eligible for retirement. Jobs for linemen are starting upwards of $30.00 an hour. The City of Greensburg has a set range of $13.95-20.40 for a electric lineman. These circumstances have made it difficult to hire or retain employees for our electric utility.

Analysis:
The City currently functions without a certified lineman. The City’s Utility Director Mick Kendall has tried hiring candidates for the position, but he has struggled to receive applications.
Staff is seeking direction on how to proceed with the need of a electric lineman.

Options:
1) Continue seeking applicants. Given our previous success this may take months/years, and runs the risk of not maintaining full coverage if an employee goes on leave.
2) Seek staffing coverage through a private partner. A letter from J & J Powerline Contractors out of Dodge has been included which would be one option for a partnership. This option may include seeking coverage through another public entity. Staff would recommend a full RFP for services to compare providers.
3) Using a private partner for extreme cases and routine check-ups while continuing to provide day-to-day service through employees internally with the appropriate training.
4) Seek full privatization of the electric utility system.

Financial:
The Electric Utility is in good financial standing.

Recommendations/Actions: It is recommended the City Council:
Discuss the options and give direction to staff on preferences.

Attachments: Exhibit A: J&J Letter, Exhibit B: Lineman Job Description
6-23-2015

Mr. Mick Kendall
Utilities Superintendent
Greensburg, KS
620-546-3584

Dear Mr. Kendall;

Please find our hourly cost rate for your consideration, to do occasional work as needed for the City of Greensburg. I have given the task of being on call for emergencies and occasional work and propose that at this time, just use the hourly rates I have submitted.

Our company has been in business since 1982 and is normally busy with area cooperatives across the state. Typically we have a crew reasonably close to Greensburg and can respond within a reasonable time frame. I would suggest that in order to remain on top of things either I or a qualified foreman should come to Greensburg at least once per quarter or whatever time frame you would be agreeable with. This would allow patrolling the system and head off any potential outages. It would also allow us to visit with you and see if you are going to have any specific work plan that we need to do and get a schedule put together.

Please let me know your thoughts and we will get together and discuss any options or questions that you may have.
We look forward to working with you and the City of Greensburg for any high voltage needs.

Thank you for your consideration,

James A Abel, President
J&J Powerline Contractors, Inc.
# Greensburg 2015

<table>
<thead>
<tr>
<th>Hourly Rate Schedule</th>
<th>Regular rate</th>
<th>1/2 Rate</th>
<th>Dbl Time Rate</th>
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<tbody>
<tr>
<td>Foreman (FM)</td>
<td>$61.53</td>
<td>$79.92</td>
<td>$107.06</td>
</tr>
<tr>
<td>Lineman (LM)</td>
<td>$56.65</td>
<td>$71.50</td>
<td>$95.73</td>
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<td>Lineman 2nd yr</td>
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<td>Lineman 1st yr</td>
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<tr>
<td>Groundman (GM)</td>
<td>$36.05</td>
<td>$40.17</td>
<td>$53.81</td>
</tr>
</tbody>
</table>

### EQUIPMENT

- Unit #300, #301 Pick/tools: $28.50
- Unit #310, #311, #312 Material Handler Bucket Trucks: $66.00
- Unit #320, 321 Digger Trucks: $71.50
- Unit #222 Winch Framing Truck: $50.00
- Unit #234 JD Backhoe: $60.00
- Units #235, #236, #634 Polaris and Ranger: $20.00
- Unit #434 Skid Steer Trac unit with auger/bucket: $75.00
- Unit #34 TSE Stringing Trailer (puller): $100.00
- Unit #35 TSE Stringing Trailer (bull wheel): $100.00
- Unit #333 Framing Trailer: $25.00
- Unit #435 Water vac trailer: $55.00
- Unit #611 40’ Bucket Truck Material Handler: $60.00
- Unit #411 40’ Bucket Truck Material Handler: $60.00

The overtime rate shall apply for overtime situations exceeding normal working hours. Work performed on Sunday, Holidays or consecutive hours exceeding 16 hours shall be charged at the double time rate. This hourly rate is designed for preferred clients such as the City of Greensburg. The rate does not apply during "storm situations". It is designed for requested or occasional overtime. Storm rates shall be charged at 1 1/2 times the normal rate for hours exceeding a normal work day. Sundays, Holidays or hours exceeding 16 hours consecutively will be charged at a rate of 2 times the normal rate. Meals and lodging will be provided during storm situations and paid by the customer or as agreed between authorized company representatives.

