CALL TO ORDER

PLEDGE OF ALLEGIANCE AND INVOCATION

ROLL CALL & APPROVAL OF THE AGENDA

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.

RECOGNITIONS, PROCLAMATIONS, AWARDS, & NOMINATIONS
1. KMEA Director #2 – Kyler Ludwig
2. KMEA Alternate – Mick Kendall

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 – February 15, 2016
2. Appropriation Ordinance
   a. Ordinance #1071

ITEMS OF BUSINESS
1. USD 422 Stamp Out Starvation Presentation
2. KMU Mutual Aid Agreement
3. Memorial Day Street Dance – Road Closure Permit
4. Pool Park Discussion
5. Report on Greensburg Incubator Rent

CITY ATTORNEY’S REPORT

CITY ADMINISTRATOR’S REPORT

GOVERNING BODY COMMENTS

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
February 15, 2016
City Hall

A) CALL TO ORDER
Mayor Robert Dixson called the meeting to order at 6:00 p.m. on February 15, 2016.

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. Jungemann seconded the motion. The motion passed 5-0.

D) CITIZEN COMMENTS
Dixson welcomed citizens to the meeting and opened the floor for comments. There were no comments from the floor.

E) CONSENT AGENDA
Kern made a motion to approve the consent agenda as presented. Christenson seconded the motion. The motion passed 5-0.

F) ITEMS OF BUSINESS
1. Compensatory Time Resolution
City Administrator Kyler Ludwig reminded Council of the discussion held at the last Council meeting regarding compensatory (comp) time. The City Personnel Policy Handbook currently requires that comp time be paid out within 30 days. At the February 1st meeting the Council recommended that a cap of 80 hours be set on comp time, removing the 30 day stipulation. Staff presented a resolution for Council’s approval. City Attorney Gordon Stull encouraged Staff to make sure that all employees are notified of the change. Department Heads will be notified during their meeting tomorrow. Ludwig will ensure that employees have access to a copy of the policy.

Jungemann made a motion, seconded by Trummel, to accept Resolution 2016-03 as written. The motion passed 5-0.

2. KPP Amendment
Ludwig stated that currently an amendment of the Kansas Power Pool (KPP) Operating Agreement requires unanimous agreement from all member cities. In 2015 a proposed amendment was supported by 22 of the 23 cities. After review of the situation a new amendment is proposed to require a 2/3rds majority instead of a unanimous agreement. KPP has provided a resolution for Council to consider.

Christenson made a motion, seconded by Kern, to approve Resolution 2016-04 as written. The motion passed 5-0.

3. Kansas Gas Extension Agreement
Staff has been in conversation for the past several years with Kansas Gas Service (KGS) regarding the extension of gas service to the industrial park. Currently the City has water, sewer and electric service available. KGS has proposed an extension of a residential line from Grant Street to the industrial park.
KGS would pay for a 2 inch service line, and the City would pay the cost to oversize to 4 inch pipe. KGS estimates the cost to the City at $8,524.58 and would allow for the City to be reimbursed over the next 5 years based on the number of new hook ups. Ludwig and KGS believe a 4 inch line should accommodate most small industrial facilities, but if a large user is interested in moving into the park an additional line will need to be brought in from the north across Highway 54. Noting that the industrial park has a set budget of $4,000, Ludwig requested Council authorize Staff to enter an agreement with KGS to extend natural gas service into the industrial park.

Christenson asked what the turnaround would be, should Council postpone expansion of the service line. Ludwig noted that KGS was looking for an answer in the near future, and that conversation with them began 4 years ago. Dixson stated that for Economic Development purposes it looks good for the City to say that all utilities are available in the park. Kern and Schaffer voiced agreement.

Kern made a motion to authorize staff to enter an agreement with Kansas Gas Service to extend natural gas service into the industrial park with a 4” line. Jungemann seconded the motion. Trummel asked how quickly work would begin. KGS plans to begin the work in the next few months. Ludwig was asked to advise residents in the area who may be affected by the installation. The motion passed 5-0.

4. Post Office Flag Pole
The United States Postal Service (USPS) flies an American Flag at each of its locations. The USPS has been discussing options for placement of a flag at their new Greensburg location. They are requesting approval to locate a flag pole on the south side of the ADA access ramp in front of their facility. The flag will be lit from a light on the post office facility. The USPS will be responsible for the installation and maintenance of the pole. Their intention is to match the pole as best as possible to the light pole that already exists on the property. Kern voiced that this seems to be a minimally invasive option.

Audience member Carolyn Irvin asked if the flag could be attached to the building, as it is at the Haviland Post Office. Dixson advised that the ability to attach the flag would be up to the building owners. Ludwig reiterated that The USPS has explored other options but feels that locating the pole in the brick area near the light pole is the most natural location, appearing to have been designed to be there.

Trummel made a motion, seconded by Christenson, to allow The USPS to locate a flag pole on the south side of the ADA access ramp in front of their new facility. The motion passed 5-0.

5. Report on Greensburg Incubator
Ludwig reminded Council that they had indicated that the success of the business incubator was a priority in 2016. City Clerk Christy Pyatt explained the chart of income, expenses, and loss from 2013-2015, provided in the meeting packet. Revenue for the specified period was approximately $69,000. Expenses over the same period were approximately $125,000, giving an approximate loss over the 3 years of $56,000. The incubator has not been rented at capacity for several years; however, unrecognized income would not have made a significant difference in the amount lost.

Christenson asked Staff to provide a breakdown of expenses and if Staff could break down City electric cost on the building. Staff will make that information available at the next meeting. Trummel asked if the Council should continue to anticipate this high of expenses. Staff advised that as the building continues to age repairs to systems will be necessary, which was the case in 2013-2015. Ludwig noted that the Council should also expect property taxes of around $13,000 once the tax rebate has expired. Lease rates have not increased since the building was opened. Christenson voiced that Council should look at the Incubator building during budget time and start to align revenues and expenses.
G) CITY ATTORNEY’S REPORT
There was no report from the City Attorney.

