

**CITY OF GREENSBURG  
REGULAR CITY COUNCIL MEETING  
300 SOUTH MAIN GREENSBURG, KANSAS  
MONDAY, SEPTEMBER 17, 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 – September 4, 2018
2. Appropriation Ordinance
  - a. Ordinance #1132

**F) ITEMS OF BUSINESS**

1. Jim Kennedy - Presentation of the City of Greensburg Financial Statement with the independent auditor's report for the fiscal year ending December 31, 2017.
2. Judi Kirk – PAC Request for approval and donation.
3. Discuss proposed water utility rate adjustment
4. Discuss construction of a generic building in the City of Greensburg Industrial Park.
5. Consider Ordinance 1081 amending Chapter XIV Article 5 of the Code of the City of Greensburg (Special Purpose Vehicles)
6. Consider adoption of Resolution 2018-03, amending the City of Greensburg Position Classification and Pay Plan pay ranges for classified employees to be effective January 1, 2019.

**G) CITY ADMINISTRATOR'S REPORT**

**H) GOVERNING BODY COMMENTS**

**I) 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 Interim City Administrator Jay Newton at [administrator@greensburgks.org](mailto:administrator@greensburgks.org) or call City Offices at 620-723-2751.

**Greensburg City Council  
September 4, 2018  
City Hall**

**A) CALL TO ORDER**

Mayor Robert Dixon called the September 4, 2018 meeting to order at 6:00 p.m.

**B) PLEDGE OF ALLEGIANCE & INVOCATION**

The Pledge of Allegiance was said.

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

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

**D) CITIZEN COMMENTS**

There were no comments from citizens.

**E) RECOGNITIONS, PROCLAMATIONS, AWARDS & NOMINATIONS**

Council was asked to appoint K-State Research and Extension Agent Wade Reh to the Greensburg Tree Board for a term that expires May 31, 2021. Interim City Administrator Jay Newton reported that the Tree Board had scheduled a meeting for today; however, there was not a quorum present. Wade was present for this afternoon's meeting. The board is planning a tree planting at the end of September. Christenson made a motion, seconded by Trummel, to appoint Wade Reh to the tree board for a term expiring May 31, 2021. The motion passed 5-0.

**F) CONSENT AGENDA**

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

**G) ITEMS OF BUSINESS**

**1. Consider acquisition of a tractor and rotary mower based on required specifications**

Newton presented a listing of desired specifications for a rotary pull mower and utility mowing tractor. Two purchasing options were presented for each piece of equipment without brands being specified. Newton recommended purchase of tractor option B (a Kubota) and mower option A (a John Deere) based on the specs provided in each bid. Council was advised of the brands recommended.

Newton explained that what is requested is similar to what the KDOT utilizes to mow ditches. Trummel agreed that the specs on the equipment indicate that the John Deere mower would be better suited for traveling out of town, with more tires to distribute the weight of the machine. Newton recommended Council select the foam filled tire option. Trummel asked where the Kubota tractor bid came from. Kincheloe's at Pratt submitted the bid and has the item in stock. Trummel asked for Public Works Superintendent Mike Hayes' opinion on the options. Newton stated that Hayes was more comfortable with the John Deere mower.

Trummel made a motion, seconded by Jungemann, to purchase mower option A (John Deere) and tractor option B (Kubota). The motion passed 5-0. Trummel asked what would be done with the city's current equipment. Staff will retain the current tractor and mower, but Newton intends to address the 2004 John Deere mower at a later date.

**2. Discuss an addition to the City of Greensburg Personnel Policy Handbook providing for tuition assistance as related to City employment**

Newton stated that he had been asked by a city employee if the City would consider reimbursing an employee for educational course work if that education was directly related to the employment position they currently occupy. Newton has been involved in preparing and administrating a tuition assistance policy in the past. A similar request was made by former City Administrator Ed Truelove. Newton provided a policy for Council's consideration, which puts the responsibility on the employee and must benefit the city. Newton went over the policy requirements and stated that he feels this policy could be utilized as a recruitment tool.

