

**CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
MONDAY, JUNE 4, 2018
6:00 PM**

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

D) CITIZEN COMMENTS

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

E) CONSENT AGENDA

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

1. Approval of Minutes
 - a. Regular Meeting – May 21, 2018
2. Appropriation Ordinance
 - a. Ordinance #1125

F) ITEMS OF BUSINESS

1. Greensburg PowerUp Firework Donation Request
2. Quarterly Transfers
3. Procurement Policy Review
4. Economic Development Budget Discussion

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
May 21, 2018
City Hall**

A) CALL TO ORDER

Mayor Robert Dixson called the May 21, 2018 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION

The Pledge of Allegiance was said, and the invocation was given by Pastor Terry Mayhew.

C) ROLL CALL & APPROVAL OF THE AGENDA

Council Present: Matt Christenson, Haley Kern, Mark Trummel, Pam Reves, and Sandy Jungemann. Jungemann made a motion to approve the agenda as presented. The motion was seconded by Kern, and the motion passed 5-0.

D) CITIZEN COMMENTS

There were no comments from citizens in the audience.

E) RECOGNITIONS, PROCLAMATIONS, AWARDS & NOMINATIONS

Reves made a motion, seconded by Jungemann, to appoint Patrick Kumar to fill an unexpired term on the Tourism Board, with the term ending December 2020. The motion passed 5-0.

F) CONSENT AGENDA

Kern made a motion to approve the Consent Agenda as presented. Reves seconded and the motion passed 5-0.

G) ITEMS OF BUSINESS

1. KPP Report – Mark Chesney

Mark Chesney, KPP, provided an organization update for Council. A full membership meeting was recently held, which City Administrator Kyler Ludwig attended. Membership voted unanimously to take advantage of a new law that allows municipal energy agencies to exempt themselves from Kansas Corporation Commission oversight. A brief update on power supply planning was given. KPP has options available and details will be coming soon. KPP is organizing a Fall Planning Retreat to help new Governing Body members become more acquainted with KPP. Staff and KPP are working to plan a special meeting with Council on July 9th at 6p.m.

2. Code Review Chapter VII, Article 6 Weeds

Ludwig provided a PowerPoint overview of the City's current code on weeds, found in Chapter VII, Article 6 of the Code of the City of Greensburg, Kansas. The presentation included pictorial examples of a property owner's responsibility to maintain areas between properties to the centerline, weeds in excess of 12"; weeds in utility easements; and properties where the majority of the yard has been mowed, but tall grasses/weeds remain along the curb or in areas that would require trimming. In the past, Staff has gone beyond what the code requires and first sent a friendly letter or post card to those who have previously been sent a certified notice of violation for weeds. Reves noted that this reminder has reduced the number of certified notices needed in the past. Ludwig noted that nothing is enforceable until a certified notice of violation is mailed. Only one notice is required per year. The code says that Owners have 10 days from the "receipt of the notice" to cut or destroy the weeds. Staff has historically waited 10 days from the date on the return receipt; however, Ludwig stated that the code could be interpreted to mean 10 days from the date on the receipt showing the letter was sent. Staff typically sends 40-50 notices each year via certified mail. This comes to approximately \$340/year (not including postage for any friendly cards that are sent). Depending on the year, Staff mows delinquent properties 20-50 times. Property owners are assessed a fee of \$375 each time the City mows. Ludwig reported that most of these properties are delinquent on taxes and the city typically has 1 property owner pay the mowing fees each

year. Ludwig's presentation included a list of 4 specific questions that would give Staff direction on how Council would like to enforce the current code.

1) Is the \$375 an appropriate fee for delinquent mowing? 2) How aggressive should Staff be with this code? (i.e. if weeds on the edge of the yard grow tall but the rest of the yard is maintained) 3) Beyond certified mail, what other types of communications should be made a delinquent property owners (i.e. phone calls, post cards) 4) Should Staff go by the return receipt or date of the certified mail receipt in determining when to start counting the allotted 10 days to mow the property?

Dixson asked if the city mows any drainage ditches. Ditches on properties that are owned by the City, rather than located in an easement, are mowed by City Staff. Trummel believes that there may be some misunderstanding between the City and citizens as to what is a property owner's responsibility. Kern suggested posting information on the City's Facebook page and in the newsletter that goes out with utility bills. She recommended using pictures such as those shown for tonight's presentation to illustrate, though she would like to see the pictures cropped so as to not make it obvious where the violation is located. Ludwig stated that he has a Facebook post scheduled for next week.

Discussion was had on the current fee charged to properties that Staff mows. Kern noted that the fee is designed to make City mowing undesirable. Ludwig stated that the current fee is not out of line with other cities. Council must also consider the cost of repairs to mowers damaged during mowing.

Dixson asked for further explanation related to a property owner's responsibility to maintain weeds in alleys and streets. Technically property owners would be considered responsible for any weeds in the streets and for mowing the alley ways. Staff does spray weeds that may pop up along the edge of streets. Christenson and Trummel voiced that with proper street maintenance there should not be an issue with weeds forming in street cracks.

The consensus of the Council was that the current mowing fee of \$375 is appropriate; property owners who leave weeds taller than 12" along the curb line should receive certified letters as well and be subject to the City mowing their properties at the same rate as those who have entire yards that are not mowed; Staff should continue issuing friendly reminders prior to issuing a certified notice of violation; and Staff should count the required 10 days from the date on the return receipt (allowing owners time to mow after receiving official notice).