H) CITY ADMINISTRATOR’S REPORT
Ludwig presented a copy of a prepared City Administrator’s Report. The following topics were discussed in the report:

Economic Development Meeting: The Kiowa County Economic Development Board will be meeting on February 16th at 5:00pm to review the E-Community Loans in the county. The meeting will be held at the Sunchips Business Incubator.

Tree Board Meeting: The Tree Board will be meeting on February 17th starting at 5:15 pm to discuss the Arbor Day events for 2016. The meeting will be held at the County Commons Building.

Governor Brownback Visit: The Rotary Club is hosting the Governor on February 24th at 12:30pm. The visit will be in the basement of the Kiowa County Memorial Hospital.

Planning Commission Public Hearing: A hearing discussing zoning regulations preventing fowl in residential areas has been scheduled for March 9th at 6:30 pm. Residents interested in the topic are encouraged to attend and give feedback.

Elementary/Junior High Service Project: Students at USD 422 are organizing a community service project on March 30th from 9:00am-2:00pm. Students will be preparing a presentation for the council asking for support at the next regularly scheduled meeting. Council was given a letter about the project.

Business Incubator: Staff has been working with a title insurance company that plans on leasing a space starting on March 1st and staff is continuing to work with the Asian Kitchen to help them open their doors as soon as possible.

Memorial Day Dance: Cannon Ball Bar is looking to host a street dance after the Memorial Day Rodeo (from 9pm-1am). A street closure request will be ready for the March 7th meeting.

Spring Clean Up: Staff has worked with Nisly Brothers to schedule the clean up for May 14th. Nisly has expressed interest in hosting a 60th anniversary party that day as well. Council was given a flier with information about the event.

KDOT Meeting: Staff met with Secretary King and other representatives from KDOT to discuss the Airport project and US-54 project. If Council has any questions about these projects they were asked to contact Ludwig.

Code Enforcement: Since the last City Council meeting one open basement has been secured, two building permits have been prepared, a hearing before the Planning Commission has been called, and staff followed up on a vicious dog claim.

I) GOVERNING BODY COMMENTS
Dixson voiced his thanks to the City crew for their clean up of the former City Hall location.

J) ADJOURNMENT
With no additional information to come before the Council, Dixson declared the meeting adjourned at 6:32 pm.

___________________________________   ______________________________
Robert A. Dixson, Mayor     Christy Pyatt, City Clerk
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TO: Mayor and City Council  
SUBJECT: USD 422- Stamp Out Starvation  
INITIATED BY: Kyler Ludwig, City Administrator

Background:
USD 422 is sponsoring the “Kiowa County-Wide Stamp Out Starvation Event” on Wednesday March 30, 2016. Students are seeking to raise $1,500 and they need community volunteers from 9am-2pm to help package food. The project is a collaborative effort with the group “Kids Against Hunger”.

Analysis:
Students will make a presentation to request for the City to help advertise the event, allow for staff members to volunteer, and donate up to $500 to the project.

Financial:
Any donation would come out of the Administration budget from the General Fund.

Recommendations/Actions: It is recommended the City Council:
Determine how the City can best support the “Kids Against Hunger” event.
  1. Staff allowed to volunteer during the event
  2. Donation to the event (up to $500)

Attachments: Exhibit A: Letter to City from USD 422 (2/11)
February 11, 2016

Dear Kyler Ludwig & City of Greensburg:

Who: Any Kiowa County Volunteers (organizations or individuals)
What: Kiowa County-Wide Stamp Out Starvation Event
When: Wednesday, March 30, 2016 — 9:00-2:00
Where: Kiowa County School Auxiliary Gymnasium

Why: Kiowa County Jr. High Impact’s Character Crew Committee is hosting this event to celebrate and practice our value of the month: HOPE—believing something good (an opportunity to help and serve) can come out of something bad (extreme need of those less fortunate). For the past two years, our students have travelled to Cherokee, OK to package food with a group called Kids Against Hunger. Our students have packaged thousands of meals to be used domestically and internationally with this organization and have voted (unanimously) for two years in a row to give up lunch provided by the school in order to increase our contribution to the organization. We have donated $1000 to date ($500 each year).

This year, the charitable group has a new name and they are mobile. Instead of traveling to Cherokee, our students are hosting “Stamp Out Starvation” here at the school. You have received this letter because we are inviting our whole community to this activity. There are several ways you can participate:

1. Send volunteers to the school between the hours of 9:00 a.m. and 2:00 p.m. to help package nutritious meals. Volunteers will not need to stay the whole time, but could participate for 30 minutes or an hour at their convenience.

2. Make a monetary donation. Impact will be donating up to $500 and have a goal to meet or exceed a $1500 donation to the organization. Your help would be very much appreciated, but is not required.

3. Help spread the word! We will start publicizing in the newspaper and on social media, but word of mouth is great, too! And anyone is welcome: representatives from organizations/businesses, or individuals. If volunteers have a student in school and want to participate with them, our students will have a schedule of when they are packaging food.

We will be delivering, mailing or emailing Save the Date cards. Feel free to display it in your business or at your organization, use at your discretion on your social media site (snap a photo of it), or copy and distribute.

Audrey Pore  Kellie Rhodes  Charlie Friesen  Kathy Headrick
Impact Character Advisor  Student Co-Chair  Student Co-Chair  Impact Sponsor
apore@usd422.org  Impact Character Crew  Impact Character Crew  kheadrick@usd422.org

Treat Others Right — Make Smart Decisions — Maximize Your Potential
TO: Mayor and City Council  
SUBJECT: Kansas Electric Utilities Task Force  
INITIATED BY: City Administrator, Kyler Ludwig

Background:
On January 22nd the City received a letter from Kansas Municipal Utilities (KMU) proposing a collaborative agreement with other Kansas electric utilities. The “Kansas Electric Utilities Task Force Strategic Assistance Agreement” is administered through KMU. The City was also given documentation for a Mutual Aid Agreement through the American Public Power Association (APPA).

At the February 1st meeting City Attorney Gordon Stull suggested that the documents be reviewed by the City’s insurance provider before they are approved.