Dixson commented that he feels the proposed policy is the same as what the City is doing for Thayne Muntz in the Electrical Lineman program. Reves asked if other cities our size offer such an opportunity for their employees. It was noted that there would be a limited number of beneficiaries of the policy. Newton stated that he has seen the policy in communities of 5,000+ populations. Dixson stated that he would prefer to have the issue looked at on a case-by-case basis, rather than have a policy. Kern asked how much would need to be budgeted yearly to implement such a policy. Newton advised that would depend on the course work being sought. He recommended budgeting based on the cost of 3 course hours at a community college. If funds are not used in a given budget year, they would carry over to the next. Christenson asked where final approval of an application would rest. Newton explained that Administration would approve an application, if guidelines adopted by the Council were followed. Trummel asked if there was more than one interested employee at this time. Newton confirmed that he was aware of one interested party. Reves stated that if this policy were to apply to Muntz, it would cause a problem with his required course work. She does not feel that Muntz should have to apply for the lineman course work to be covered. Newton differentiated between training opportunities and semester long classes, which is what the policy would apply to.

Reves voiced that she was open to employees wanting to educate themselves, but stated that she did not feel this would be a good tool for the City. Christenson is interested in creating an opportunity to train and educate employees but would prefer to review the policy in conjunction with the budget process. Kern would like to determine a potential cost for course work before moving forward. Dixson voiced that he feels the situation should remain as is. Kern and Christenson would like to revisit the topic during the 2020 budget planning.

**3. Approve City Administrator Recruitment Profile**

Newton discussed changes made to the City Administrator Recruitment Profile, to reflect what was understood to be the direction of the Governing Body following the August 20<sup>th</sup> discussion regarding continuing the search for an administrator. Newton also prepared an advertisement to be distributed. Dixson asked if the advertisement would be made available on the City's website, to which Newton confirmed that it would. Christenson asked where the ad would be posted. Newton stated that Staff would utilize the same publications as before, but that he had asked Stacy Barnes, Tourism Director, to provide him information on websites for economic development/tourism opportunities. Dixson provided an email of Marla Flentje's recommendations to Newton. Kern commented that she felt the changes to the profile were subtle, but good. Newton confirmed that Flentje has been holding off on the recruitment process until the updated profile was approved.

Reves made a motion to approve the City Administrator Profile as presented and to proceed with the recruitment process. Kern seconded, and the motion passed 5-0.

**H) CITY ADMINISTRATOR'S REPORT**

Newton reported that the city's pool had been closed and cleaned. Christenson passed along a request that water service to the bathhouse remain on for the time being, for tree watering.

**I) GOVERNING BODY COMMENTS**

Reves noted that Council Members had received an email from citizen Georgina Rodriguez regarding an ongoing issue with skunks and other varmints being harbored in the area of her home due to the storage of various items of debris on a neighboring property. Jungemann confirmed that she is also having issues with raccoons and skunks coming from the mentioned property on S. Olive St. Kern asked when the property was last mowed. Staff noted that the property owner has been mowing around objects on the property, but as the letter states, tall vegetation remains in areas of the property. Trummel would like to see Staff letter the owners and give them 30 days to abate the issue. Newton advised that he was willing to enforce to the full extent of the code, but requested Council's full support before doing so.

Trummel asked about drainage on the property located at E. Grant. and S. Olive. He stated that drainage is being hindered by trees and debris piles from trees being cut down. He would like to see the city crew clean the drainage portion of the property of stumps and mow it. Jungemann stated that she voiced her concerns over the County's portion of the drainage that runs out of town on E. Grant. She stated that during the recent big rains the ditch worked, but didn't work well and stated that there is still water standing in the ditch. The Commissioner she spoke to said that the County Attorney is looking into who's responsibility the ditch is.

Kern mentioned that Staff was to be sending a certified letter to the owner of the property north of her residence, as the property is overgrown with weeds and bushes.

Kern asked if Staff could notify citizens in advance of spraying for mosquitoes. She was advised that Facebook is being used privately to alert citizens. She suggested a text alert be issued. Trummel explained that the timing of spraying is difficult to calculate, as the wind plays a large factor.

Christenson asked about the dirt pile that remains behind the theatre, following work done several months ago by AT&T. Newton advised that Staff could clean up the dirt and bill AT&T.

**J) ADJOURNMENT**

With nothing further to discuss, Dixson declared the meeting adjourned at 6:46 p.m.

