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) RECOGNITIONS, PROCLAMATIONS, AWARDS & NOMINATIONS

F) 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 – August 20, 2018
   2. Appropriation Ordinance
      a. Ordinance #1131

G) ITEMS OF BUSINESS
   1. Consider acquisition of a tractor and rotary mower based on required specifications
   2. Discuss an addition to the City of Greensburg Personnel Policy Handbook providing for tuition assistance as related to City employment
   3. Approve City Administrator Recruitment Profile

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 Interim City Administrator Jay Newton at administrator@greensburgks.org or call City Offices at 620-723-2751.
TO: Mayor and City Council
SUBJECT: Boards and Committees
INITIATED BY: City Clerk

Background:
The Greensburg Tree Board consists of no less than 6 nor more than 9 members who shall be residents of the City. The actual number of members between 6 and 9 shall be determined by the City Administrator. Terms shall be determined by the City Administrator with approval of the City Council but shall not exceed three years. Members with expired terms are eligible for reappointment.

Analysis:
Tree Board: Three terms ended May 31, 2018 and were not addressed. Appointments for those seats would end May 31, 2021. Council filled two of those terms during their 08.20.18 meeting. Another seat has remained unfilled for a few years and carries a term ending May 31, 2020. K-State Research and Extension Agent Wade Reh is willing to serve for a term ending May 31, 2021.

Recommendations/Actions: It is recommended the City Council:
Motion and approval to appoint Wade Reh to the Tree Board for a term to expire May 31, 2021.

Attachments: None
Greensburg City Council  
August 20, 2018  
City Hall

A) CALL TO ORDER  
Mayor Robert Dixson called the August 20, 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 Jeff Blackburn.

C) ROLL CALL & APPROVAL OF THE AGENDA  
Trummel made a motion to approve the agenda as presented. The motion was seconded by Jungemann and passed 5-0.

D) CITIZEN COMMENTS  
Richard McVey advised Council that he has been working with City Clerk Christy Pyatt on trying to have the Greensburg Flood Plain Map re-evaluated. The last map was created in 1976, prior to the large ditch construction. After speaking to the State, Pyatt learned that Greensburg is not scheduled for a remapping. FEMA is focusing on Counties with paper maps and areas with higher development. The State recommended citizens affected work together to have their properties surveyed for lowest adjacent grade. That information would then be sent to USACE in Tulsa with a request for a calculation of the base flood elevation. With the new calculation, FEMA a Letter Of Map Amendment (LOMA) to the 1976 map that states that current surveys show the flood plain has been altered. Loaning agencies and insurances will recognize the letter of amendment when reviewing a property. McVey will be contacting other neighbors affected by the flood plain and is willing to oversee getting the survey done and submitted to Tulsa.

Reves recommended McVey speak to resident Richard Senst, as he has previously voiced having issues with the flood plain following the 2007 disaster.

E) RECOGNITIONS, PROCLAMATIONS, AWARDS & NOMINATIONS  
Council was asked to re-appoint Mitzi Hesser to the Greensburg Tree Board. They were also asked to appoint Patricia Fuller to the Tree Board. Both terms would expire May 31, 2021. The Greensburg Housing Authority has an opening to fulfill an unexpired term ending December 31, 2018. Council was offered the name Mike McBeath to fill that unexpired term. Christenson made a motion to appoint Mitzi Hesser and Patricia Fuller to the Tree Board for terms to expire May 31, 2021. Jungemann seconded, and the motion passed 5-0. Jungemann made a motion to appoint Mike McBeath to the Housing Authority for an unexpired term ending December 31, 2018. Trummel seconded, and the motion passed 5-0. McBeath is aware that he is eligible for reappointment at the end of this term.

F) CONSENT AGENDA  
Jungemann made a motion to approve the Consent Agenda as presented. Christenson seconded, and the motion passed 5-0.

G) ITEMS OF BUSINESS  
Dixson requested that Agenda items G.1. and G.2. be switched.

   1. Discuss City Administrator Recruitment Profile  
In light of Council’s decision to continue looking at the open City Administrator position, Interim Administrator Jay Newton requested Council discuss their expectations for the position and offered observations of changes that could be made within the recruitment profile. Discussion was had on the accomplishments in the community and the City organization itself. Council reviewed the current position
Qualifications. Newton recommended Council seek a candidate who focuses more on areas of growth and development, as opposed to public administration. He feels that City operations are sound, good budgeting is in place, and current Staff require minimal overseeing. Newton also mentioned the current minimum salary of $60,000. His experience from other communities is that the minimum should be increased to attract applicants, and he recommended the salary be left open for future discussion.