Analysis:
The City’s was assured by People’s Insurance that the agreement “appears to clarify acceptable charges”. The representative from EMC said that “Form CG7633 Commercial General Liability Amendment-Municipalities extends the definition of insured to include employees or volunteers who are rendering aid on an emergency basis.” The City was assured that we are adequately covered by our provider to enter the agreements.

Recommendations/Actions: It is recommended the City Council:
Motion: Enter into the Kansas Electric Utilities Task Force Strategic Assistance Agreement.
Motion: Enter into the APPA Mutual Aid Agreement.

Attachments: Exhibit A: Letter From KMU, Exhibit B Kansas Electric Utilities Task Force Strategic Assistance Agreement, Exhibit C: Mutual Aid Agreement, Exhibit D: Form CG7633
COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

GENERAL LIABILITY MUNICIPALITIES ESSENTIAL EXTENSION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

The COMMERCIAL GENERAL LIABILITY COVERAGE FORM is amended to include the following clarifications and extensions of coverage. The provisions of the coverage form apply unless modified by this endorsement.

A. SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY is amended as follows:

1. Paragraph 2.a. is replaced by the following:
   a. “Bodily injury” or “property damage” expected or intended from the standpoint of an insured. This exclusion does not apply to “bodily injury” or “property damage” resulting from the use of reasonable force to protect persons or property.

2. Paragraph 2.f.(1)(a) does not apply to “bodily injury” or “property damage” which occurs or takes place as a result of your operations and arises out of:
   a. “Potable water” which you supply to others; or
   b. Arising out of the use, handling, storage, discharge, dispersal, release or escape of any chemical used in the treatment process of “potable water”.

Coverage only applies if the discharge is accidental, unintended and is stopped as soon as practicable. The entirety of any discharge or series of related discharges will be deemed a single discharge regardless of the length of time over which the “pollutants” are released. The entirety of any discharge or series of related discharges will be deemed to have occurred at the date the earliest discharge commenced.

3. Paragraph 2.g. subparagraphs (2)(a) and (b) are replaced by the following:
   (2) A watercraft you do not own that is not being used to carry persons or property for a charge;

4. Paragraph 2.j. subparagraphs (3), (4) and (6), and paragraph 2.k. do not apply to the use of elevators.

5. The word fire is amended to read fire, lightning or explosion wherever it appears in Section I - Coverage A and Section III. This amended wording does not apply to “hostile fire”.

   Under Section I – Coverage A, the last paragraph (after the exclusions) is replaced with the following:

   Exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke or leakage from automatic fire protection systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in Section III – Limits of Insurance.

B. SECTION I – COVERAGE C – MEDICAL PAYMENTS is amended as follows:

If Medical Payments is not otherwise excluded from this Coverage Form, the requirement in the Insuring Agreement of Coverage C., that expenses must be incurred and reported to us within one year of the accident date is changed to three years.

C. SECTION I – SUPPLEMENTARY PAYMENTS – COVERAGE A AND B is amended as follows:

   Paragraphs 1.b. and 1.d. are replaced by the following:

   b. Up to $3,000 for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

   d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or “suit”, including actual loss of earnings up to $350 a day because of time off from work.

D. SECTION II – WHO IS AN INSURED is amended as follows:

1. Paragraph 1.f. is added as follows:

   f. Any legally incorporated subsidiary in which you own more than 50% of the voting stock on the effective date of this policy. However, insured does not include any subsidiary that is an insured under any other general liability policy, or would have been an insured under such a policy but for termination of that policy or the exhaustion of that policy’s limits of liability.

   Under 1.f. is added as follows:

   g. Any subsidiary in which you own more than 50% of the voting stock. However, insured does not include any subsidiary that is an insured under any other general liability policy, or would have been an insured under such a policy but for termination of that policy or the exhaustion of that policy’s limits of liability.
g. A governmental subdivision, you are an insured. Any elective or appointive officer or a member of any board or commission or agency of yours, are also insureds, but only while acting within the scope of their duties as such.

3. The following is added to paragraph 2.a.(1):
   (e) Paragraphs (a), (b) and (c) do not apply to your “employees” or “volunteer workers”, with respect to “bodily injury” to a co-employee or other “volunteer worker”.
   (f) Paragraph (d) does not apply to “bodily injury” arising out of “Emergency Medical Services” when such separate endorsement has been attached to this Coverage Form.

4. Paragraph 2.e. is added as follows:
   e. Any of your “employees” or “volunteer workers” acting independently as a Good Samaritan in rendering emergency aid when they encounter the scene of an accident or a medical emergency requiring sudden action. This extension applies within or outside the normal operating territory of your volunteer organization.

5. Paragraph 2.f. is added as follows:
   f. The owner of commandeered “mobile equipment” or watercraft is an insured while the “mobile equipment” or watercraft is in your temporary care, custody or control and is being used as part of an “emergency situation”, but only as respects to the owner’s liability arising out of your use of the commandeered “mobile equipment” or watercraft.

6. Paragraph 3.a. is replaced by the following:
   3.a. Coverage under this provision is afforded until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;
   This provision does not apply if newly formed or acquired organizations coverage is excluded either by the provisions of the Coverage Form or by endorsements.

E. SECTION III – LIMITS OF INSURANCE, Paragraph 6. is amended as follows:
   Subject to 5. above, the Damage To Premises Rented To You Limit, or $300,000, whichever is higher, is the most we will pay under Coverage A. for damages because of “property damage” to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke or leakage from automatic protection systems, while rented to you or temporarily occupied by you with permission of the owner.

F. SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is amended as follows:
   1. Paragraph 2. Duties in the Event of Occurrence, Offense, Claim or Suit, is amended by adding the following:
   e. Your obligation to notify us promptly of an “occurrence” or offense which may result in a claim or a “suit” is satisfied if you provide us with the required notice as soon as practicable after anyone designated by you to be responsible for insurance matters is notified, or in any manner made aware, of an “occurrence”, offense, claim or “suit”.

2. Paragraph 4.b.(1)(a) Excess Insurance is amended by adding the following:
   (v) That is property insurance (including any deductible) for "property damage" arising out of the use of elevators.