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Robert A. Dixson, Mayor

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Christy Pyatt, City Clerk

**APPROPRIATION ORD. 1132**

09.17.18

<b>CHECK #</b>	<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
<b>PRE-PAY</b>			
	AT&T	ACCT 316 A67-0010 183 1	\$ 1,676.04
	CLUNE & COMPANY LC	INITIAL COPIER LEASE/DOC FEE	\$ 351.70
	VOLZ	FUEL	\$ 1,903.69
	<b>*****PRE-PAY*****</b>		<b>\$ 3,931.43</b>
<b>PAID</b>			
26944	BLUE VALLEY PUBLIC SAFETY, INC	SEPT SIREN MAINTENANCE	\$ 234.00
26945	CLUNE & COMPANY LC	LEASE # 21425 KYOCERA	\$ 100.85
26946	COMPLIANCE ONE	MONTHLY CHARGE	\$ 38.50
26947	GREENSBURG FARM SUPPLY	SUPPLIES	\$ 498.46
26948	GREENSBURG TIRE	FOAM FILLED TIRE ON MOWER	\$ 65.95
26949	INTERSTATE BATTERY SYSTEM	BATTERY	\$ 203.37
26950	IOWA LEAGUE OF CITIES	ADMIN. AD	\$ 130.00
26951	JAY NEWTON	SALARY	\$ 2,731.12
26952	KANSAS GAS SERVICE	ACCT 510351829 2017822 73	\$ 33.15
26953	KANSAS POWER POOL	AUGUST USAGE	\$ 90,744.37
26954	KERBS LAW OFFICE	REVIEW ORDINANCE VIOLATION	\$ 148.00
26955	KS ASSOC. OF CITY/COUNTY MGMT.	CITY ADMIN. WEB SITE AD.	\$ 120.00
26956	LAYNE CHRISTENSEN COMPANY	WATER TREATMENT REPAIRS	\$ 1,818.00
26957	LEAGUE OF KANSAS MUNICIPALS	CITY ATTORNEY'S ASSOC. MTG	\$ 215.00
26958	LUMINOUS NEON INC	SIGN LEASES	\$ 875.00
26959	NISLY BROTHERS TRASH SERV	TRASH SERVICES	\$ 9,203.47
26960	OFFICE SOLUTIONS	SUPPLIES/ BOOSTER/ COMPUTER	\$ 1,223.62
26961	PEOPLES BANK GREENSBURG	POSTAGE, SUPPLIES, TRAVEL, ETC	\$ 2,621.05
26962	PRATT TRIBUNE	BUDGET LEGAL	\$ 18.00
26963	ROATED RICHES	COFFEE	\$ 45.00
26964	SAGE PRODUCTS, INC	ROLLED TOWELS	\$ 86.70
26965	UNIFIRST CORPORATION	UNIFORMS/ SUPPLIES	\$ 658.53
	<b>***** PAID TOTAL *****</b>		<b>\$ 111,812.14</b>
	<b>***** REPORT TOTAL *****</b>		<b>\$ 115,743.57</b>

**City of Greensburg  
City Council Meeting  
September 17, 2018**

**TO:** Mayor and City Council  
**SUBJECT:** Starlight Park  
**INITIATED BY:** PAC – Judi Kirk

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**Background:**

PAC has been working towards the purchase of a third and final art piece for Starlight Park. They also continue to work on the landscaping. During the July 2, 2018 Council meeting, Judi Kirk requested Council consider a matching fund grant for a Rollin Karg piece. The request was declined for the time being, with Council wanting to see a conceptual design. Council also recommended PAC provide three concepts for the community to consider.

**Analysis:**

Judi Kirk has provided her minutes from the last PAC meeting, along with a budget for the purchase of a proposed third piece and completion of the park. Photographs of a proposed third piece are also provided. The piece is a Rollin Karg created with blown glass and stainless steel.

Also of note, minutes provided show that there are two new members to PAC.

**Recommendations/Actions:** Receive Judi Kirk for an update from PAC.

**Attachments:** Exhibit A: Minutes; Exhibit B: Images of “Aurora”; Exhibit C: Budget

PAC

PAC Greensburg met September 5, 2018 at 547 Arts Center at 7:00 p.m. Those present were Amber Campbell, Shawn Cannon, Thomas Derstein, Michelle Comaduran, and Judi Kirk with George Ryan joining later. Michelle and George will be new members.

There is \$3,488.20 in our account.

Discussion was held about the miniature Beacon made by Mike McBeath to be sold as a money maker. Mike is still having trouble making the transition to a workable format for the piece. The time necessary to make a piece has to be cut to make production feasible and the cost exceeds the budget due to tariffs on Chinese goods. We will continue to look for options and will not be selling them at the next home football game as planned at a prior meeting.

Kerri Ulrich presented a grant that was due on Friday and no one at the table had time to prepare it in the 2 days until the due date.