3. Kansas Gas Contract – Grant of Right of Way

Kansas Gas Service (KGS) is preparing to replace 10 miles of existing pipeline east of Greensburg. A portion of that line crosses the City's access road to the sewer lagoons by way of a long standing easement agreement. KGS has requested that a new agreement be entered into, authorizing right-of-way. KGS has advised City Staff that the project is temporarily on hold while research is being done regarding tribal lands. City Attorney Clayton Kerbs has reviewed the contract and had no concerns with the language. Christenson made a motion to approve the Grant of Right-of-Way contract with Kansas Gas Service and authorize Staff to enter into a right-of-way settlement with Kansas Gas Service for a total of \$500. Reves seconded, and the motion passed 5-0.

4. Road Preservation Project Proposals

A request for proposal for the City's road preservation projects was sent out previously. Two companies responded. Ludwig went over details of both proposals. Pro Seal offered a reclamite asphalt rejuvenator at \$0.82/sq yd (the product that the City has been using since 2011) for a proposed cost of \$73,940. This is a 5 year product. The proposal includes cleaning/sweeping the streets for \$0.14/sq yd. Ludwig recommended that Staff sweep the streets instead. Heft and Sons provided a quote with three options for treatment based on the needs of the roads. eFog is a 2-3 year product for \$0.68/ sq yd. Total cost would be \$51,000. eScrub is a 5-7 year product for \$1.65/sq yd, with a total cost of \$123,750. Chip Seal would be completed at a cost of \$1.80/sq yd, with a total cost of \$135,000. Staff recommended Council authorize

Staff to spend up to \$100,000 through Heft and Sons, allowing the use of any of the three provided options depending on the need.

A brief discussion was held on what products and methods would work best for various needs and for repair of areas of the street that have been cut and patched for utility work. Kern commented that the Heft and Sons products would provide a more visible repair, offering the public the opportunity to have a different perception of the large investment being made. Trummel voiced concern that some streets need more repair than just sealing. Staff's focus is to keep the good roads good and replace bad areas as the City can. Reves made a motion to approve Staff to spend up to \$100,000 through Heft and Sons for asphalt preservation. Kern seconded, and the motion passed 5-0.

5. Policing Goals Discussion

Ludwig advised that he and Police Chief Paul Alvarez recently created a list of 23 responsibilities which have been or could be assigned to the police department. They would like Council to review priorities for the department to help prioritize work efforts. Ludwig will distribute the survey to the Governing Body electronically and requested that they be returned prior to June 1st. Staff is also seeking community feedback on priorities, and will engage citizens through the City's Facebook page. Ludwig went through the survey to ensure that Council understood the language used in the descriptions.

Trummel stated that he did not understand why the survey was needed, stating that all of these responsibilities were goals when the department was started. He voiced his dissatisfaction with current Administration's management of the department. Christenson and Kern view the survey as an opportunity to review the department and help Alvarez prioritize his efforts, as he has limited resources. Reves voiced the importance of patrolling the highway. Kern stated that the hours that Alvarez is currently working (8 a.m. – 5 p.m.) may need to be looked at. She asked if Council had been provided the number of traffic tickets issued in the last two years vs. current numbers. Ludwig had provided statistics for traffic citation issues January thru March for 2016, 2017, and 2018 during the April 16th Council meeting. Trummel asked about the second officer position that had previously been budgeted for. Ludwig explained that in 2015, when the position was budgeted, the City only had 14 days worth of reserves. Kern asked for clarification that the Personnel Policy Handbook does not require employees to live within the City.

Ludwig will modify the survey presented for citizens and have it distributed.

H) CITY ATTORNEY'S REPORT

City Attorney Clayton Kerbs was not present for tonight's meeting.

I) CITY ADMINISTRATOR'S REPORT

City Pool: The pool is scheduled to open on May 28th (Memorial Day). Lifeguards who need certification are going through their training this week.

Electric Department: Matthew Anderson will be starting in the Electric Department on Monday, May 4th. Thayne Muntz has completed his 2nd year exams for his lineman certificate.

Police Vehicle: The Police car is at Doug Reh in Pratt getting assessed after the accident on Monday the 14th. Once the assessment is completed the insurance company will review and give the City options on how to proceed. Chief Alvarez has expressed interest in using this time to update and finalize policing policies. He may also be assisting other departments on an as needed basis.

Abatement- 126 E. Pennsylvania: Staff has been working with the property owner (Blankley) of 126 E. Pennsylvania to abate the code violations since September of 2017. The owner at that time expressed interest in demolishing the property. For that reason, Staff delayed starting the formal abatement to allow for the property owner to proceed with the demolition. Recently the property owner reached out to Brown Auction, and the requested the property be auctioned off; a time of June 8th at 1:30pm has been set for the auction. A hearing on the property is scheduled for June 13th before the public officer, if the property is not

sold. Staff has reached out to Scott Brown to let him know that the City had reached out to the landowners about an abatement on the structure prior to the signing of any contract with the auction company.

Special Meeting: A special meeting is scheduled for July 9th at 6pm. Staff from Kansas Power Pool (KPP) will be present to give a 90-minute session on KPP. The City spends about \$1,000,000 each year to purchase power through KPP; this session will help Council and Staff review the value of this expenditure.