3. Paragraph 6. Representations is amended by adding the following:
   If you unintentionally fail to disclose any exposures existing at the inception date of your policy, we will not deny coverage under this Coverage Form solely because of such failure to disclose. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal. This provision does not apply to any known injury or damage which is excluded under any other provision of this policy.

G. SECTION V – DEFINITIONS is amended as follows:
   1. Paragraph 3. “Bodily Injury” is replaced by the following:
      “Bodily injury” means bodily injury, sickness or disease sustained by a person, including mental anguish or death resulting from bodily injury, sickness or disease.
   2. The following definitions are added:
      a. “Emergency situation” means an urgent response necessary for protection of property, human life, health or safety, which results from the performing or attempting to perform fire fighting services, hazardous materials unit services, first aid, ambulance or rescue squad services, or related services, including the stabilizing or securing of an emergency scene, and which are sanctioned by the insured.
      b. “Potable water” means water which meets the quality standards prescribed by the US public health service drinking water standards or water which is approved for drinking purposes by the state or local authority having jurisdiction.

H. SECTION VI – EXTENDED PROPERTY DAMAGE COVERAGE is added as follows:
   Provisions of the Commercial General Liability Coverage Form and related revisions provided in other portions of this Commercial General Liability Amendment apply unless modified by the following:

SCHEDULE

<table>
<thead>
<tr>
<th>Limits of Insurance</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000 Each Occurrence</td>
<td>$250 Per Claim</td>
</tr>
</tbody>
</table>

Includes copyrighted material of ISO Properties, Inc. with its permission.
$100,000 Annual Aggregate

1. **Insuring Agreement**
   We will pay those sums that the insured becomes legally obligated to pay as damages because of “property damage” to personal property of others while the property is in an insured’s care, custody or control or over which an insured is for any purpose exercising physical control.

   “Property damage” must arise out of your operations.

2. **Exclusions**

   **SECTION I – COVERAGE A, Exclusion 2.j.(4)** does not apply to coverage provided by this endorsement.

3. **Limits of Insurance**
   a. The Each Occurrence Limit listed above is the most we will pay for damages because of “property damage” to personal property in the care, custody or control of the insured as a result of any one “occurrence”, regardless of the number of:
      (1) Insureds;
      (2) Claims made or “suits” brought;
      (3) Persons or organizations making claims or bringing “suits”.
   b. The Aggregate Limit listed above is the most we will pay for all damages because of “property damage” to personal property in your care, custody or control during the policy period.
   c. Any payments we make for damages because of “property damage” to personal property in your care, custody or control will apply against the General Aggregate Limit shown in the Declarations.

4. **Deductible**
   Our obligation to pay damages on your behalf applies only to the amount of damages in excess of the Deductible amount listed above. We may pay any part or all of the Deductible amount to effect settlement of any claim or “suit” and you shall promptly reimburse us for that part of the Deductible we paid upon notification by us.

I. **SECTION VII – LIBERALIZATION** is added as follows:
   If we revise this endorsement to provide greater coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the date the revision is effective in your state.
January 22, 2016

Kyler Ludwig  
City of Greensburg  
300 South Main  
Greensburg, KS 67054

Dear Kyler,

Over the last year and a half, Kansas Municipal Utilities (KMU) has been participating in a Kansas Electric Utility Task Force with investor-owned utilities and rural electric cooperatives serving Kansas. The task force has been involved in discussions regarding ways of working together in times of emergency or disaster. After some regions of the country have experienced wide-spread disasters, they have found a need for improved coordination of available resources to help restore critical electric infrastructure. Rather than having electric crews across the country respond to a particular electric industry sector (municipal, rural electric cooperative, or investor-owned utility), the concept would allow qualified electric staff and resources from across different industry sectors to respond to the system(s) impacted by the disaster and work across industry sector lines when resources of that sector may be exhausted or unavailable.

The discussions have led to the development of an agreement to allow the electric utilities of Kansas to work together if an emergency or disaster has outstripped the resources available from our own electric industry sectors through existing mutual aid programs and efforts. A copy of the final draft of the mutual assistance agreement has been enclosed for your review and consideration. The document was developed using components from our existing mutual aid documents including the program agreement from the Kansas Mutual Aid Program for Utilities (KSMAP) used by the municipal utility community.

We want to provide your utility with the opportunity to participate in this mutual assistance agreement. The Task Force recognizes that not all electric utilities may choose to participate in this program for varied reasons. But, the group also recognizes that participation may bring strategic value to those utilities that do choose to participate. If your electric utility is interested in participating in this mutual assistance arrangement, we would ask that you have your governing body adopt and execute the agreement and return a signed copy to KMU.

Participation in this agreement is strictly voluntary and there is no cost to be a participant in the program. The only time that costs would be incurred by your utility is when requesting mutual aid from other participating utilities. When requesting mutual aid assistance, your utility would agree to reimburse those responding utilities for the costs incurred in the response. Remember, this added level of mutual assistance would only occur if the resources from municipal resources would be exhausted or unavailable through the KSMAP program or other municipal mutual aid resources that you might have in place. Once those resources are exhausted this mutual assistance agreement could be activated to bring additional resources to the disaster response.
As a participating utility, your utility is under no obligation to respond with aid, but the agreement provides the program structure for your response if your utility is able to do so. We recognize that not every utility is able to respond to an incident due to limited staffing, needs in the local community, or other reasons. Your utility has no obligation to respond to any other utility, but we want to provide the structure to do so if electric systems have the capacity to do so.

Also, we are enclosing a copy of the mutual aid agreement from the American Public Power Association (APPA). This agreement would provide your utility with access to additional municipal electric resources from across the country should those resources ever be needed in an emergency or disaster response. Again, if your electric utility has not adopted the APPA mutual aid agreement, we would certainly invite you to consider becoming a participant in that resource as well.