Discussion of the third piece followed. Rollin Karg's piece of blown glass and metal wrap is a favorite. He has not finished the name but it will contain the word Aurora. It has a 30" base that 10" tall. Aurora is 7 feet tall. With a stainless steel base the cost is \$5,500.00 and with a steel painted base it is \$5,000.00. After discussion Thomas Derstein made a motion to use Rollin Karg for the artist on the third piece and commission the piece, Aurora. Amber Campbell seconded the motion. All seven people present voted in favor of the motion. Motion carried. We discussed the possibility of using alternative workers for the foundation and lighting on this piece. We will present this to City Council at the next meeting and request financial funding from non-tax money donated by people for the improvement of Greensburg. This could be seed money for a matching grant or any other form of funding.

Meeting adjourned.

Judi Kirk





Starlight Park Closing proposed budget

Rollin Karg "Aurora" sculpture.....	\$ 5,500.00
Sculpture base.....	\$ 2,500.00
Lighting.....	\$ 1,500.00
Plaque.....	\$ 277.35
Total Sculpture installed.....	\$ 9,777.35
Finishing park	
Plants.....	\$ 1,500.00
Pathway.....	\$ 500.00
Total park finish.....	\$ 2,000.00
Total for sculpture and park finish.....	\$11,777.35
Money in PAC account presently.....	\$ 3,488.20
Total needed to finish project.....	\$ 8,289.15

MEMORANDUM

To: Mayor and City Council

Date: September 17, 2018

From: Jay Newton,  
Interim City Administrator

Re: Water Utility Rate Adjustment

Among the notes left by City Administrator Kyler Ludwig was one advising the need for a water rate increase. He indicated this had been discussed with the City Council last April (as confirmed by the City Council minutes) and during budget discussions. I have been reviewing city audits, city budgets as well as budgetary financial revenue and expenditure reports to determine the extent an adjustment in water utility rates is needed. Administrator Ludwig left some very helpful information from which to begin a review.

Current water rates are set out by city Ordinance No. 1039 adopted in May of 2013. The ordinance adopted by the City Council at that time established fixed rates that have assured a consistent flow of revenue that has remained essentially unchanged over the five years those rates have been in effect. While water revenues have shown little growth, the cost of providing water has increased. Through 2013 and 2014 water revenues exceeded operational expenses. From 2015 through 2018 expenditures have exceeded revenues. This pattern is projected to continue. While the water fund does have a health cash balance, that balance will continue to decline and is not sustainable in the long term.

Water fund expenditures are exceeding revenues on an average of about \$7,500 a year. It is anticipated that amount will accelerate as costs continue to increase while revenues remain relatively flat. If nothing is done to adjust water rates, it will be a number of years before the city will be required to impose a major rate increase. In order to avoid the price shock of waiting for a large increase in utility rates, the City Council may choose to adopt a water rate schedule that will establish a series of small rate adjustments over a period of several years.

The City has 495 water meters from which utility charges are being made as of this date. Of these, 374 are for residential customers, 48 are for governmental and institutional customers, 54 for commercial customers and 19 for customers who live outside the corporate limits of Greensburg. Residential, governmental and institutional customers are on the same rate schedule while commercial and out of city customers are on separate rate schedules.

<u>Average Monthly consumption per Customer Class</u>	<u>Gallons</u>	<u>Percent</u>
Residential/Governmental/Institutional	3,136	69%
Commercial	1,124	25%
Outside of the City	<u>273</u>	<u>6%</u>
Total	4,533	100%

<u>Average Monthly Revenue per Customer Class</u>	<u>Revenue</u>	<u>Percent</u>
Residential/Governmental/Institutional	\$13,742	72%
Commercial	4,222	22%
Outside of the City	<u>1,150</u>	<u>6%</u>
Total	\$19,114	100%

<u>Average Monthly Bill</u>	
Residential	\$ 28.41
Governmental/Institutional	64.91
Commercial	78.18
Outside of the City	60.53

The following illustrates annual water revenues and expenditures over a five year period and projects the year 2019 using current rates.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$224,618	\$226,237	\$223,817	\$227,823	\$229,368	\$229,000
Expenditures	<u>203,824</u>	<u>234,887</u>	<u>228,558</u>	<u>233,422</u>	<u>241,000</u>	<u>245,078</u>
Cash Balance	20,794	<8,650>	<4,741>	<5,599>	<11,632>	<16,078>
Beginning Bal.	<u>287,103</u>	<u>307,897</u>	<u>299,247</u>	<u>294,507</u>	<u>288,907</u>	<u>278,164</u>
Ending Bal.	\$307,897	\$299,247	\$294,506	\$288,907	\$278,164	\$262,086

The change in expenditures can be attributed to some increased cost of commodities (fuel, parts & supplies, water meters, etc.) but primarily to salary adjustments. Not all personnel cost were being included in the water budget until the 2018 budget. The largest single water budget expense is the bond and interest costs of about \$91,000.00 a year and that expense will continue until the bonds are retired in 2052.