2019 Budget: Staff will be preparing for budget discussions starting at the next council meeting.

June 4- Open Discussion on Economic Development Budget (New)

June 18- General Fund Budget

July 2- Utility Budgets (Electric, Water, Sewer, Sanitation)

July 16- All other funds (Fire Res., Sp. Parks, Sp. Highway, Incubator, Tourism, Big Well)

August 6- Final review, call for budget hearing

August 20- Budget Hearing, approve final budget

AT&T: Asphalt repair adjacent to the theatre is scheduled for this week. The transition to fiber/VoIP with AT&T has been scheduled for next week.

J) GOVERNING BODY COMMENTS

Reves asked if the asphalt repair needed on Florida Street would be the City's responsibility or AT&T's, since the hole was dug for AT&T to do line work. Ludwig verified that AT&T was responsible.

K) ADJOURNMENT

Dixson declared the meeting adjourned at 7:13 p.m.

Robert A. Dixson, Mayor

Christy Pyatt, City Clerk

APPRIOPRIATION ORD. 1125

06.04.18

| CHECK # | VENDOR | REFERENCE | AMOUNT |
|-----------------|---------------------------------|--------------------------------|---------------------|
| PRE-PAID | | | |
| 26547 | AT&T | PHONE & INTERNET SERVICE | \$ 545.63 |
| | *****PRE-PAID TOTAL***** | | \$ 545.63 |
| PAID | | | |
| 26559 | ALTEC INDUSTRIES, INC. | RECALL ON BUCKET TRUCK | \$ 345.00 |
| 26560 | AT&T | ACCT 287024877277 | \$ 294.03 |
| 26561 | BOLEN OFFICE SUPPLY INC. | COPIER CONTRACT | \$ 101.08 |
| 26562 | BRANDONS GUNS | AMMO | \$ 562.69 |
| 26563 | BREHM SIGNS | LEASE AGREEMENT | \$ 240.00 |
| 26564 | BTI - PRATT | REPAIR & SUPPLIES | \$ 370.76 |
| 26565 | CARROT-TOP INDUSTRIES | FLAGS | \$ 547.15 |
| 26566 | CITY OF GREENSBURG | JUNE 2018 BW RENT | \$ 5,141.40 |
| 26567 | EMBLAZON DESIGNS | LIFEGUARD UNIFORM | \$ 240.50 |
| 26568 | GMAXX - HAVILAND TELEPHONE CO | POOL INTERNET | \$ 94.67 |
| 26569 | HOME LUMBER | PARTS/SUPPLIES | \$ 311.79 |
| 26570 | inteGREEN SERVICES, INC | CLEANED AND REPIR TO ICE | \$ 1,043.94 |
| 26571 | JBT INVESTMENTS INC | ADJUST LATCHES ,PANIC DEVICES, | \$ 161.88 |
| 26572 | KANSAS MAGAZINE | KANSAS MAGAZINE | \$ 5.00 |
| 26573 | KANSAS ONE-CALL SYSTEM,INC. | ONE CALLS | \$ 12.00 |
| 26574 | KFDI | BIG KS RD TRIP | \$ 250.00 |
| 26575 | KIOWA CO. MEDIA CENTER | 11X17 COLOR PRINT | \$ 100.00 |
| 26576 | KIOWA COUNTY SCHOOL | 2 PINIC TABLES FOR POOL | \$ 800.00 |
| 26577 | KANSAS MUNICIPAL UTILITIES | YR 3 OF 4 PART PROGRAM LINEMAN | \$ 600.00 |
| 26578 | LARRY SCHWARM PHOTOGRAPHY | | \$ 40.00 |
| 26579 | LOPP MOTORS INC. | RELAY SWITCH | \$ 27.28 |
| 26580 | LUMINOUS NEON INC | | \$ 235.00 |
| 26581 | MENNONITE PRESS INC | RESALE | \$ 767.79 |
| 26582 | NISLY BROTHERS TRASH SERV | TRASH SERVICES | \$ 9,411.50 |
| 26583 | ORKIN | INCUBATOR PEST CONTROL | \$ 119.98 |
| 26584 | PEOPLES BANK GREENSBURG | CREDIT CARD STATEMENT | \$ 3,033.16 |
| 26585 | RED BUD SUPPLY, INC | REAR WHEEL/LOCK FOR SIDE PLATE | \$ 779.39 |
| 26586 | STANION WHOLESALE ELEC. . | SUPPLIES | \$ 472.86 |
| 26587 | SUPERIOR FIRE EQUIPMENT LLC | FIRE EQUIPMENT SAFETY | \$ 1,412.45 |
| 26588 | VERIZON | MOBILE SERVICE | \$ 88.58 |
| 26589 | VOLZ | FUEL/OIL | \$ 2,015.36 |
| 26590 | WESTERN ASSOCIATES, INC. | SURF BOTTLE | \$ 398.64 |
| | ***** PAID TOTAL ***** | | \$ 30,023.88 |
| | | | |
| | ***** REPORT TOTAL ***** | | \$ 30,569.51 |

**City of Greensburg
City Council Meeting
June 4, 2018**

TO: Mayor and City Council
SUBJECT: PowerUp Donation- Fireworks
PREPARED BY: City Administrator, Kyler Ludwig

Background:

The City has historically supported the Independence Day Celebration in town which is planned by the Greensburg PowerUp organization. Last year the City donated \$1,200.00 for the firework show. This year the Greensburg PowerUps are requesting \$1,500.00 for the fireworks.