Discussion was had on the current profile and the potential of placing a greater emphasis on economic development, rather than day-to-day oversight. Christenson voiced that he would prefer that sustainability practice not be a focus within the preferred qualifications list, and that economic development be focused on instead. Dixson reminded Council that items listed are minimum qualifications. He feels that the “community marketing” portion of the profile is economic development. Newton confirmed for Kern that Marla Flentje (The Austin Peters Group) was willing to help recruit someone with less of a public administration background. Newton was instructed to adjust the recruitment timetable and to make clearer that $60,000 is a base salary, with Council willing to discuss compensation for experience. Preferred Qualifications were discussed more in depth. Christenson prefers that “knowledge of sustainability practices” be removed from the list, and stated that ICMA membership is helpful but should not be a deal breaker.

Newton will work on a revised profile and bring it back for Council review. Members were encouraged to provide written suggestions to Newton or Pyatt. Christenson commented that the largest difference will be where Council advertises.

2. Discuss response to Eureka, KS tornado

During the August 6th Council meeting, Pastor Jeff Blackburn, Greensburg Mennonite Church, updated Council on the recovery efforts of Eureka, KS, following their June 27th tornado. Governing Body members have voiced to Newton their interest in providing financial assistance to the community. Dixson noted that Council donated $5,000 to the Ashland community last year following the devastating wildfire in their surrounding community; and reminded Council that Mennonite Disaster Services had assisted Greensburg greatly in 2007. Dixson proposed $5,000 from Greensburg’s tornado donations be sent to Eureka through Mennonite Disaster Services.

Pastor Blackburn was in the audience and mentioned that he had recently attended a Town Hall meeting in Eureka. Making no promises, he made them aware that Greensburg has not forgotten them.

Trummel made a motion, seconded by Jungemann, to donate $5,000 to Eureka disaster relief through Mennonite Disaster Services. The motion passed 5-0. Blackburn will deliver the check to Mennonite Disaster Services.

Council asked if there was still clean-up to be done in the community. Blackburn stated that Eureka had a cleanup day on August 18th and that he was unsure what debris remains. Trummel asked Blackburn to continue providing updates on recovery efforts.


The City annually adopts revisions to the Standard Traffic Ordinance (STO) and Uniform Public Offence Code (UPOC), which is published annually by the League of Kansas Municipalities (LKM) with updated from the Legislature. Christenson made a motion, seconded by Trummel, to approve Ordinance 1080 incorporating the 2018 STO and UPOC. Dixson called for a roll call vote: Christenson: Yes; Trummel: Yes; Jungemann: Yes; Reves: Yes; Kern: Yes. Motion passed 5-0.
H) CITY ADMINISTRATOR’S REPORT
Newton commented that he had nothing additional to report and asked if Council had any questions they would like him to respond to.

Christenson asked for an update on the switch to fiber internet and the VoIP phone system. Pyatt reported the Haviland Telephone will begin work as soon as the school project is complete. There was a delay in that project. Verizon has been contacted regarding the VoIP system and has scheduled a meeting on August 29th to determine the needs of the City and update their quote.

Trummel wished to thank Chris and Cheryl Christenson for their endless hours watering trees at the swimming pool park and asked if the Tree Board had full membership. There will be a Tree Board meeting tomorrow at City Hall. The new K-State Extension Agent would also like to be appointed to the Tree Board. The appointment will come before Council at the next meeting.

Kern asked if the police car was back in operation. Newton confirmed that it is back and that Chief Alvarez will be resuming normal hours and enforcement.

Newton reminded Council that the next meeting will be Tuesday, September 4th, due to the City’s observance of Labor Day.

I) GOVERNING BODY COMMENTS
There were no further comments from the Governing Body.

J) EXECUTIVE SESSION
There was no need for an executive session.

K) ADJOURNMENT
With no further action from the Council, Dixson declared the meeting adjourned at 6:41 p.m.