Should the Governing Body choose to increase water utility rates it is suggested that the increases be relatively small and incremental over a four year period. The ordinance adopting new rates can be structured to adjust rates annually without the need to adopt a new ordinance each year. The following schedule of monthly water rates is suggested:

Residential/

<u>Govt./Inst.</u>	<u>Minimum</u>	<u>1<sup>st</sup> 7,000 gals.</u>	<u>Above 7,000 gals.</u>	<u>Change</u>
Current (2018)	\$14.80	\$2.40	\$2.70	-----
2019	15.00	3.00	-----	
.20/.60				
2020	15.50	3.00	-----	.50/---
2021	15.75	3.25	-----	.25/.25
2022	16.00	3.50	-----	.25/.25

Commercial

Current (2018)	\$17.80	\$2.60	\$3.00	-----
2019	18.00	3.50	-----	.20/.90
2020	18.25	3.50	-----	.25/---
2021	18.50	3.75	-----	.25/.25
2022	19.00	4.00	-----	.50/.25

Out of City

Current (2018)	\$17.80	\$2.75	\$3.10	-----
2019	20.00	4.00	-----	1.20/1.25
2020	20.25	4.25	-----	.25/.25
2021	20.50	4.50	-----	.25/.25
2022	21.00	4.75	-----	.50/.25

The suggested rate structure shown above will have a minimal impact on in city customers and initially only a minimal impact on city water revenue. The cumulative impact on city water revenue appears to be about \$5,000 additional revenue in 2019 that would increase to about \$15,000 additional revenue by year four. The longer term impact is minimizing the necessity of imposing a large rate increase on Greensburg consumers while reducing the imbalance between water revenues and expenditures.

While reviewing the current city ordinance it was noted there is no codified provision for sale of bulk water. This is a standard provision in nearly all Kansas cities. It is suggested that a new utility rate ordinance include a section for “Bulk Water Sales” and the rate per 1000 gallons be set at \$20.00 with a \$20.00 minimum.

Should the Governing Body agree with the recommendations for a water utility rate adjustment, an ordinance will be prepared for the City Council meeting of October 1<sup>st</sup> to be effective January 1, 2019.

City of Greensburg  
City Council Meeting  
September 17, 2018

**TO:** Mayor and City Council  
**SUBJECT:** Special Motor Vehicle Code  
**INITIATED BY:** Chief Alvarez/Administration

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**Background:**

The Chapter XIV (14) Article 5 of the Code of the City of Greensburg regulates the use of special purpose vehicles (all-terrain vehicles, golf carts, micro utility trucks, work-site utility vehicles, pocket bikes, and motorized scooters). The City, each year, adopts the current Standard Traffic Ordinance (STO), which also regulates the use of special purpose vehicles (SPVs).

**Analysis:**

Chief Alvarez has brought to Administration's attention that the adopted 2018 STO made changes to the regulations of some SPVs. Chief Alvarez also noted that because of the adoption of the STO, portions of the Code of the City of Greensburg are redundant and could be omitted.

Staff has prepared an ordinance that simplifies the current code and brings it into agreement with the current STO. Suggested changes include:

- combining sections of the code that currently regulate each type of SPV individually, reducing repetition;
- removing regulations that are already specified in the adopted STO (i.e. "may only be operated from sunup to sundown");
- removing all references to a specific edition of the STO, eliminating the need to amend the ordinance each year;
- removing the prohibition of all-terrain vehicles (i.e. 4-wheelers) on city streets. Current state law allows for the use of all-terrain vehicles on city streets, when permitted by the City.

The proposed ordinance retains the requirement that those who operate SPVs within the corporate limits of the city be subject to all of the duties applicable to a driver of a vehicle imposed by law (i.e. must have a driver's license). The ordinance also retains the prohibition of pocket bikes and motorized scooters on city streets and alleys. These vehicles are typically driven by individuals too young to poses a driver's license. Current state law prohibits pocket bikes and motorized scooters on roadways. Should the state change the law, the City's prohibition would remain in effect until the governing body chooses to repeal it. Sections of the current code pertaining to the display of a slow moving vehicle emblem, insurance requirements, registration and license fee, and penalties for violating the code remain unchanged.

**Recommendations/Actions:** It is recommended the City Council adopt Ordinance 1081, as presented, amending Chapter XIV Article 5 of the Code of the City of Greensburg, Kansas.