If your electric utility is interested in adopting either or both of these agreements, please forward a signed and executed copy of the agreement to:

Kansas Municipal Utilities
ATTN: Mutual Aid Agreement
101½ N. Main Street
McPherson, Kansas 67460

Thank you for your consideration of these mutual assistance documents and programs. KMU and its partner organizations want to assure that we can get the appropriate resources to your utility should they ever be required and to allow your utility to respond when help is needed by other utilities.

If you have questions or require additional information, please contact me at the KMU office at 620-241-1423 or by email at bmears@kmunet.org.

Sincerely,

Bradley J. Mears
Assistant Executive Director

Enclosures
Kansas Electric Utilities Task Force
Strategic Assistance Agreement

In consideration of the mutual commitment given herein and other good and valuable consideration, each of the signatories to this Strategic Assistance Agreement (SAA) agrees to render aid to any of the signatories under the following terms and conditions.

Section 1: Mission Statement

The Kansas Electric Utilities Task Force (KEUTF) will optimize system reliability and customer experience by establishing a formal, assistance partnership among Kansas electric utilities.

Section 2: Objectives

Objectives of the KEUTF include but are not limited to:

A. Establishing a formal, operations alliance among all Kansas electric utilities
B. Being good citizens and neighbors for the betterment of Kansas
C. Collaborating on storm restoration, hot work apprenticeship hours, equipment needs, supplies and materials, and daily operational assistance
D. Creating a written agreement that captures typical, strategic alliance aspects, such as labor and equipment costs and safety practices
E. Defining, verifying, and standardizing personnel qualifications/titles and equipment
F. Assuring the assisting utility receives appropriate training of the host utility’s procedures, safety practices, and system operations

Section 3: Purpose of the Agreement

This SAA will provide a method whereby Participating Utilities experiencing an emergency as a result of natural or manmade events in the state of Kansas can obtain assistance, in the form of personnel, equipment, materials, and other associated services necessary to protect the health and welfare of the utilities’ customers through restoration of electric service.

This Agreement is not intended to replace nor supersede any existing mutual aid or cooperative agreement currently in place among any of the electric utilities in Kansas. It is intended to serve as a supplemental resource to any other agreement or cooperative arrangement between or among electric utilities in Kansas in the event that resources from those other programs are committed or unavailable.

This Agreement will also allow Participating Utilities to assist with day-to-day work where the Requesting Utility is experiencing resource availability challenges should such assistance be formally requested through appropriate procedures and agreed to by the Requesting Utility experiencing such challenges.
Section 4: KEUTF Participants

Representatives from the following organizations will constitute the KEUTF, and shall oversee the adoption and execution of this SAA:

A. Empire District Electric
B. Kansas Electric Cooperatives
C. Kansas Municipal Utilities (representing Kansas Mutual Aid Program for Utilities - KSMAP)
D. Kansas City Board of Public Utilities
E. Kansas City Power & Light
F. Westar Energy
G. Cooperating Entities:
   1. Kansas Corporation Commission (KCC)
   2. Kansas Department of Emergency Management (KDEM)

Participation in this Agreement is strictly voluntary. The adoption of this Agreement does not obligate any Kansas Electric Cooperative, Kansas Municipal Utility, or Investor Owned Electric Utility to provide any and all assistance that may be requested. A comprehensive list of all participating entities is referenced in Appendix 1.

Section 5: Terminology/Definitions

A. Agreement – The Strategic Operations Agreement, which is entered into by and between all participating electric utilities.
B. Confidential Information – Information exchange will need to take place for this agreement to be effective. Any documents considered as “Confidential” must be clearly marked as such.
C. Emergency – A natural or manmade event that is, or is likely to be, beyond the control of services, personnel, equipment and/or facilities of a Participating Utility.
D. FEMA – Federal Emergency Management Agency, or its agents, successors, or assignees.
E. Mutual Assistance Request Form – The form used by all KEUTF members to officially request and agree upon all resources.
F. Participating Utility – Any electric utility with operations in the state of Kansas and which executes this Agreement.
G. Requesting Utility – A Participating Utility who seeks assistance pursuant to this Agreement.
H. Responding Utility – A Participating Utility which agrees to provide assistance to a Requesting Utility pursuant to this Agreement.
I. Description of labor classifications is referenced in Appendix 2 of this Agreement.
J. Description of equipment is referenced in Appendix 3 of this Agreement.
K. The call-out flowchart, which details the process to be utilized per this Agreement, is depicted in Appendix 4 of this Agreement.
Section 6: Period of Assistance

A. The period of assistance will be the period of time beginning with the departure of any personnel or equipment of the Responding Utility, per the Responding Utility’s work rules, for the purpose of traveling to a Requesting Utility in order to provide assistance, or to a staging area in preparation for providing assistance (this would include any request for the Responding Utility to organize its workforce and prepare equipment for travel to the Requesting Utility’s location but to await further instructions before departing). The period of assistance will end upon the return of all personnel and equipment of the Responding Utility.

B. To the extent possible, the Requesting and Responding Utilities should reach a mutual understanding and agreement in advance on the anticipated length – in general – of the emergency assistance period. For extended assistance periods, the Requesting and Responding Utilities should agree on the process for replacing or providing extra rest for the Responding Utility’s employees.

Section 7: Work Rules

A. It will be the responsibility of all Participating Utilities to maintain their own work rules. Work rules depict a utility’s requirements for rest, travel, lodging, and any special considerations.

B. It is the Requesting Utility’s responsibility to request the Responding Utility’s work rules and any other special instructions or considerations.

Section 8: Work Hours

A. The Requesting Utility shall prescribe the number of hours worked; however, it is recommended no employee work more than 16 hours in a 24-hour period.

B. Under situations of prolonged duration, traveling management of the Responding Utility shall have the prerogative of cutting back hours of work if, in their judgment, it is necessary for the health, safety, and welfare of the crews.

C. Normal deployment periods would be considered 14 work days before rotating in new crews.

Section 9: Response/Recall

A. In the event Responding Utility must terminate the assistance and recall employees, contractors and/or equipment, the Requesting Utility will take the necessary action to release such employees, contractors and/or equipment promptly.
Section 10: Lodging/Meals

A. Unless otherwise agreed to by the Participating Utilities, Requesting Utility shall be responsible for supplying and/or coordinating support functions such as lodging, meals, materials, etc. As an exception to this, the Responding Utility shall normally be responsible for arranging lodging and meals en route to the Requesting Utility and for the return trip home. The cost of these in transit expenses will be covered by the Requesting Utility.