______________________________   ________________________________
Robert A. Dixson, Mayor                  Christy Pyatt, City Clerk
<table>
<thead>
<tr>
<th>CHECK #</th>
<th>VENDOR</th>
<th>REFERENCE</th>
<th>AMOUNT</th>
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</thead>
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<td></td>
<td>PRE-PAY</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>AT&amp;T</td>
<td>ACCT 620 723-3184 316 3</td>
<td>$ 542.62</td>
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<td></td>
<td>KANSAS GAS SERVICE</td>
<td>ACCT 510351829137745245</td>
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<td></td>
<td>MENNONITE DISASTER SERVICE</td>
<td>EUREKA 2018 TORNADO RELIEF</td>
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<td><em><strong><strong>PRE-PAID TOTAL</strong></strong></em></td>
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<td>PAID</td>
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<td>WORK DONE 7-5-18 --7-23-18 @ CITY HALL</td>
<td>$ 4,659.00</td>
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<td>26899</td>
<td>BEST WESTERN PLUS</td>
<td>JAY NEWTON 8/6-8-29-2018</td>
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<td>BOLEN OFFICE SUPPLY INC.</td>
<td>COPY CONTRACT 8-17-18</td>
<td>$ 60.00</td>
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<td>BREHM SIGNS</td>
<td>MONTHLY LEASE AGREEMENT</td>
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<td>BTI - PRATT</td>
<td>REPAIR &amp; SUPPLIES</td>
<td>$ 1,380.06</td>
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<td>26903</td>
<td>CITY OF GREENSBURG</td>
<td>BIG WEEL RENT</td>
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<td>26904</td>
<td>CNA SURETY DIRECT BILL</td>
<td>KS NOTARY PUBLIC C. PYATT</td>
<td>$ 50.00</td>
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<td>COMMERCIAL OUTDOOR LLC</td>
<td>ADVERTISING CONTRACT</td>
<td>$ 300.00</td>
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<td>CONTINGENCY REIMB.</td>
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<td>26907</td>
<td>DEBBIE GOERING</td>
<td>ITEMS TO SALE</td>
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<td>DILLONS CUSTOMER CHARGES</td>
<td>POOL RETAIL ITEMS</td>
<td>$ 118.24</td>
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<td>26909</td>
<td>EDWARDS CO. HOSPITAL</td>
<td>WORKMAN COMP FOR D. PYATT(eye)</td>
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<td>GMAXX - HAVILAND TELEPHONE CO</td>
<td>POOL INTERNET</td>
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<td>26911</td>
<td>HOME LUMBER</td>
<td>SUPPLIES AND PARTS</td>
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<td>26912</td>
<td>JAY NEWTON</td>
<td>CITY CONTRACT</td>
<td>$ 2,755.42</td>
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<td>26913</td>
<td>JESSIE LEROY</td>
<td>ITEMS TO SELL</td>
<td>$ 109.60</td>
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<td>26914</td>
<td>KANSAS MAGAZINE</td>
<td>ITEMS FOR RESALE</td>
<td>$ 5.00</td>
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<td>26915</td>
<td>KERBS LAW OFFICE</td>
<td>LEGAL SERVICES</td>
<td>$ 314.50</td>
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<tr>
<td>26916</td>
<td>KIOWA CO HISTORICAL MUSEUM</td>
<td>ICE CREAM BUCKLE UP</td>
<td>$ 75.68</td>
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<td>26917</td>
<td>KIOWA COUNTY SCHOOL</td>
<td>RENEW BANNER FOR YEAR BOOK</td>
<td>$ 100.00</td>
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<td>26918</td>
<td>KIOWA SUPPLY</td>
<td>SEWER LAGOON PUMPING PROJECT</td>
<td>$ 45.97</td>
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<td>26919</td>
<td>KANSAS MUNICIPAL UTILITIES</td>
<td>WORKSHOP FOR T. MUNTZ</td>
<td>$ 450.00</td>
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<td>TRAFFIC ORDINANCE/UNIFORM</td>
<td>$ 100.70</td>
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<td>LOCHNER</td>
<td>PHASE 02CON / TASK 00040</td>
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<td>LUMINOUS NEON INC</td>
<td>SIGNS</td>
<td>$ 235.00</td>
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<td>26923</td>
<td>ORKIN</td>
<td>PEST CONTROL</td>
<td>$ 121.09</td>
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<td>26924</td>
<td>PEOPLES BANK GREENSBURG</td>
<td>ANNUAL CREDIT CARD FEE</td>
<td>$ 10.00</td>
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<td>26925</td>
<td>RED MUNICIPAL &amp; IND. EQUIPMENT</td>
<td>RAV5121014 BROOMS</td>
<td>$ 1,288.78</td>
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<td>26926</td>
<td>SAFETY-KLEEN SYSTEMS, IN</td>
<td>PARTS WASHER SOLVENT</td>
<td>$ 216.46</td>
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<td>STANION WHOLESALE ELEC. .</td>
<td>ELECTRIC</td>
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<td>SUNFLOWER FOOD CO, INC</td>
<td>ITEMS FOR RESALE</td>
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<td>26929</td>
<td>TRAVEL INDUSTRY ASSOC. OF KS</td>
<td>TOURISM CONFERENCE</td>
<td>$ 250.00</td>
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<td>26930</td>
<td>TRACE OF COPPER</td>
<td>ITEMS TO SALE</td>
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<td>26931</td>
<td>VERIZON</td>
<td>MOBILE SERVICE</td>
<td>$ 93.27</td>
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<td>**** PAID TOTAL *****</td>
<td></td>
<td>$ 26,111.67</td>
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<td></td>
<td>***** REPORT TOTAL *****</td>
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<td>$ 31,799.68</td>
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</table>
To: Mayor and City Council  
From: Jay Newton, Interim City Administrator  
Subject: Purchase of Utility Tractor and Rotary Cutter

Background  
At the City Council meeting of July 16th the administrator discussed the proposed planned acquisition of a utility tractor and winged mower. It was suggested that rather asked to seek bids for those equipment items, that the administrator prepare recommended specifications in order to determine the need. The City Council agreed with that approach. I requested two suppliers provide specifications based on the City’s desired minimum specifications. The information below is a compilation of that effort. Since two equipment items are to be purchased, separate specifications were prepared for each item.