Analysis:

The fireworks will be set off on sycamore street near the Big Well. The show in its entirety will be approximately 15-20 minutes. In addition to the request for funds from the City, PowerUps will be using donations from last year's meals and other organizations in town to pay for the rest of the firework show.

A road closure for this event will be approved administratively

Financial:

Any donation to this event will come out of the General Fund/Administration budget.

Recommendations/Actions: It is recommended the City Council:

Act upon the request from the Greensburg PowerUps.



Steve & Peggy Showalter, Owners
 76 Plum Avenue
 Inman, KS 67546

Phone # 620-663-7714 Toll Free: (888) 886-1008 Fax # 800-884-1218

E-mail: info@showalterfireworks.com Web Site: www.showalterfireworks.com

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| Bill To |
| Kyler Ludwig City of Greensburg 300 S. Main Greensburg, KS 67054 Tax Exempt #KSQWD92UXQ, Exp. 10/01/2020 |

| | |
|------------------------|------------------|
| Date of Invoice | Invoice # |
| 5/23/2018 | CE230002 |

| Item Name | Item Number | Pkg. | Mfg. | Qty Ea. | Price Ea. | Total Price |
|------------------------------|-------------|------|---------------|---------|-----------|-------------|
| 182 Shot High Roller | GPC5052 | 1\1 | GRAND PATRIOT | 1 | 99.70 | 99.70T |
| 162 Shot Clean Sweep | BP2625 | 1\1 | BROTHERS | 2 | 53.03 | 106.06T |
| 126 Shot Bunker Bundle | BP-A087 | 2\4 | BROTHERS | 1 | 72.26 | 72.26T |
| 100 Shot Amazing Ballet Mini | P5145 | 4\1 | WINDA | 1 | 100.25 | 100.25T |
| 64 Shot Fade to Black | BP2329 | 2\1 | BROTHERS | 1 | 72.51 | 72.51T |
| 42 Shot Absolute Justice | TGA860 | 4\1 | TOPGUN | 1 | 68.92 | 68.92T |
| 36 Shot Da Big Bomb Box | BP-A013 | 1\4 | BROTHERS | 1 | 75.64 | 75.64T |
| 35 Shot Strike Back | IMA117 | 4\1 | TOPGUN | 1 | 60.88 | 60.88T |
| 32 Shot Wheeler Dealer | BP2641 | 4\1 | BROTHERS | 1 | 65.68 | 65.68T |
| 30 Shot Helix | BP2675 | 4\1 | BROTHERS | 1 | 92.04 | 92.04T |

| | | |
|----------------------|-----------------|-------------------------|
| _____ (Signature) | _____ (Date) | Subtotal |
| | | Sales Tax (0.0%) |
| | | Payments/Credits |
| | | Balance Due |

WE ACCEPT VISA, MASTERCARD & DISCOVER

REMIT PAYMENT TO: SHOWALTER FIREWORKS - 76 PLUM AVENUE - INMAN, KS 67546-8670

Finance charges are calculated on all invoices past due at a monthly rate of 1.50%; annual rate of 18.00%. Invoice are due by 07/11/18. Finance charges assed on 07/15/18.



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| | |
|------------------------|------------------|
| Date of Invoice | Invoice # |
| 5/23/2018 | CE230002 |

| Item Name | Item Number | Pkg. | Mfg. | Qty Ea. | Price Ea. | Total Price |
|--------------------------------|-------------|------|----------|---------|-----------|-------------|
| 30 Shot Neon Dreams | BP2667 | 4\1 | BROTHERS | 1 | 82.68 | 82.68T |
| 30 Shot Art Attack | BP2669 | 4\1 | BROTHERS | 1 | 76.68 | 76.68T |
| 30 Shot Southern Comfort | BP2425 | 4\1 | BROTHERS | 1 | 86.76 | 86.76T |
| 30 Shot Razzmatazz | BP2470 | 4\1 | BROTHERS | 1 | 85.28 | 85.28T |
| 25 Shot World Biggest Flower | M1020 | 2\1 | MAGNUS | 1 | 55.41 | 55.41T |
| 24 Shot Matchup | BP2614 | 4\1 | BROTHERS | 1 | 86.19 | 86.19T |
| 22 Shot The Big Ticket | FOA2993 | 2\1 | ShowTime | 1 | 71.56 | 71.56T |
| 18 Shot Wind Chill | BP2585 | 4\1 | BROTHERS | 1 | 64.84 | 64.84T |
| 16 Shot 350GM Assortment | TGA806 | 6\1 | TOPGUN | 1 | 53.70 | 53.70T |
| 16 Shot 4in1 Super Value Cakes | TG0167 | 4\1 | TOPGUN | 1 | 59.56 | 59.56T |

| | | |
|----------------------|-----------------|-------------------------|
| _____ (Signature) | _____ (Date) | Subtotal |
| | | Sales Tax (0.0%) |
| | | Payments/Credits |
| | | Balance Due |

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| Kyler Ludwig City of Greensburg 300 S. Main Greensburg, KS 67054 Tax Exempt #KSQWD92UXQ, Exp. 10/01/2020 |