**Attachments:** Exhibit A: Proposed Ordinance 1081

**ORDINANCE NO. 1081**

**AN ORDINANCE AMENDING CHAPTER XIV ARTICLE 5 OF THE CODE OF THE CITY OF GREENSBURG, KANSAS AND REPEALING ORDINANCE 1020 AND ORDINANCE 1061 OF THE CODE OF THE CITY OF GREENSBURG, KANSAS.**

NOW, THEREFORE, be it Ordained by the Governing Body of the City of Greensburg, Kansas:

**SECTION 1.** Chapter XIV Article 5 of the Code of the City of Greensburg, Kansas, is hereby amended to read as follows:

**“ARTICLE 5. SPECIAL PURPOSE VEHICLES**

**14-501. DEFINITIONS.** For purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them:

- (a) “Vehicle” means every device in, upon or by which any person or property is or may be transported or drawn upon a public highway, excepting electric personal assistive mobility devices or devices moved by human power or used exclusively upon stationary rails or tracks.
- (b) “Motor vehicle” means every vehicle, other than a motorized bicycle or a motorized wheelchair, which is self-propelled.
- (c) “All-terrain vehicle” means any motorized non-highway vehicle 50 inches or less in width, having a dry weight of 1,500 pounds or less, traveling on three or more non-highway tires, having a seat designed to be straddled by the operator. As used in this subsection, non-highway tire means any pneumatic tire six inches or more in width, designed for use on wheels with rim diameter of 14 inches or less.
- (d) “Work-site utility vehicle” means any motor vehicle which is not less than 48 inches in width, has an overall length, including the bumper, of not more than 135 inches, has an unladen weight, including fuel and fluids, of more than 800 pounds and is equipped with four or more low pressure tires, a steering wheel and bench or bucket-type seating allowing at least two people to sit side-by-side, and may be equipped with a bed or cargo box for hauling materials. “Work-site utility vehicle” does not include a micro utility truck or recreational off-highway vehicle.
- (e) “Micro-utility truck” means any motor vehicle which is not less than 48 inches in width, has an overall length, including the bumper, of not more than 160 inches, has an unladen weight, including fuel and fluids, of more than 1,500 pounds, can exceed 40 miles per hour as originally manufactured and is manufactured with a metal cab. “Micro-utility truck” does not include a work-site utility vehicle or recreational off-highway vehicle.

- (f) "Golf cart" means a motor vehicle that has not less than three wheels in contact with the ground, an unladen weight of not more than 1,800 pounds, is designed to be and is operated at not more than 25 miles per hour and is designed to carry not more than four persons including the driver.
- (g) "Pocket bike" shall be defined as every device having two tandem wheels, or three wheels, which may be propelled by an electric or gasoline engine and which the headlights are lower than 24 inches, its tailpipe is lower than 15 inches, and no vehicle identification number is located on the vehicle nor can ownership of the vehicle be registered.
- (h) "Motorized scooter" shall be defined as a vehicle consisting of a footboard between two small end wheels, controlled by an upright steering handle attached to the front wheel, propelled by an electric or gasoline motor.
- (i) "Recreational off-highway vehicle" means any motor vehicle 64 inches or less in width, having a dry weight of 2,000 pounds or less, traveling on four or more non-highway tires, having a non-straddle seat and steering wheel for steering control.
- (j) "Special purpose vehicle" means all-terrain vehicles, golf cart, micro utility truck, work-site utility vehicle, pocket bike and motorized scooter.
- (k) "City" means the City of Greensburg, Kansas.

**14-502. WORK-SITE UTILITY VEHICLES; MICRO-UTILITY TRUCKS; GOLF CARTS; ALL-TERRAIN VEHICLES.**

- (a) Work-site utility vehicles, micro-utility trucks, golf carts, and all-terrain vehicles may be operated within the corporate limits of the city unless prohibited by the adopted Standard Traffic Ordinance.
- (b) Every person operating a work-site utility vehicle, micro-utility truck, golf cart, or all-terrain vehicle within the corporate limits of the city shall be subject to all of the duties applicable to a driver of a vehicle imposed by law.

**14-503 POCKET BIKES AND MOTORIZED SCOOTERS.**

The operation of pocket bikes and motorized scooters on the streets, roads, and alleys within the corporate limits of the City of Greensburg, Kansas, is prohibited.

**14-504. DISPLAY OF SLOW MOVING VEHICLE EMBLEM.**

- (a) It shall be illegal to operate a special purpose vehicle on any public highway, street, road or alley within the corporate limits of the City unless such vehicle displays a slow moving vehicle emblem on the rear of the vehicle.