Specifications for Utility Mowing Tractor

<table>
<thead>
<tr>
<th>Desired Specifications</th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horse Power</td>
<td>100 Minimum</td>
<td>100</td>
</tr>
<tr>
<td>PTO Horse Power</td>
<td>85 Minimum</td>
<td>85</td>
</tr>
<tr>
<td>Cylinders</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Transmission</td>
<td>-----------</td>
<td>12F/12R</td>
</tr>
<tr>
<td>All Wheel Drive?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PTO</td>
<td>Independent</td>
<td>Independent</td>
</tr>
<tr>
<td>Hitch</td>
<td>3 point</td>
<td>3 point</td>
</tr>
<tr>
<td>Weight</td>
<td>-----------</td>
<td>7,275 lbs.</td>
</tr>
<tr>
<td>Turning Radius</td>
<td>-----------</td>
<td>14.3 ft.</td>
</tr>
<tr>
<td>Cab</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tractor Price</td>
<td>NA</td>
<td>$53,252.</td>
</tr>
</tbody>
</table>

Specifications for Rotary Cutter

<table>
<thead>
<tr>
<th>Desired Specifications</th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutting Width</td>
<td>15 feet</td>
<td>15 feet</td>
</tr>
<tr>
<td>Overall Width</td>
<td>15’ minimum</td>
<td>15”3”</td>
</tr>
<tr>
<td>Transport Width</td>
<td>&lt;10”</td>
<td>9’6”</td>
</tr>
<tr>
<td>Weight</td>
<td>-----------</td>
<td>5,250 lbs.</td>
</tr>
<tr>
<td>Cutting Height</td>
<td>-----------</td>
<td>1” to 16”</td>
</tr>
<tr>
<td>Specification</td>
<td>Option A</td>
<td>Option B</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Deck Thickness</td>
<td>¼ inch</td>
<td>.1/4inch+</td>
</tr>
<tr>
<td>Side Thickness</td>
<td>¼ inch</td>
<td>---1/4 inch</td>
</tr>
<tr>
<td>Deck Rings</td>
<td>desirable</td>
<td>---optional</td>
</tr>
<tr>
<td>Tires</td>
<td>Foam filled, 25”</td>
<td>optional</td>
</tr>
<tr>
<td>Number of Tires</td>
<td>---------</td>
<td>8</td>
</tr>
<tr>
<td>Gear Box Rating</td>
<td>---------</td>
<td>150HP</td>
</tr>
<tr>
<td>Cost</td>
<td>---------</td>
<td>$16,305</td>
</tr>
</tbody>
</table>

**Analysis:**

The equipment being sought is intended to serve multiple mowing purposes for the City. The primary basis for the request to acquiring mowing equipment is for the city airport. However, the equipment being proposed will have far greater use than that one function. Mowing of the industrial park and other locations can greatly reduce the amount of hours mowing and allow greater use of personnel to do other needed work.

The cost of the equipment is well within the funds available in the City’s Equipment Reserve Fund of $109,702.00 (another $40,000 is budgeted to transfer to this fund in 2019) in addition to other equipment needs to be addressed.

The options shown above do not list equipment brands but focus on the specifications. For the most part the specifications are close and fit the needs of the city. Option B for the utility tractor slightly exceeds the City’s requirement at a lower cost than Option A. However, Option A for the rotary cutter appears to be a stronger and better built equipment that Option B but at a higher price. If the City Council chooses Option A for both the tractor and the mower, the most expensive choice, the cost is $69,557. Choosing Option B for the both the tractor and the mower, the least expensive choice, is $58,250. By mixing and matching the options, A + B would cost $65,572 while B+A would cost $62,055.

**Recommendation**

It is recommended that the choice of Option B be selected for the Utility Tractor and Option A be selected for the Rotary Cutter (B+A). That choice should provided the city with the best choices for long term reliability at the best price because the choice is based on specification and not price or name brand alone.
To: Mayor and City Council

From: Jay Newton,
Interim City Administrator

Subject: Employee Tuition Education Reimbursement Policy

Background
I have been asked by city employees if the City could reimburse an employee for educational course work if that education was directly related to the employment position they currently occupy. I have advised those request that no city policy currently exist providing for educational reimbursement. However, I have been involved in preparing and administrating a Tuition Assistance policy. Attached is a proposed policy for City Council discussion and consideration.

Analysis
The proposed policy requires employee initiative for success. The goal of the policy is to create a better trained and educated work force for the City and to encourage employees to seek opportunities for self improvement. Reimbursement happens only following successful completion of any approved course work. Should the employee leave city service before two years following any reimbursement, the employees has previously agreed the City will recover the cost of the education course work. As current employees move toward retirement having a tuition assistance program available as an additional incentive to recruit future employees could benefit the City.