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|------------------------|------------------|
| Date of Invoice | Invoice # |
| 5/23/2018 | CE230002 |

| Item Name | Item Number | Pkg. | Mfg. | Qty Ea. | Price Ea. | Total Price |
|-------------------------------|-------------|------|-------------|---------|-----------|-------------|
| 16 Shot Top Secret | GEN5001 | 4\1 | GENERIC | 1 | 73.11 | 73.11T |
| 13 Shot Speed Trap (12) | BP2526 | 4\1 | BROTHERS | 1 | 56.61 | 56.61T |
| 12 Shot Container Load - Blue | P0027A | 4\1 | WINDA | 1 | 96.26 | 96.26T |
| 10 Shot Welcome to Earth | IMA113 | 2\1 | IRON MAN | 1 | 37.54 | 37.54T |
| 9 Shot Bonus Night | IMA114 | 2\1 | IRON MAN | 1 | 63.06 | 63.06T |
| 9 Shot King of Crown | TGA587 | 2\1 | TOP GUN | 1 | 61.82 | 61.82T |
| 9 Shot Xtreme Challenge | TGA846 | 4\1 | TOPGUN | 1 | 56.48 | 56.48T |
| 9 Shot Best Picks | M3022 | 1\4 | MAGNUS | 1 | 89.04 | 89.04T |
| 9 Shot Bandit Bombs | FOA5775 | 4\1 | TIME BANDIT | 1 | 94.36 | 94.36T |
| 9 Shot Ring! Ring! | P5410 | 2\1 | WINDA | 1 | 79.54 | 79.54T |

| | | |
|----------------------|-----------------|-------------------------|
| _____ (Signature) | _____ (Date) | Subtotal |
| | | Sales Tax (0.0%) |
| | | Payments/Credits |
| | | Balance Due |

WE ACCEPT VISA, MASTERCARD & DISCOVER

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|------------------------|------------------|
| Date of Invoice | Invoice # |
| 5/23/2018 | CE230002 |

| Item Name | Item Number | Pkg. | Mfg. | Qty Ea. | Price Ea. | Total Price |
|-------------------------|-------------|------|----------|---------|-----------|-------------|
| 9 Shot Live Large | BP2685 | 4\1 | BROTHERS | 1 | 89.60 | 89.60T |
| 9 Shot Addicted To Loud | P5388 | 2\1 | WINDA | 1 | 83.34 | 83.34T |

| | | | | | | |
|--|--|--|--|--|-------------------------|------------|
| | | | | | Subtotal | \$2,417.36 |
| | | | | | Sales Tax (0.0%) | \$0.00 |
| | | | | | Payments/Credits | \$0.00 |
| | | | | | Balance Due | \$2,417.36 |

WE ACCEPT VISA, MASTERCARD & DISCOVER

REMIT PAYMENT TO: SHOWALTER FIREWORKS - 76 PLUM AVENUE - INMAN, KS 67546-8670

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**City of Greensburg
City Council Meeting
June 4, 2018**

TO: Mayor and City Council
SUBJECT: Quarterly Transfers
INITIATED BY: City Administrator, Kyler Ludwig

Background:

The City Council budgeted for transfers from the water, electric, sewer, and general funds. These transfers have historically been performed on a quarterly basis.

Analysis:

Electric Transfers- (Electric Fund: \$885,932 -\$57,500 Transfer)

General Fund - \$32,500 (\$130,000 annual)
Electric Reserve Fund - \$25,000 (\$100,000 annual)

Water Transfers-- (Water Fund: \$285,154 -\$28,967.75 Transfer)

General Fund- \$2,500 (\$10,000 annual)
Water Reserve- \$3,750 (\$15,000 annual)
Water Debt Payment- \$22,717.75 (\$90,871 annual)

Sewer Transfer-- (Sewer Fund: \$80,169 -\$3,750 Transfer)

Sewer Replacement- \$3,750 (\$15,000 annual)

General Fund Transfer to Equipment Reserve-- (General Fund: \$422,560 - \$20,000 Transfer)

Equipment Reserve- This will complete the annual transfer of \$40,000.

Financial:

All funds are sufficient for the proposed Transfers.

Recommendations/Actions: It is recommended the City Council:

Authorize the scheduled quarterly transfers.