James A Abel, President

J & J Powerline Contractors, Inc
ED'S CREW

**PICK-UPS**
400 FM**
401 SPARE**

**BUCKETS**
410 2011 INTERNATIONAL**
411 2012 40' Terex Rental**

**DIGGERS**
420 2009 INTERNATIONAL**

**TRAILERS**
431 WIRE**
432 POLE
433 SMALL FLAT BED**
434 SKIDSTEER**
435 Water Vac **

RYANS CREW

**PICK-UPS**
500 FM**
501 SPARE**

**BUCKETS**
510 2005 INTERNATIONAL**

**DIGGERS**
520 2003 INTERNATIONAL**
521 2003 KENWORTH**

**TRAILERS**
530 GOOSENECK
531 WIRE**
532 NEW POLE
533 OLD POLE @ DAN'S

TYLERS CREW

**PICK-UPS**
600 TYLER'S**
601 SPARE**

**BUCKETS**
610 2009 INTERNATIONAL**
611 2012 DODGE**

**DIGGERS**
620 2007 INTERNATIONAL**
621 1997 FORD**

**TRAILERS**
630 WIRE STRING
631 WIRE ROLL
632 YELLOW POLE
633 OLD POLE
634 RED POLARIS 4 WHEELER**

** Denotes equipment that is billable, a trailer or equipment that is not marked ** is not to be billed to customer
NEW UNIT NUMBER LIST

Andy’s Crew

PICK-UPS
100 FM**
101 Crew**

BUCKETS
110 2010 INTERNATIONAL**
111 1999 INTERNATIONAL**

DIGGERS
120 2008 INTERNATIONAL**
121 2002 INTERNATIONAL**

TRAILERS
130 GOOSENECK
131 WIRE
132 POLE
133 FUEL TRAILER
134 TENSIONER Puller TSE**
135 TENSIONER bull wheel TSE**

Clinton’s Crew

PICK-UPS
200 FM **
201 CREW**

BUCKETS
210 2006 INTERNATIONAL**
211 2003 INTERNATIONAL**
212 2012 INTERNATIONAL**

DIGGERS
220 2006 INTERNATIONAL**
221 2002 Freightliner**
222 1990 INTERNATIONAL (winch)**

TRAILERS
230 GOOSENECK
231 WIRE
232 WIRE (old)
233 POLE
234 BACKHOE**
235 POLARIS RANGER**
236 POLARIS 4 WHEELELER**

DAN’S CREW

PICK-UPS
300 FM**
301 SPARE **

BUCKETS
310 2005 INTERNATIONAL**
311 2000 INTERNATIONAL**

DIGGERS
320 2007 INTERNATIONAL**
321 1999 INTERNATIONAL**

TRAILERS
330 WIRE
331 YELLOW POLE
332 WHITE POLE
333 Framing trlr**
CITY OF GREENSBURG - JOB DESCRIPTION
ELECTRICAL LINEMAN

Department: Utilities
Reports to: Public Utilities Superintendent
FLSA Status: Non-Exempt (eligible for overtime pay)
Salary Grade: 06
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.
TO: Mayor and City Council
SUBJECT: Municipal Elections – Transition to Fall of Odd-numbered Years
INITIATED BY: City Administrator, Kyler Ludwig

Background:
HB 2104 passed by the Kansas State Legislature in May of 2015 made changes to laws governing municipal elections. The bill requires the City of Greensburg to hold elections in the fall of odd-numbered years. This bill also gives governing bodies the authority to determine whether the City’s elections will be nonpartisan or partisan. The City of Greensburg is in a transition from holding elections in the spring of even-numbered years to the spring of odd-numbered years. The required changes must be done before 2017.

Analysis:
Staff recommends that all governing body positions with terms expiring in April of 2017 get an extension to the second Monday in January of 2018. The governing body members with terms expiring in April of 2017 (Christenson, Schaffer, & Kern) were elected to shortened terms because of the transition to odd-numbered year elections.

The League of Kansas Municipalities recommends that all governing body position with terms expiring in April of 2019 get an extension to the second Monday in January of 2020. The governing body members with terms ending in April of 2019 have not yet been elected. The positions that will be impacted are held by council members Jungemann, Trummel, and Mayor Dixon.

Kiowa County still plans on holding a spring 2016 election for the City. Staff recommends that the City makes the transition to fall elections following the 2016 spring election.

Staff strongly recommends against the option given in HB 2104 to make municipal elections patrician.

Financial:
Approval of the policy will not have an impact on City finances.