B. Personnel of the same gender, other than management and the General Foreman, of Responding Utility will be expected to share one hotel room with two double beds.

C. Each Participating Utility should have a meal and lodging policy in-place prior to the need for response under this SAA.

Section 11: Safety

A. Safety briefings shall be conducted and documented prior to any work being performed. These briefings shall also include the discussion of any Personal Protective Equipment (PPE) limitations the Responding Utility may have, and the resulting limits to the Responding Utility’s work capabilities during the related response event.

B. Responding Utility’s safety rules shall apply to all work done by their employees. Unless mutually agreed otherwise, the Requesting Utility’s switching and tagging rules should be followed to ensure consistent and safe operation. Any questions or concerns arising about any safety rules and/or procedures should be brought to the proper level of management for prompt resolution between management of the Requesting and Responding Utilities.

C. Any accident, injury, or near-miss (hereafter “incident”) occurring while work is being performed under this SAA shall be reported by all parties involved to the management of the Requesting Utility. Management shall be responsible for initiating an investigation process of the incident to ascertain the pertinent facts detailing the incident. The incident investigation shall be conducted by qualified person or persons selected by the management of each of the Utilities providing or receiving assistance at the time of the incident.

Section 12: Invoicing

A. Requesting Utility shall reimburse Responding Utility for all costs and expenses incurred by Responding Utility as a result of furnishing assistance. Responding Utility shall furnish documentation of expenses to Requesting Utility. Such costs and expenses shall include, but not be limited to, the following:
1. Employees' wages and salaries for paid time spent in Requesting Utility's service area and paid time during travel to and from such service area, plus Responding Utility's standard payable additives to cover all employee benefits and allowances for vacation, sick leave and holiday pay, social and retirement benefits, all payroll taxes, worker's compensation, employer's liability insurance, and other contingencies and benefits imposed by applicable law or regulation.

2. Equipment costs incurred in response to the request for assistance.

3. Employee travel and living expenses (meals, lodging, and reasonable incidentals). This does not include expenses that are not valid or reimbursable, such as tobacco, alcohol, or hotel room movie rental.

4. Replacement cost of materials and supplies expended or furnished.

5. Administrative and general costs, which are properly allocable to the emergency assistance, to the extent such costs are not chargeable pursuant to other sections of this agreement.

B. Responding Utility will make every effort to render an invoice no later than 180 days following the period of assistance.

C. Requesting Utility shall pay all non-disputed costs and expenses of Responding Utility within 60 days after receiving an invoice.

D. If any controversy or claim arises out of, or relates to, the execution of the Agreement, including, but not limited to, alleged breach of the Agreement, the disputing Utilities shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Any court of competent jurisdiction may enter the judgment rendered by the arbitrators as final judgment that is binding on the parties.

Section 13: Insurance

A. The Participating Utilities shall carry and determine for itself what kinds of insurance, and in what amounts, it shall carry.

B. Nothing herein shall act or be construed as a waiver of any sovereign immunity or other exemption or limitation on liability that either Participating Utilities may enjoy.

C. Proof of insurance shall be provided by the Responding Utility to the Requesting Utility.

D. The Responding Utility is responsible for verifying that its insurance coverage includes work performed in the Requesting Utility's territory (i.e. Missouri).

E. The Participating Utilities shall maintain appropriate insurance for:
   1. Appropriate general liability insurance.
   2. Any equipment, which may be used in providing assistance to a Requesting Utility.
3. Employee faulty workmanship and other negligent acts, errors, or omissions.
4. Meeting the indemnity conditions provided in this agreement.
5. Worker’s compensation coverage.

Section 14: Indemnification

A. Requesting Utility shall indemnify, hold harmless and defend the Responding Utility from and against any and all liability for loss, damage, cost or expense which Responding Utility may incur by reason of bodily injury, including death, to any person or persons or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing emergency assistance and whether or not due in whole or in part to any act, omission, or negligence of Responding Utility except to the extent that such death or injury to person, or damage to property, is caused by the willful or wanton misconduct and/or gross negligence of the Responding Utility.

B. Where payments are made by the Responding Utility under a workmen’s compensation or disability benefits law or any similar law for bodily injury or death resulting from furnishing emergency assistance, Requesting Utility shall reimburse the Responding Utility for such payments, except to the extent that such bodily injury or death is caused by the willful or wanton misconduct and/or gross negligence of the Responding Utility.

C. In the event any claim or demand is made or suit or action is filed against Responding Utility alleging liability for which Requesting Utility shall indemnify and hold harmless Responding Utility under the paragraph above, Responding Utility shall promptly notify Requesting Utility thereof, and Requesting Utility, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it in its sole discretion deems necessary or prudent. Responding Utility shall cooperate with Requesting Utility’s reasonable efforts to investigate, defend and settle the claim or lawsuit.

Section 15: Amendments

A. This SAA may be amended, added to, or deleted from at any time by majority vote of the KEUTF Members.
B. If an amendment to this SAA is agreed upon, all Participating Utilities shall be notified within 10 business days of the amendment decision. This notification shall include a red-line and clean copy of the SAA, and can be distributed via e-mail.