Recommendation
Personnel policies are written to serve the needs of the organization in order to create an organization that is stable and to enable to achieve the defined purposes of the organization. While giving employees an opportunity to grow and improve themselves, the primary goal of any educational assistance policy should be directed toward the benefit of the organization. That being said, an addition to the City’s personnel policies is recommended and available to be used with approval and the financial constraints of the City.
6.5 Tuition Assistance
The City offers tuition assistance to Regular Full Time employees that take courses to improve their knowledge and skills as it specifically pertains to their employment with the City of Greensburg. Courses taken must be a job, department or public service related course of instruction through an accredited university, college, technical school, or community college. Tuition assistance is subject to the annual availability of budgeted funds for this program.

Employees should fill out the Request for Tuition Reimbursement Form located in the back of the City of Greensburg Personnel Policy Handbook, Appendix F, and attach a course description from the school of the courses to be taken. Return the request form to the department supervisor for approval. Upon supervisor approval the request will be forwarded to the City Administrator for approval. All application for tuition assistance must be approved prior to the class starting date.

The City will provide tuition assistance for tuition only. The City will not provide reimbursement for the following items: course required textbooks, required placement tests and admission exams, other required fees, parking fees, physical exams for admission, meals, late registrations fees, travel, optional facility fees, general supplies, other optional charges, study aides, athletic/sport fees, cable fees, Internet Service Provider (ISP) fees, deferred payment processing or other financing fees, review/preparatory courses such as the CPA and BAR review, CPA exam (unless required for current position).

In order to obtain reimbursement for fees, the employee must provide the original grade report and copies of all receipts.

The City will not reimburse expenses for grades below C, for classes taken as pass/fail, for classes incomplete or dropped, etc.

If an employee terminates employment prior to the completion of the course, reimbursement is not available.

If an employee’s employment terminates within 24 months following completion of the course, the employee will be required to payback the amount of the reimbursement received in that 24 month period.

Educational Assistance is a tax-qualified welfare benefit program and is governed by IRS rules and regulations. Reimbursement may be considered taxable income.
Appendix F

City of Greensburg Tuition Reimbursement Form

INSTRUCTIONS:

Complete one form for each course. You must submit and receive approval for the course before course registration. Read the Tuition Reimbursement Policy for complete rules and procedures. Submit the completed form to the City of Greensburg City Administrator via your Department Head.

Please Print All Information

SECTION 1: EMPLOYEE AND COURSE INFORMATION

Employee Name: ____________________________  SS#: ____________________________

Department: ____________________________  Email: ____________________________

Date of Hire: ____________________________  Phone: ____________________________

(If Classified) Job Title: ____________________________

Request hereby made for Tuition Reimbursement for the following:

A) Full Course Title & Number: ____________________________

B) Institution Offering Course: ____________________________

C) Session: Spring ______  Summer ______  Fall ______  Other ______

D) Inclusive dates of course: ____________________________

E) Tuition Cost: ____________________________

I have read and understand the Tuition Reimbursement Policy and understand its terms and my responsibilities.

__________________________________________
Employee Signature
A) Will this course maintain or improve the employee's skills in his/her current position?

Yes ________  No ________

B) Is this course part of a job-related degree program?

Yes ________  No ________

C) Is this employee a full-time, classified employee?

Yes ________  No ________

D) Please explain how this course relates to the employee's current position.

____________________________________________________________________________________

E) The account code that will be charged for the education aid:

______  -  ______  -  ________

Funds are available in the indicated account code for the above requested tuition reimbursement. This tuition reimbursement request is made in accordance with the guidelines in the current Tuition Reimbursement Policy.

Department Head ____________________________  Date ________________

Department Head (print) __________________________________________

SECTION 3: CITY ADMINISTRATOR

Based on the information herein provided, this request for tuition reimbursement is:

Recommended ______  Not Recommended ______

City Administrator ____________________________  Date ________________

Note: The dollar value of education benefits may be considered taxable income, depending on the total value of the educational benefit. The Payroll Department will track the value of educational benefits for tax purposes.
City of Greensburg, Kansas

Resolution 2018-03

A RESOLUTION ADDING SECTION 6.5 TUITION ASSISTANCE AND APPENDIX F TO THE PERSONNEL POLICY HANDBOOK FOR THE CITY OF GREENSBURG, KANSAS.

WHEREAS, Kansas Statutes provide that a city may exercise the powers of home rule to determine its 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 established personnel policies for all City of Greensburg employees to the form of a Position Personnel Policy Handbook to be administered by the City Administrator; and

WHEREAS, the City of Greensburg has determined that Section 6.5 Tuition Assistance and Appendix F should be added to the City’s Personnel Policy Handbook:

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GREENSBURG, KANSAS that the following additions and amendments be made to the adopted Personnel Policy Handbook:

• “6.5 Tuition Assistance
The City offers tuition assistance to Regular Full Time employees that take courses to improve their knowledge and skills as it specifically pertains to their employment with the City of Greensburg. Courses taken must be a job, department or public service related course of instruction through an accredited university, college, technical school, or community college. Tuition assistance is subject to the annual availability of budgeted funds for this program.