Legal Considerations:
The charter ordinance will be reviewed by legal prior its approval in May of 2016.

Recommendations/Actions: It is recommended the City Council:
Table the transitioning of municipal elections to the fall of odd-numbered years until after the spring election in 2016.

Attachments:
Exhibit A: HB 2104 Summary, Exhibit B: Charter Ordinance Guidelines.
HB 2104 makes changes and additions to election law. The bill addresses the reasons for and filling of party candidacy vacancies for any national, state, county, or township office; repeals the presidential primary law and replaces it with a new requirement on political parties; and moves election dates for certain offices and makes related changes.

Filling Party Candidacy Vacancies

The bill deletes language allowing a candidate to withdraw his or her candidacy after the primary election due to being incapable of fulfilling the duties of office, replaces it with the ability to withdraw a nominee’s name for medical reasons or because the nominee does not live in Kansas, revises law addressing removal of the name of a nominee who has died, and more clearly states the meaning of the word “shall” in the statutes dealing with the requirement that a party fill a vacancy on the ballot for several offices. The bill makes deadline and other related changes as well.

Reasons Allowed for Vacancies

The bill replaces the reason of incapability to fulfill office duties by doing the following:

- Deleting law requiring the Secretary of State, for national and state offices, or the county election officer, for county and township offices, to remove from the ballot the name of any nominee who declares he or she is incapable of fulfilling duties of office if elected, and then withdraws; and

- Replacing the deleted portion with language stating a person who has been nominated may be withdrawn from nomination under the following circumstances:
  - The nominee must certify to the Secretary of State a notice he or she is withdrawing because of a severe medical hardship to self or immediate family, with certification of medical hardship signed by a doctor; or
  - The nominee must certify to the Secretary of State a notice he or she does not reside in the state of Kansas.

The bill revises the provision in law addressing removal of the name of a nominee who has died, by doing the following:

- Eliminating the requirement that a request to remove the name from the ballot come from the chairperson of the county party committee before a replacement can be named, instead leaving the fact of the death as the notification;

- Requiring the Secretary of State (for national and state offices) or the county election officer (for county or township offices) notify the chairperson or vice-
chairperson of the appropriate party committee within 48 hours of receiving the notification of death;

- Making the name removal a requirement, instead of an option; and
- Adjusting related deadlines as necessary.

“Shall” Means “Shall”

The bill requires, with respect to the sections of law addressing filling a party candidacy vacancy in a district office, on the State Board of Education, and in all other congressional district, county, or state offices: (a) the certificate executed under oath by the convention chairperson or vice-chairperson also state the person elected agrees to accept the nomination; and (b) the person elected execute a notarized statement stating he or she agrees to accept the nomination. The bill requires such certification be transmitted within 21 days of receipt of notice the vacancy has occurred or will occur for a district vacancy and within 14 days for other vacancies addressed by the bill.

In all three of these sections, with respect to the use of the word “shall,” the bill states: “...[T]he word ‘shall’ imposes a mandatory duty and no court may construe that word in any other way.”

Deadline and Related Changes

The bill makes the following deadline changes:

- For the office of district attorney, changes the date of filing for candidacy from June 10 to the date specified in KSA 2014 Supp. 25-205(a), which is June 1 with alternate provisions if that date falls on a weekend or holiday; and
- Regarding the deadline by which a district convention must fill a vacancy:
  - For a district office, reduces from 21 to 14 the number of days after receipt of the notice of vacancy to call or convene a convention; and reduces from 14 to 6 the number of days, after adjournment of a convention in which a quorum was not present, by which a new convention must be held; and
  - For the State Board of Education, reduces from 21 to 10 the number of days after receipt of the notice of vacancy to call or convene a convention and from 14 to 3 the number of days, after adjournment of a convention in which a quorum was not present, by which a new convention must be held.

Presidential Preference Primary

The bill repeals the statute calling for a presidential preference primary election and replaces it with new law requiring each recognized political party to select a presidential
nominee in accordance with party procedures, also required to be developed by the bill, for every presidential election beginning with the 2016 election.

**Moving Election Dates**

The bill moves all elections for office holders of local governments currently held in the spring of odd-numbered years to the fall of odd-numbered years, with one exception (described below). In general, the elections remain nonpartisan, although a city may choose to make its elections partisan. Sections to be added to the law, are cited as the Help Kansas Vote Act.