- (b) For the purpose of this section, "slow moving vehicle emblem" has the same meaning as contained in K.S.A. 8-1717, and amendments thereto.
- (c) The slow-moving vehicle emblem shall be mounted and displayed in compliance with K.S.A. 8-1717, and amendments thereto.

**14-505. VALID DRIVER'S LICENSE REQUIRED; PENALTY.**

No person shall operate a special purpose vehicle on any public highway, street, road or alley within the corporate limits of the City of Greensburg unless such person has a valid driver's license. Violation of this section is punishable by a fine of not more than \$1,000 or by imprisonment for not more than six months or by both such fine and imprisonment.

**14-506 SAME; INSURANCE REQUIRED; PENALTY.**

- (a) Every owner of a special purpose vehicle shall provide liability coverage in accordance with Section 200 of the currently adopted Standard Traffic Ordinance, and amendments thereto, and the Kansas Automobile Injury Reparations Act, K.S.A. 40-3101, *et seq.*, and amendments thereto.
- (b) All provisions of Section 200 of the currently adopted Standard Traffic Ordinance, and amendments thereto, including penalty provisions, shall be applicable to all owners and operators of special purpose vehicles.

**14-507. SAME; REGISTRATION AND LICENSE; FEE; APPLICATION; INSPECTION; PENALTY.**

- (a) Before operating any special purpose vehicle on any public highway, street, road or alley within the corporate limits of the city and each calendar year thereafter, the vehicle shall be registered with the city and a license shall be obtained and placed on the special purpose vehicle. The license fee shall be Twenty Dollars (\$20.00) per calendar year, payable in advance to the City Clerk, Greensburg, Kansas. The full amount of the license fee shall be required regardless of the time of year that the application is made.
- (b) Application for registration of a special purpose vehicle shall be made by the owner, or owner's agent, in the office of the City Clerk. The application shall be made upon forms provided by the City and each application shall contain the name of the owner, the owner's residence address, or bona fide place of business, a brief description of the vehicle to be registered (including make, model and serial number, if applicable). Proof of insurance, as required in Section 4 shall be furnished at the time of application for registration.
- (c) Prior to the issuance of the registration and license, each applicant for special purpose vehicle license shall first present such vehicle for an official inspection.

If, upon inspection and completion of the registration application, such vehicle is found to be in safe mechanical condition, and upon establishing proof of insurance and payment of the fees herein provided, a license shall be issued to the owner who shall attach it to the vehicle. The license shall be displayed in such a manner as to be clearly visible from the rear of the vehicle. The license number on the application will be recorded and then filed with the City Clerk.

- (d) It is unlawful for any person to willfully or maliciously remove, destroy, mutilate or alter such license during the time in which the same is operative.
- (e) The license issued hereunder is not transferrable. In the event of sale or other transfer of ownership of any vehicle license under the provisions of this section, the existing license and the right to use the numbered license shall expire, and the license shall be removed by the owner. It is unlawful for any person other than the person to whom the license was originally issued to have the same in his possession.
- (f) In the event a license is lost or destroyed, the City Clerk, upon proper showing by the licensee and the payment of a fee of Twenty Dollars (\$20.00), shall issue a new license in accordance with the provisions of this section.
- (g) It shall be unlawful for any person to:
  - (1) Operate, or for the owner thereof knowingly to permit the operation, upon a public street, road, highway, or alley within the corporate limits of the city any special purpose vehicle, as defined herein, which is not registered and which does not have attached thereto and displayed thereon the license assigned thereto by the City for the current registration year.
  - (2) Display, cause or permit to be displayed, or to have in possession, any registration receipt, registration license or registration decal knowing the same to be fictitious or to have been canceled, revoked, suspended or altered. A mandatory court appearance shall be required of any person violating this subsection.
  - (3) Lend to or knowingly permit the use by one not entitled thereto any registration receipt, registration license plate or registration decal issued to the person so lending or permitting the use thereof.
  - (4) Remove, conceal, alter, mark or deface the license number plate, plates or decals, or any other mark of identification upon any special purpose vehicle. Licenses shall be kept clean and placed as required by law so as to be plainly visible and legible.
  - (5) Carry or display a registered number plate or plates or registration decal upon any special purpose vehicle not lawfully issued for such vehicle.

**14-508. SAME; PENALTY.**

Except as specifically provided for otherwise herein, a violation of this Ordinance shall be deemed an ordinance traffic infraction. Upon an entry of a plea of guilty or no contest or upon being convicted of such violation, the penalty imposed shall be in accordance with Section 201 of the currently adopted Standard Traffic Ordinance, and amendments thereto, or such other similar provision as the city may then have in effect.”