Employees should fill out the Request for Tuition Reimbursement Form located in the back of the City of Greensburg Personnel Policy Handbook, Appendix F, and attach a course description from the school of the courses to be taken. Return the request form to the department supervisor for approval. Upon supervisor approval the request will be forwarded to the City Administrator for approval. All application for tuition assistance must be approved prior to the class starting date.

The City will provide tuition assistance for tuition only. The City will not provide reimbursement for the following items: course required textbooks, required placement tests and admission exams, other required fees, parking fees, physical exams for admission, meals, late registrations fees, travel, optional facility fees, general supplies, other optional charges, study aides, athletic/sport fees, cable fees, Internet Service Provider (ISP) fees, deferred payment processing or other financing fees, review/preparatory courses such as the CPA and BAR review, CPA exam (unless required for current position).

In order to obtain reimbursement for fees, the employee must provide the original grade report and copies of all receipts.

The City will not reimburse expenses for grades below C, for classes taken as pass/fail, for classes incomplete or dropped, etc.
If an employee terminates employment prior to the completion of the course, reimbursement is not available.

If an employee’s employment terminates within 24 months following completion of the course, the employee will be required to payback the amount of the reimbursement received in that 24 month period.

Educational Assistance is a tax-qualified welfare benefit program and is governed by IRS rules and regulations. Reimbursement may be considered taxable income.

• Appendix F “City of Greensburg Tuition Reimbursement Form”
• The amended page numbers and the Table of Contents of the City of Greensburg Personnel Policy Handbook reflect the above mentioned additions.

BE IT FURTHER RESOLVED that amendments to the City of Greensburg Personnel Policy Handbook are hereby adopted effective immediately.

Passed and adopted this 4th day of September, 2018.

__________________________________________
Robert A. Dixson, Mayor

ATTESTED:

__________________________________________
Christy Pyatt
City Clerk
To: Mayor and City Council

From: Jay Newton,  
        City Administrator

Subject: City Administrator Recruitment Profile

Background  
Following the City Council discussion of August 20, 2018, I have worked with Marla Flentje and Stacy Barnes to amend the C.A. recruitment profile to reflect what was understood to be the direction of the Governing Body for continuing the search for an administrator.

Analysis  
Changes were made in Sections V, VII and VIII. In Section V the Preferred Qualifications were amended to place more emphasis on knowledge and experience in rural economic development. Section VII did not change the salary but did indicate the salary could be negotiated. Section VIII changed the time table to reflect a new, and hopefully, realistic time table.

Recommendation  
Make any final changes necessary and authorize staff to proceed with advertizing.
More information about Greensburg City government can be found at www.greensburgks.org

For additional information, please contact: Marla Flentje, 316-250-1344

Qualified persons are invited to apply by October 5, 2018. Send resume, cover letter and salary history in one integrated file to:

Marla Flentje, Recruitment Advisor
mflentje@austinpeters.com

EQUAL OPPORTUNITY EMPLOYER
The City seeks an administrative leader to help advance the community’s vision as the environmentally progressive “new” small town in rural America.

“Greensburg, Kansas – The Small Town Reimagined.

Located in the prairie landscape of South Central/Southwest Kansas, Greensburg residents are engaged in a uniquely ambitious endeavor to rebuild and redefine the future of their community.

On the evening of May 4, 2007, a massive, EF5 tornado with winds in excess of 200 miles per hour cut a nearly two-mile-wide swath of destruction through this town of 1,500 residents. The storm was responsible for 11 deaths and total devastation of 95 percent of the community’s infrastructure and buildings.

Within days of this overwhelming loss, the values that shaped the town’s founding more than a century before – family and neighbors, faith, stamina and hope – not only fueled a will to reestablish the town but to think in new ways about how to do so. Embracing a long-standing value of stewardship and informed by modern conservation technologies, residents soon achieved broad consensus around sustainability as a central rebuilding principle. They agreed to put “green” in Greensburg and rebuild as a model community for sustainable living.

Eleven years later, Greensburg’s distinctive “green” vision continues to inspire and inform its recovery and also attract substantial outside financial investments. The town’s ethos and success also have captured world-wide attention, with one observer describing Greensburg as a unique place where “rural values meet global vision.”

Within 90 minutes or less of drive time, residents and businesses have access to the amenities of four urban centers: Hutchinson and Wichita to the east, and Dodge City and Garden City to the west.