Beginning in 2017, the election dates for the specified units of local government will mirror the election dates for the elections held in even-numbered years. That is, the primary election will be held on the first Tuesday in August, and the general election will be held on the Tuesday following the first Monday in November. The elections, to be administered by the county election officers, will be consolidated into one ballot, which will be prescribed by the Secretary of State through rules and regulations. Those entities currently with district method elective offices (i.e., cities and school districts) will retain that authority.

Local units of government affected are included in the definition of municipalities as the following:

- Cities;
- The consolidated city-county governments of Wyandotte County and Kansas City, Kansas, and Greeley County;
- School districts;
- The Kansas City Board of Public Utilities;
- Community colleges;
- Drainage districts;
- Extension districts formed pursuant to KSA 2-623 et seq.;
- Irrigation districts;
- Improvement districts formed pursuant to KSA 19-2753 et seq.;
- Water districts formed pursuant to KSA 19-3501 et seq. (Water One); and
- Hospital districts formed pursuant to KSA 2014 Supp. 80-2501 et seq.

Not included is any special district where governing body member elections are conducted at a meeting of the special district.
Provisions Specific to Cities

The bill makes these changes specific to cities:

● The one exception to elections being in odd-numbered years is the option the bill provides cities to also have elections in even-numbered years, for the purpose of staggering terms or having three-year terms of office;

● All existing ordinances and charter ordinances, except those relating to the timing of primary and general elections, remain in effect until amended or repealed by the city;

● Provisions are added to clarify the forms of government any city could adopt and how frequently a city could change its form of government;

● Numerous statutes are changed and some new sections added to make city election law uniform and not differ by class of city;

● A city governing body is authorized to determine whether that city's elections will be nonpartisan or partisan; and

● A vacancy on the governing body of any city or consolidated city and county must be filled by special election when the following conditions exist:
  ○ The municipality does not have its own procedure for filling vacancies and has not filled any such vacancies within 60 days; and
  ○ The governing body has not made an appointment to fill the vacancy within 60 days of the vacancy.

Provision Specific to School Districts

All unified school districts must make available, upon request of the county election officer, suitable school buildings for polling places. The county election officer must notify the school district superintendent on or before January 1.

Voter Education, Official Municipal Ballot, Declaration of Intent, Ballot Length

Voter Education

The Secretary of State must develop a public information program to inform the public of the changes related to moving elections from spring to fall, including an explanation of which offices' elections are involved. The information program must use advertisements and public service announcements, in addition to posting information on the official websites of the Secretary of State and county election officers. The bill requires the Secretary of State and county election officers to develop dedicated websites to provide voter education and sample ballots.
The bill requires the Secretary of State to prescribe the official ballot style and form for municipal offices and the declaration of intent to become a candidate. Candidates must file the declarations with the county election officer no later than noon, June 1, in even- and odd-numbered years, with an exception provided if that date falls on a weekend or a holiday. For entities where a primary election is not authorized or otherwise required, the declaration of intent must be filed no later than noon on September 1, with a similar exception provided. The Secretary of State also must establish primary and general election procedures for municipalities, and adopt rules and regulations to implement this section on or before July 1, 2016. County election officers, in consultation with the Secretary, must develop ways to reduce ballot length and expedite the voting process.

The county election officers must arrange and print the official primary election ballot for municipal elections in odd-numbered years.

The Secretary of State must establish (for various elections) the arrangement of names and offices on ballots, develop ballots, and establish ballot styles, all in accordance with rules and regulations adopted by July 1, 2016.

Other Changes

The bill specifies expiration dates for the terms of members of governing bodies and other elected officials of all municipalities. Under the bill, those that would have expired at any time in 2017 will expire on the second Monday in January of 2018.

The bill deletes or replaces several provisions in law to comport with the bill’s intent of consolidating all spring elections for officials to the fall. This includes changes in primary and general election filing deadlines and procedures, terms of office, ballot creation and canvassing, periods of time when school and community college districts could change their methods of election, and notices of elections.

The bill increases each voter’s time limit in the voting booth from five minutes to ten minutes, when other voters are waiting.

The bill increases candidate filing fees from $5 or $10 to $20 and specifies a $20 filing fee for any municipal office included in the bill.

The bill requires the county election officer to notify each person on the permanent advance voting list who has failed to vote in four (increased from two) general elections that the person must renew the application for permanent advance voting status or be removed from the permanent advance voting list; the general elections include those held in odd-numbered years.

The bill changes the number of 16- or 17-year-olds who are allowed to serve on each election board, from 1 to 1/3 of those appointed to the election board. It also requires each 16- or 17-year-old so appointed to have a letter of recommendation from a school teacher, counselor, or administrator.