**SECTION 2.** Ordinance No. 1020, Ordinance No. 1037, Ordinance 1061 and any other ordinance of the City of Greensburg, Kansas, in conflict with this ordinance is hereby repealed.

**SECTION 3.** This Ordinance shall take effect and be in force from and after the date of its publication in the official City newspaper.

**ADOPTED** by the Governing Body of the City of Greensburg, Kansas this 17th day of September, 2018

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Robert A. Dixson, Mayor

ATTEST:

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Christy Pyatt, City Clerk

[SEAL]

**City of Greensburg  
City Council Meeting  
September 17, 2018**

**TO:** Mayor and City Council  
**SUBJECT:** COLA-2019  
**INITIATED BY:** City Council

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**Background:**

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

**Analysis:**

The last CPI-W reviewed by the governing body was in September of 2017. The rate in August of 2018 increased to (252.146) an increase of 2.7% in the last 12 calendar months. In July, the rate showed an increase of 2.9%.

During the 2019 budget process a 3% COLA was placed into the budget and approved. After reviewing the budget staff feels that funds are adequate to approve a 3% COLA increase for 2019.

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

Approve a 3% COLA to take effect in January of 2019 to reflect the changes in the CPI since 2017.

Approve the prepared resolution which amends the pay scale to reflect the 3% COLA

**Attachments:** Exhibit A: Pay scale comparison; Exhibit B: Resolution

**Section 4: Pay Tables**

**City of Greensburg Pay Ranges  
For Classified Employees**

	<b><u>Proposed Pay Ranges</u></b>	<b><u>Current Pay Ranges</u></b>
<b>Grade 00:</b>	<b>\$8.97-\$15.63</b>	<b>\$8.80-\$15.17</b>
	Unskilled, Seasonal, Temporary, Part-Time	
<b>Grade 01:</b>	<b>\$11.86-\$17.26</b>	<b>\$11.51-\$16.76</b>
	Billing Clerk/Receptionist Custodian	
<b>Grade 02:</b>	<b>\$12.46-\$18.14</b>	<b>\$12.10-\$17.61</b>
	Public Utilities Maintenance Worker Public Works Maintenance Worker	
<b>Grade 03:</b>	<b>\$13.11-\$19.07</b>	<b>\$12.73-\$18.51</b>
<b>Grade 04:</b>	<b>\$13.76-\$20.04</b>	<b>\$13.36-\$19.46</b>
<b>Grade 05:</b>	<b>\$14.48-\$21.89</b>	<b>\$14.06-\$21.25</b>
	Mechanic Police Officer	
<b>Grade 06:</b>	<b>\$15.24-\$22.29</b>	<b>\$14.80-\$21.64</b>
<b>Grade 07:</b>	<b>\$16.01-\$23.49</b>	<b>\$15.54-\$22.81</b>
<b>Grade 08:</b>	<b>\$16.84-\$24.69</b>	<b>\$16.34-\$23.97</b>
<b>Grade 09:</b>	<b>\$17.71-\$25.91</b>	<b>\$17.19-\$25.19</b>
	Chief of Police City Clerk/City Treasurer Convention and Tourism Director	
<b>Grade 10:</b>	<b>\$18.57-\$27.26</b>	<b>\$18.03-\$26.47</b>
	Public Works Superintendent Electrical Lineman	
<b>Grade 11:</b>	<b>\$19.56-\$28.69</b>	<b>\$18.99-\$27.85</b>
<b>Grade 12:</b>	<b>\$20.54-\$30.15</b>	<b>\$19.94-\$29.27</b>
	Public Utilities Superintendent	

\*Pay Table effective January 1, 2019 based on a 3% COLA as approved by Resolution # 2018-03

**City of Greensburg**

**Resolution 2018-03**

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

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

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

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

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

- The Pay Tables be amended to reflect the COLA approved by City Council on August 6, 2018.
- Rescind the previously adopted Position Classification and Pay Plan.

**BE IT FURTHER RESOLVED** that amendments to the City of Greensburg Position Classification and Pay Plan are hereby adopted effective the first pay period of 2019.

**Passed and adopted this 17th day of September 2018.**

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Robert A. Dixon, Mayor

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Christy Pyatt,  
City Clerk



# Walk-in Flu Clinic

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Friday, October 5<sup>th</sup>

10:30am-12:30pm

First United Methodist Church  
600 W. Lincoln, Greensburg

**Free** flu shots provided for all  
Kiowa County residents.

*Call (620)723-2136 if you have any questions*