Economy

An estimated 60 Greensburg businesses have been rebuilt. The largest employers are:

- Kiowa County Memorial Hospital
- BTI John Deere dealership
- U.S.D. 422
- Kiowa County government
- Panhandle Eastern Pipeline

This profile describes a community and organization unified by tragedy and shared values; the City Administrator’s duties, preferred candidate qualifications and qualities; and challenges and projects faced by a new Administrator in coming months.

I. Greensburg Community

Greensburg, county seat of Kiowa County, is strategically located on U.S. Highway 54/400 and is the main transportation corridor for Southwest Kansas, a region that in the last decade has escaped the economic decline of much of the rest of rural Kansas.

The community, with its restored population of nearly 1,000, offers a small-town way of life with strong ties to family and neighbors, active civic networks, low cost of living, excellent public education and health-care services, and new, cutting-edge public facilities.
BTI John Deere with its 50 jobs has received national recognition for its facility. The company's 28,500 square foot building meets LEED (Leadership In Energy and Environmental Design) platinum standards, which according to General Manager Mike Estes was a good business decision. “We've utilized more sustainable and environmentally friendly materials...we've significantly reduced water usage, electricity and maintenance needs, and created a very attractive, bright and inviting retail and service facility.”

Other businesses in town include a Family Dollar, three banks, a grocery, two convenience stores, six restaurants, hotel, furniture and floor covering, florist and several specialized boutiques.

In 2009, the SunChips Business Incubator opened, qualifying as a LEED platinum building. The office complex, funded by contributions from Frito-Lay Corporation, the Department of Agriculture and actor Leonardo DiCaprio, offers temporary space and inexpensive rent for ten small businesses. Rebuilding of the Main Street business district, The Kiowa County United Building, was completed in 2010 with construction of an eight store-front brick facility. Adding to the beautification of downtown, a streetscape design was completed in 2010.

The City has an industrial park, Greensburg Business Park, complete with paved streets and fully-developed utilities. Parcels along with tax abatements and other incentives are available to attract business tenants. A wind farm on the edge of town supplies all of the community’s electricity. Greensburg is located on busy U.S. Highway 54/400, a major east/west Kansas highway for commerce and tourism. The Union Pacific Railroad parallels the highway.

The City has developed plans, acquired property, and is pursuing financing for construction of a new airport to accommodate business jets. Phase I of the airport project includes a 3,000 ft. turf runway and is scheduled for completion in the spring of 2019.

City officials believe national media attention highlighting their sustainability ethic has been a strategic advantage, enabling Greensburg to attract corporate sponsorships and new businesses beyond the reach of most rural communities.

Education

The Kiowa County School District provides Pre-K to 12 education at its new $50 million campus that includes high school, junior high and elementary facilities. School enrollment has recovered to more than two thirds of the student enrollment before the tornado. The student count also includes high school students from a neighboring school district.

The school’s impressive facilities feature ITV centers that can broadcast specialized courses from community colleges; state-of-the-art classroom technology: geothermal heating/cooling and emphasis on natural light. Each student has full-time use of a laptop computer and each classroom is equipped with a Promethian Smart Board.

High school sports, a source of community spirit and Friday night excitement, are augmented by a new stadium for football and track, as well as two full-size gymnasiums. These facilities were built of sufficient size to host regional and state tournaments. Facilities include the capacity to broadcast events live over the Internet via the Kiowa County Media Center.

There is nothing like the Kiowa County Media Center in south central Kansas. The KCMC provides multi-media support for community and school events, enhancing civic engagement, and supporting business growth and economic development. Through the Media Center’s state of the art, Internet-based HD television studio, radio and recording studios, and editing laboratory, they support personal, educational, community, and commercial ventures with 21st Century solutions. Businesses and schools benefit from classes and workshops in audio and video production, editing, and studio broadcasting; image processing and Photoshop; social media and Website; and network-style, live coverage of civic, community, and sports events.
Parks, Recreation and Leisure Amenities

For over 100 years and continuing to the present, the City’s defining and iconic attraction has been the Big Well, the world’s largest hand-dug well. The tornado destroyed the facilities but left the well intact. A new $3.2 million Big Well Museum opened to the public in May, 2012. The interactive museum features a history of Greensburg and, once again, allows visitors to tour the well.

Greensburg is also home to the Kiowa County Commons, a modern glass and brick structure that houses the County Historical Museum, Library, K-State Extension Office, The Old-Time Soda Fountain, and the Kiowa County Media Center.

The 5.4.7 Arts Center is a nonprofit organization with exhibits, performances and classes to enhance visual and performing arts. Built by the University of Kansas Studio 804, the Center is the first LEED Platinum building built by students anywhere in the U.S.

The City offers the nine-hole Cannonball Golf Course and also features four public parks:

- Davis Park with picnic shelters, playground equipment, ball diamonds, and RV hookups
- Big Well Park with playground equipment
- Sunset Acres Park, with playground equipment, picnic shelter, basketball court and open activities field
- The Greensburg Municipal Swimming pool, opened summer 2015

The Greensburg Recreation Commission provides classes and activities for residents of all ages in a facility that features a full-sized gymnasium along with a fitness center.