Section 16: Termination of Agreement

A. This agreement may be terminated at any time by a Participating Utility by providing written notice to the Participating Utility’s representative member of the KEUTF.
Revised June 15, 2015

This agreement is entered into this ______ day of ______________ , 2015, by:

__________________________________________
Utility Name

__________________________________________
Utility Street Address

__________________________________________
Utility City, State, Zip Code

__________________________________________
Authorized Signature & Title

__________________________________________
Printed Name & Title
Appendix 2 – Labor Classifications

The below classifications involve skilled workers who have been previously classified by the Participating Utility:

- Journeyman Linemen – Possess the required knowledge, skill and physical ability to perform any work which they may be called upon to do on the Requesting Utility’s transmission and distribution lines. Experience with other companies shall be considered in computing his/her time at the trade.
- Hot Apprentices – Apprentices who have reached a level of expertise where they can be in the primary service under the direct supervision of a journeyman lineman.
- Cold Apprentices – Apprentices who are allowed to perform non-energized electrical work under the direct supervision of a Journeyman Lineman.
- Equipment Operators – Individuals who accompany requested equipment and are deemed certified to operate such equipment.
- Groundman – Individuals who do not meet the classification of Apprentice or Journeyman lineman.
- Mechanics – The Mechanic is responsible for repairing and maintaining equipment on a project. They will work on site, in a yard and with vendors to make sure equipment is working properly and up to current inspection dates.
- Safety Representatives - The safety representative shall be responsible for documentation, training and distribution of safety material among field personnel and management. They shall also work with the field personnel through audits and field observations to make sure standard safe work practices are being followed. In the event safe work practices are not being followed they will be reported through the appropriate supervisory structure.
- Damage Assessment Team – Individuals assigned to perform preliminary damage assessments.
- Response Coordinators - Individuals that coordinate the response to an emergency and may or may not be onsite.
- Non-Journeyman Linemen - Workers designated by the Participating Utility that may not be qualified as journeyman linemen but who have responsibilities for a narrower scope of electric line work.
## Appendix 3 – Equipment

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digger Derrick</td>
<td>Used to dig and set electric power poles</td>
</tr>
<tr>
<td>Fault Detection Equipment</td>
<td>Used to detect electric faults</td>
</tr>
<tr>
<td>Fuel Tank, Propane, Portable</td>
<td>Transportable container for propane fuel</td>
</tr>
<tr>
<td>Fuel Tank, Diesel, Portable</td>
<td>Transportable container for diesel fuel</td>
</tr>
<tr>
<td>Fuel Tank, Gasoline, Portable</td>
<td>Transportable container for gasoline fuel</td>
</tr>
<tr>
<td>Fuel Tank, Other, Portable</td>
<td>Transportable container for other fuel types</td>
</tr>
<tr>
<td>Generator</td>
<td>Provides an alternate power source during restoration</td>
</tr>
<tr>
<td>Hand Tools</td>
<td>Tools used for electrical work</td>
</tr>
<tr>
<td>Line Locator</td>
<td>Device used to locate underground electrical lines</td>
</tr>
<tr>
<td>Overhead conductor</td>
<td>Devices used on cross arms to conduct electricity</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>Protective clothing and equipment of current regulatory standards</td>
</tr>
<tr>
<td>Pole</td>
<td>Electrical power pole</td>
</tr>
<tr>
<td>Right of Way/Backyard Machine</td>
<td>Assists with reaching remote areas</td>
</tr>
<tr>
<td>Substation – Primary, Mobile</td>
<td>Portable station for primary electrical power</td>
</tr>
<tr>
<td>Substation - Secondary, Mobile</td>
<td>Portable station for secondary electrical power</td>
</tr>
<tr>
<td>Transformer</td>
<td>Used for electrical distribution</td>
</tr>
<tr>
<td>Truck, Aerial (bucket)</td>
<td>Used for aerial operations, material handling/man lift</td>
</tr>
<tr>
<td>Trailer, Hot Line</td>
<td>Trailer for electrical hot line work</td>
</tr>
<tr>
<td>Trailer, Line Reel</td>
<td>Trailer for carrying electrical line reels</td>
</tr>
<tr>
<td>Trailer, Pole</td>
<td>Trailer for carrying electrical power poles</td>
</tr>
<tr>
<td>Underground conductor</td>
<td>Conductors for electrical line underground</td>
</tr>
</tbody>
</table>
MUTUAL AID AGREEMENT

In consideration of the mutual commitments given herein, each of the Signatories to this Mutual Aid Agreement agrees to render aid to any of the other Signatories as follows:

1.) Request for aid. The Requesting Signatory agrees to make its request in writing to the Aiding Signatory within a reasonable time after aid is needed and with reasonable specificity. The Requesting Signatory agrees to compensate the Aiding Signatory as specified in this Agreement and in other agreements that may be in effect between the Requesting and Aiding Signatories.

2.) Discretionary rendering of aid. Rendering of aid is entirely at the discretion of the Aiding Signatory. The agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.

3.) Invoice to the Requesting Signatory. Within 90 days of the return to the home work station of all labor and equipment of the Aiding Signatory, the Aiding Signatory shall submit to the Requesting Signatory an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice shall contain only charges related to the aid provided pursuant to this Agreement.

4.) Charges to the Requesting Signatory. Charges to the Requesting Signatory from the Aiding Signatory shall be as follows:
   a.) Labor force. Charges for labor force shall be in accordance with the Aiding Signatory's standard practices.
   b.) Equipment. Charges for equipment, such as bucket trucks, digger derricks, and other special equipment used by the Aiding Signatory, shall be at the reasonable and customary rates for such equipment in the Aiding Signatory's location.
   c.) Transportation. The Aiding Signatory shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates for such transportation.
   d.) Meals, lodging and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be the reasonable and actual costs incurred by the Aiding Signatory.

5.) Counterparts. The Signatories may execute this Mutual Aid Agreement in one or more counterparts, with each counterpart being deemed an original Agreement, but with all counterparts being considered one Agreement.

6.) Execution. Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date __________________________ Entity _____________________________ (name/ state)

By _____________________________ (please print)

Title _____________________________

American Public Power Association
ATTN: Michael Hyland
Sr. Vice President, Engineering Services
2451 Crystal Drive, Suite 1000 | Arlington, VA 22209-4804
E-mail: MutualAid@publicpower.org | Fax: 202/ 467-2932

Questions about this agreement should be directed to APPA’s Engineering Services department at MutualAid@publicpower.org or 202/467-2900.
TO: Mayor and City Council
SUBJECT: Road Closure Permit – Street Dance
INITIATED BY: Levi Murray- Permit

Background:
A dance has traditionally taken place as part of the Memorial Day events. This year Levi Murray from the Cannonball Bar and Grill has requested to host a street dance on the first block of South Cedar. The road closure request is from 5pm on May 28th until 11am on May 29th. Street dances have previously been held at this location.