TREASURER'S REPORT
CALENDAR 5/2018, FISCAL 5/2018

| ACCOUNT TITLE | LAST REPORT ON HAND | REVENUES | EXPENSES | CHANGE IN LIABILITIES | BALANCE | OPERATING CHECKING | OTHER CASH & INVESTMENTS |
|----------------------------|---------------------|------------|------------|-----------------------|--------------|--------------------|--------------------------|
| 100 GENERAL FUND | 486,582.20 | 10,197.78 | 73,742.01 | 1,022.77 | 424,060.74 | 422,560.74 | 1,500.00 |
| 110 CITY TAX - INFRASTRUCT | 178,031.22 | .00 | .00 | .00 | 178,031.22 | 178,031.22 | .00 |
| 120 COURT DIVERSION | 2,103.24 | .00 | .00 | .00 | 2,103.24 | 2,103.24 | .00 |
| 200 ELECTRIC FUND | 897,147.53 | 122,110.99 | 135,118.80 | 1,792.84 | 885,932.56 | 885,932.56 | .00 |
| 210 WATER FUND | 290,160.78 | 17,861.66 | 23,169.41 | 301.04 | 285,154.07 | 285,154.07 | .00 |
| 220 SEWER FUND | 80,973.08 | 5,751.45 | 6,727.22 | 172.58 | 80,169.89 | 80,169.89 | .00 |
| 230 SANITATION FUND | 162,729.24 | 9,195.64 | 9,248.63 | .00 | 162,676.25 | 162,676.25 | .00 |
| 231 SANITATION CAPITAL RES | 100,000.00 | .00 | .00 | .00 | 100,000.00 | 100,000.00 | .00 |
| 240 SALES TAX | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 250 BIG WELL | 305,947.63 | 7,780.31 | 29,183.21 | 244.69 | 284,789.42 | 288,262.32 | 3,472.90- |
| 260 PUBLIC BLDG - BIG WELL | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 261 PUBLIC BLDG DEBT SERVI | 24,209.65 | 4,674.00 | .00 | .00 | 28,883.65 | 28,883.65 | .00 |
| 262 PUBLIC BLDG RESERVE FU | 35,396.41 | 467.40 | .00 | .00 | 35,863.81 | 35,863.81 | .00 |
| 300 EQUIPMENT RESERVE | 89,702.50 | .00 | .00 | .00 | 89,702.50 | 89,702.50 | .00 |
| 340 FIRE EQUIPMENT RESERVE | 77,011.40 | .00 | .00 | .00 | 77,011.40 | 77,011.40 | .00 |
| 350 PARKS & RECREATION / A | 8,414.46 | .00 | .00 | .00 | 8,414.46 | 8,414.46 | .00 |
| 370 SPECIAL HIGHWAY | 174,956.09 | .00 | .00 | .00 | 174,956.09 | 174,956.09 | .00 |
| 400 INCUBATOR | 175,164.30 | 1,273.79 | 7,000.74 | .00 | 169,437.35 | 169,437.35 | .00 |
| 500 METER DEPOSITS | 13,752.84 | 300.00 | .00 | .00 | 14,052.84 | 14,052.84 | .00 |
| 610 WATER RESERVE | 36,827.42 | .00 | .00 | .00 | 36,827.42 | 36,827.42 | .00 |
| 620 WATER PRIN & INT. ACCT | 56,193.19 | .00 | .00 | .00 | 56,193.19 | 56,193.19 | .00 |
| 765 SEWER REPLACEMENT | 31,941.80 | .00 | .00 | .00 | 31,941.80 | 31,941.80 | .00 |
| 770 CDBG | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 771 ELECTRIC RESERVE | 75,000.00 | .00 | .00 | .00 | 75,000.00 | 75,000.00 | .00 |
| 772 ELEC DEBT SERVICE, 200 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 773 ELECTRIC RESERVE, 2001 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 774 ELECTRIC ISSURANCE COS | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 800 HOUSING | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 820 FIRE INSURANCE PROCEED | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 830 TOURISM & CONVENTION | 129,175.54 | 1,200.00 | 9,599.66 | 244.71 | 121,020.59 | 121,020.59 | .00 |
| 901 FEMA TORNADO FUND | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 902 DONATION TORNADO FUND | 166,148.47 | 7.68 | .00 | .00 | 166,156.15 | 72,656.11 | 93,500.04 |
| 903 INSURANCE TORNADO | 880,374.51 | .00 | .00 | .00 | 880,374.51 | 676,542.31 | 203,832.20 |
| 904 GRANT MONEY AIRPORT | 140,484.55- | 190,492.97 | .00 | .00 | 50,008.42 | 50,008.42 | .00 |
| 906 USDA FUND | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 907 FEMA LOAN | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 908 PLANET GREEN DONATION | 10,768.30 | 2.74 | .00 | .00 | 10,771.04 | .00 | 10,771.04 |
| Report Total | 4,348,227.25 | 371,316.41 | 293,789.68 | 3,778.63 | 4,429,532.61 | 4,123,402.23 | 306,130.38 |

GREENSBURG



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Greensburg Procurement Policy

- Last updated on July 18th of 2016.
- Purpose: This policy serves as a guide to those who are given purchasing authority on behalf of the City of Greensburg.

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Expenditure Authority

- Department Heads- \$1,000
 - Big Well Museum Director
 - Clerk/Treasurer
 - Police Chief
 - Public Works Superintendent
 - Utility Superintendent
- City Administrator- \$5,000
- Expenditures over \$5,000 are approved by the City Council.

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Review of Warrant

- The warrant register is reviewed by the City Treasurer, City Administrator, and a Council member prior to approval from the entire council.
- Checks are signed by the Mayor, City Administrator, and City Treasurer (only one can be a stamp).

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Recurring Bills

- Recurring bills may be paid when due to avoid late payment fees and/or penalties.
- These bills are placed on the warrant for council to review after they have been paid.

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Small Purchases – Under \$10,000

- Quotes are obtained from qualified sources (generally three quotes).
- Specifications are provided and published for 30 days.
- Written documentation regarding the basis for selection is maintained.

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Competitive Sealed Bids – Cost over \$25,000

- Quotes are obtained from qualified sources (generally three quotes).
- Specifications are provided and published for 30 days.
- Written documentation regarding the basis for selection is maintained.

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Competitive Negotiations

- Request for Proposals (RFP) or Request for Qualifications (RFQ).
- Must be published for 30 days.
- Awards are given to the bidder whose proposal is most advantageous to the City.

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Non-Competitive Negotiations

- Used when there is only one supplier, there is a public emergency, or when the results of competitive negotiations are inadequate

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Emergency Situations

- The City Administrator and Department Heads must use reasonable judgment in determining when an emergency purchase is necessary.
- All purchases made outside normal purchasing procedures must be reported as soon as possible.

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Miscellaneous

- Related expenditures covered in Personnel Policy Handbook.
- City Staff will make every reasonable effort to purchase goods and services from suppliers within the City of Greensburg.
- Reasonable effort will be made to support small, minority, and female-owned businesses.

RESOLUTION 2016-05

A RESOLUTION AMENDING THE CITY OF GREENSBURG PROCUREMENT POLICY; ESTABLISHING AND CREATING A PURCHASE AND BIDDING PROCEDURE FOR THE PROCUREMENT OF GOOD AND/OR SERVICES BY THE CITY OF GREENSBURG.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GREENSBURG, KANSAS.

Section 1. The governing body of the City of Greensburg, Kansas hereby adopts a procurement procedure policy to read as follows:

PURPOSE

The purpose of this Procurement Policy is to provide a complete source of purchasing information and detailed procedures for the centralized purchasing of all commodities, contractual services and equipment, and that such purchases be obtained efficiently and economically, in compliance with local, state and federal laws. The policy serves as a guide to those who are granted purchasing privileges on behalf of the City of Greensburg. City employees/elected officials will follow established ethical and conflict of interest policies as set forth in the Code of the City of Greensburg.

APPLICATION

This policy applies to the procurement of all supplies, equipment, construction, and services of and for the City of Greensburg.

POLICY

1. General
 - A. The following positions are authorized to make purchases for the city up to \$1,000. Any purchase exceeding \$1,000 or for professional services and fixed assets must be approved either by the City Administrator or City Council prior to making the purchase. Quotes received for purchases \$1,000 and under can be accomplished via phone, in person, in writing or via fax, but need to be recorded on the purchase order. When practical, Department Heads should obtain three quotes prior to making purchases.

Big Well Museum Director
City Clerk
City Treasurer
Police Chief
Public Works Superintendent
Utility Superintendent

- B. The City Administrator is authorized to make purchases for the City of Greensburg up to \$5,000. Any purchase exceeding \$5,000 must be approved by the City Council prior to making the purchase. Bids and the purchases of fixed equipment \$5,000 or more, not included in the budget, require City Council approval.
- C. The City of Greensburg utilizes an informal purchase order system, not requiring a purchase order number. Once an item is received, the Department Head that purchased the item verifies that the city is being invoiced for the correct item. The Department Head reviews the purchase order, initials it and codes it for payment. Purchases made by the Administration Department and office staff are reviewed, initialed and coded by the City Treasurer. The Administration Department enters the invoices for payment into the system. Once the warrant register is printed, the warrant register is reviewed by the City Treasurer, City Administrator, and a Council member. The warrant register is taken to the City Council for approval.
- D. Upon approval of the warrant register by Council, the checks are printed and mailed the following day. The Mayor, City Administrator, and the City Treasurer must sign the checks. One of the three signatures may be a stamped signature – two must be original.
- E. Recurring bills may be paid when due to avoid the accrual of interest or the imposition of late payment fees and/or penalties. Payments made pursuant to this exception shall be reported to the Governing Body at the next regularly scheduled meeting of the Governing Body subsequent to the date the payment was made.

2. Methods of Procurement

- A. Small Purchases – This method is used when goods or services do not cost in the aggregate more than \$10,000.
 - (1) Price or rate quotes are obtained from an adequate number of qualified sources (generally three). Written specifications are provided, normally 30 days in advance, to assure all responders are bidding on the same product or service. Bid requests will be published at a minimum in the City of Greensburg Official Newspaper, at a minimum 30 days prior to bid date, except with approval of the City Council. All bids shall be opened publicly at the time and place stated in the Invitation for Bids.
 - (2) Documentation regarding the businesses contacted and the prices submitted shall be maintained in the project folder or procurement file.
 - (3) Written documentation regarding basis for selection and cost shall be maintained.

- (4) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required for all contracts over \$2,000.
 - (5) Any and all bids may be rejected when there are sound documented business reasons in the best interest of the City of Greensburg. All unsuccessful bidders must be notified in writing.
- B. Competitive Sealed Bids – Competitive sealed bids are initiated by publishing an Invitation for Bids (IFB) when the cost is estimated to be over \$25,000, and two or more responsible suppliers are willing and able to compete effectively for the City of Greensburg business. Invitation to Bid notices will be published once, at a minimum, in the City of Greensburg Official Newspaper and the publications at a minimum 30 days prior to bid date, except with approval of the City Council. The City Council is the approving authority for all competitive sealed bids. All bids shall be opened publicly at the time and place stated in the Invitation for Bids.
- (1) Detailed specifications for the goods or services to be procured shall be approved by City Council prior to advertising.
 - (2) All bids received are tabulated and reviewed according to the written criteria given to prospective bidders. The primary basis for award shall be cost.
 - (3) A firm-fixed-price contract award shall be made by written notice to the responsible bidder whose bid, conforming to the Invitation for Bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest.
 - (4) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required (after confirming the contractor is not on the Federal Debarred List).
 - (5) Any and all bids may be rejected when there are sound documented business reasons in the best interest of the City of Greensburg. All unsuccessful bidders must be notified in writing.
 - (6) A bid guarantee equal to at least five percent (5%) of the proposed contract amount and should be secured through a bid loan or a certified check. A 100 percent “performance bond” on the part of the contractor to secure fulfillment of all the contractor’s obligations under the contract; and a 100 percent “payment bond on the part of the contractor to assure payment, as required by law, of all persons supplying labor and materials as part of work provided under the contract.