Analysis:
The proposed street dance is from 10pm until 1am. Levi is looking to have a live band and stage set up southwest of the intersection at US-54 and Cedar. The remainder of the closure is to ensure the area can be cleaned up and the stage area can safely be removed.

This event will be loud may be seen as a nuisance to neighbors. Staff recommends that the bar be required to give notice to neighbors surrounding the street closure.

Recommendations/Actions: It is recommended the City Council:
Motion: Approve the proposed road closure of Cedar Street from US-54 to Florida starting on May 28th of 2016 subject to notice being given to residents within the set parameters.

Attachments: Exhibit A: Application for Temporary Street Closing Permit, Exhibit B: Map of Closure.
APPLICATION FOR TEMPORARY STREET CLOSING PERMIT

Responsible Party:

Lesl Murray, 9249 35th Ave Greensburg, KS 67901-398

I, the undersigned, having read and understood the City of Greensburg Street Closure Policy, do hereby petition for the closure of:

South Cedar St on west side of bar

between South Cedar St and Florida St

on May 28-2016 from 5 PM to 5 AM 4-29-16

for the purpose of: Memorial weekend street dance

I agree to comply with the provisions of the Greensburg Street Closing Policy and any other conditions imposed by the City as set forth on the attached Exhibit.

Signature of Applicant

***************************************************************************************

APPROVED:

________________________________________ Date ________

City Administrator

*******NOTE: APPLICATIONS ARE DUE 15 DAYS IN ADVANCE OF PROPOSED CLOSURE****

** Original to City Administrator; Copy to Responsible Party **
TO: Mayor and City Council
SUBJECT: Pool Park Design Discussion
INITIATED BY: Kyler Ludwig, City Administrator

Background:
In October of 2012 the City entered an agreement with PEC to design the relocation of Davis Park. As part of that relocation the City received a basic park design for the green-space adjacent to the City Pool. The design was labeled “Phase 1” of the relocation project. PEC received input from students and community members to determine what assets would best fill the space. A map of the proposed design has been attached.

Analysis:
The Greensburg Tree Board has expressed interest to start planting trees near the City Pool for their Arbor Day Celebration. Prior to planting it is important that the long term design for the space is understood.

Staff is seeking discussion from the City Council on the current plan to know what adjustments should be made.

Recommendations/Actions: It is recommended the City Council:
Discuss the park design, and options to change or alter the plan if needed.

Attachments: Exhibit A: Park Design- PEC
AMENITIES & SPACE ALLOCATION

- **Pool**: 5,000 sq ft
- **Deck Area**: 5,000 sq ft
- **Pool Building**: 2,400 sq ft
- **Maintenance Building**: 150 sq ft
- **Multi-Purpose Paved Court**: 4,700 sq ft
- **Skate Park**: 4,950 sq ft
- **Pavilions**: 600 sq ft each
- **Playground**: 3,600 sq ft

Source: EIA, EPA, USDA, USGS, A.T. & T., Geo mapping, Astrog H, IGN, IGN, and the EWS Community
TO: Mayor and City Council  
SUBJECT: Incubator Rent Discussion  
INITIATED BY: Kyler Ludwig, City Administrator

**Background:**
The City Council has indicated that the success of the Sunchips Business Incubator is a priority in 2016. Discussion was held on February 15th on the finances of the Incubator. Following the discussion staff was asked to prepare a more detailed report on costs from the past year at the incubator (See attachment).

A map with rental costs has been provided to help direct discussion on current rates for rentals.

**Analysis:**
At full occupancy the Incubator would collect $2,233.60 in rent and $495.00 in utilities (water, trash, sewer, HVAC, upstairs electric). The average utility bill for the incubator paid by the City over the past 3 years is $645.65. The incubator currently is at 90% occupancy with one available space. There is the option of renting out the old Economic Development Office if space is needed.

**Recommendations/Actions:** It is recommended the City Council:
Receive and file the staff report on the incubator.

**Attachments:** Exhibit A: 2015 Incubator Expenses, Exhibit B: Incubator Map/Rent
## 2015 INCUBATOR EXPENSES

<table>
<thead>
<tr>
<th><strong>PERSONEL</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Salary/Benefits</td>
<td>$11,062.53</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>UTILITIES</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICITY</td>
<td>$8,122.85</td>
</tr>
<tr>
<td>PHONE SERVICE</td>
<td>$3,757.71</td>
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<tr>
<td><strong>Total</strong></td>
<td>$11,880.56</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MAINTINANCE</strong></th>
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</thead>
<tbody>
<tr>
<td>PEST CONTROL</td>
<td>$1,153.00</td>
</tr>
<tr>
<td>UNIFIRST - SUPPLIES</td>
<td>$2,169.58</td>
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<tr>
<td>BUILDING SUPPLIES</td>
<td>$383.80</td>
</tr>
<tr>
<td>BUILDING/SYSTEM REPAIRS AND TESTING</td>
<td>$9,868.02</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$13,574.40</td>
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<table>
<thead>
<tr>
<th><strong>TAXES</strong></th>
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</thead>
<tbody>
<tr>
<td>NRP REBATE CHECK</td>
<td>-$11,344.94</td>
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<tr>
<td>2015 TAXES</td>
<td>$13,508.64</td>
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<tr>
<td><strong>Total</strong></td>
<td>$2,163.70</td>
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<table>
<thead>
<tr>
<th><strong>INSURANCE</strong></th>
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<tbody>
<tr>
<td>EMC Insurance</td>
<td>$8,795.00</td>
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<table>
<thead>
<tr>
<th><strong>TOTAL 2015 INCUBATOR EXPENSES</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$47,476.19</td>
</tr>
</tbody>
</table>
Downstairs:
Metered separately for electric.
$24 of rent is for water/sewer/trash
Upstairs:
$75 of rent pays for all utilities
(water, sewer, trash, electric)