- (7) Bonds shall be from a surety company registered and licensed to do business in Kansas and countersigned by a Kansas agent.

C. Competitive Negotiations – Competitive Negotiations are initiated by publishing a Request for Proposals (RFP) or Request for Qualifications (RFQ). Responses shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The RFP is used when price is a factor in selection; the RFQ is used when price is considered after selection (this is usually applicable only for architectural and engineering services). Adequate time is allowed for preparation of RFP or RFQ for at least 30 days.

- (1) In both the RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in evaluation and selection. A written basis of selection must be prepared.
- (2) All proposals received are to be reviewed according to the written criteria given to prospective bidders and the review should be in writing. The basis of selection must be documented.
- (3) For RFQ's, an invitation is made to one or more respondents to negotiate a price or fee.
- (4) Awards may be made to the responsible bidder whose proposal will be most advantageous to the City, with price and other factors considered.
- (5) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.
- (6) All unsuccessful bidders must be notified in writing.

D. Non-Competitive Negotiations – Non-competitive negotiations are used only when (1) the use of competitive negotiations is not feasible, such as having only one supplier, (2) there is a public emergency, or (3) the results of the competitive negotiations are inadequate.

- (1) Negotiations are conducted with the selected company regarding a scope of work and price.
- (2) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.
- (3) Sole source purchases must be approved by the City Administrator or City Council.

3. Emergency Situations

- A. It is recognized that emergency situations occasionally arise in City operations. In emergency situations it is up to the judgment of the City Administrator or Department Head to make a responsible decision regarding obtaining required goods and services.
 - B. These emergency situations arise when an immediate decision may preclude excessive costs at a later date and in some situations even save individual lives or injuries. The City Administrator and all Department Heads are charged with the responsibility to determine if an emergency situation exists and to make necessary decisions if higher authority is unavailable.
 - C. All purchases made outside the normal purchasing procedures must be reported to the appropriate Department Head and the City Administrator as soon as it is possible.
4. Contracts
- A. Contract Pricing – The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
 - B. Contracts must include the following:
 - (1) Effective date of contract;
 - (2) Name and addresses of the locality and firm;
 - (3) Names of representatives of locality and firm who will act as liaison for administration of the contract;
 - (4) Citation of the authority of the city under whom the contract is entered into and source of funds.
 - (5) Conditions and terms under which the contract may be terminated by either party, both termination for cause and termination for convenience, and remedies for violation/breach of contract.
5. Miscellaneous Financial Issues
- A. Procedures for claiming of travel related expenditures are identified in the City of Greensburg Personnel Policy Handbook.
 - B. All telephone equipment and installations shall be requested to the City Administrator for approval.
 - C. The City of Greensburg shall perform some form of cost/price analysis for every procurement action, including modifications or change orders.

- D. The City Staff shall make every reasonable effort to purchase goods and services from suppliers located within the City of Greensburg if the goods or services needed by the City are available from such suppliers at a competitive price, and if the goods and services are of the level of quality expected by the City.
- E. All procurements will be reviewed to avoid unnecessary and duplicate purchases and to ensure costs are “reasonable.”
- F. The City of Greensburg will make every effort to ensure small, minority and/or female-owned businesses are included in the bid process.
- G. Invitation for Bids or Requests for Proposals must be clearly written and describe the technical requirements of the equipment or services.
- H. Formal bids will contain the following language: The Governing Body of the City of Greensburg reserves the right to waive irregularities in bids, to reject any and all bids with or without cause, and to award the bid that it determines to be in the best interest of the City of Greensburg. The City of Greensburg does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

Section 2. The Governing Body of the City of Greensburg, Kansas, by majority vote, may waive any provisions of this Resolution when deemed in the best interest of the City.

Section 3. This Resolution shall take effect and be in force from and after its passage and adoption.

Passed and adopted by the Greensburg City Council on this 18th day of July, 2016.

Robert A. Dixon, Mayor

ATTEST:

Christy Pyatt
City Clerk

**City of Greensburg
City Council Meeting
June 4, 2018**

TO: Mayor and City Council
SUBJECT: Economic Development Budget Discussion
INITIATED BY: City Administrator, Kyler Ludwig

Background:

During previous discussions with the City Council a desire to increase the City's commitment toward Economic Development has been discussed. To begin the budget process staff felt that a discussion on funding for economic development would be appropriate.

Analysis:

Previously the City of Greensburg has set aside funds for economic through different programs, "The Center for Innovation at Arlington", funding the chamber of commerce director/ economic development position, contributing to the Kiowa County United Project, and by building an industrial park. Economic Development often comes at a significant price tag and it needs to be a priority within the budget if the council believes it is a focus.

Options to discuss

- Establish an Economic Development fund to help attract new businesses.
 - Set aside money for building and supporting the industrial park
 - Allocate funds for an economic development position
 - Seek an outside firm to help attract businesses/development
-

Recommendations/Actions: It is recommended the City Council:

Discuss options for funding economic development within the community.