The nonprofit Twilight Theater & Community Auditorium is 400 seat theater and community auditorium that features the largest movie screen between Wichita and Denver, and can also be used for performing arts by local students and community members.

Health Care

Greensburg residents have local access to quality health care services:

- a physician and resident physician
- two physician assistants and two nurse practitioners
- regular visits from an optometrist and dentist
- retail pharmacy

The Kiowa County Memorial Hospital facility was destroyed by the tornado and in its place is a modern, energy efficient, facility with 15 acute-care beds, specialty clinics, emergency services, occupational, physical therapy, and radiology departments, and a medical laboratory. Residents also have access to regional medical centers in Pratt, Hutchinson and Wichita.

Other Features of Community Life

Housing is a high priority for recovery. To date, approximately 250 homes have been built and most to high standards for energy and water conservation. Apartments and single-family homes for rent or ownership are available. Housing options also include a 32-unit, LEED-certified town house complex.

The City replaced its street lighting with LED lamps, making it one of the first in the nation to do so, and enabling a 70 percent savings in energy and maintenance costs over the old lamps.
When asked to volunteer most residents say “yes!” A strong allegiance is impossible to miss as evidenced by numerous voluntary organizations, many of which are civic in nature. This astonishing number of informal networks has been a key to rebuilding and the high quality of community life. All of Greensburg’s churches have been rebuilt. Groups as diverse as Kiowa County Chamber of Commerce, Masons, County Historical Society, 4-H Club, Girl Scouts and Boy Scouts, and a young professionals group called PowerUp Greensburg preserve community heritage, host celebrations, enable charitable giving and sponsor community projects.

The events that bring residents together for celebration and fun include:

- Kiowa County Annual Fair
- Annual Block Party
- Christmas Home Tours and Lighted Christmas Parade
- Memorial Weekend Rodeo, Arts & Crafts Fair, and Alumni Events
- 4th of July Celebration & Fireworks

A local weekly newspaper, The Kiowa County Signal, keeps residents updated on local government and community news. The paper also has an on-line edition. The Hutch News is among the daily newspapers available in the region.

A “green” pioneer spirit, lively civic associations, stunning public facilities and active cultural arts combine to make the community a desirable place to live and work. And in 2011, these same assets led Budget Travel to name Greensburg “… one of the coolest small towns in America.”

II. Greensburg City Government

The City is governed by a directly-elected Mayor and five-member City Council elected at large on a non-partisan ballot to staggered four-year terms. The Mayor presides over Council meetings, votes to break tie votes, exercises veto authority and serves as a spokesperson and economic development leader for the City. Elections are held every two years, with the next election to be held in November 2019, when the Mayor and two Council seats will be on the ballot.

The City Administrator position was created in 1986. In 2007, the Council modified the position description by ordinance, designating the Administrator as the Chief Administrative Officer. In 2011, by action of the Council, municipal clerk duties were removed from the position.
The City has an annual general fund budget (2019) of $850,000 and employs 15 persons full time. The City provides a full range of services including:

- Police & fire protection
- Street maintenance
- Water and wastewater
- Electric distribution
- Planning
- Building and environmental codes
- Parks and recreation
- Municipal court
- Airport (spring 2019)

Services are organized and delivered by five departments:

- Administration
- Utilities
- Public Works
- Police
- Tourism

Administrative offices and City Council chambers are located in the center of town in a $3 million, 4,700 square foot City Hall built to LEED platinum standards. Reclaimed brick from the tornado debris was used in the construction.

Fire services are provided by a volunteer fire department.

In 2019, the City Council projects 66.306 mills in property taxes, a slight increase from the 2018 levy. Total sales tax rate is 8.5 percent, which in addition to the 6.5 percent state tax includes a one-cent County tax and a one cent municipal tax, the latter projected to generate $130,000 in 2019. Half of the City sales tax is dedicated to the General Fund for infrastructure development, with the remaining half targeted to operation of the Big Well Museum.

The 2018 total assessed valuation is $7,092,483. General indebtedness is approximately $3 million, which includes $2 million in water bonds.

Employee benefits include group health insurance provided through Blue Cross Blue Shield. The City pays 80 percent of the cost of health insurance premiums through Blue Cross Blue Shield. The plan includes a prescription drug card. Optional coverage for dental and vision is available.

Upon hire employees become eligible for retirement benefits through the Kansas Public Employees Retirement System (KPERS). Currently the state mandates employees contribute six percent of their gross earnings. Employees are vested after five years of service. Employer contributions remain with the retirement system and go toward the cost of life insurance, long-term disability insurance, and death and retirement benefits.

Each year, employees receive 12 days each of vacation and sick leave, the latter with a 60-day accrual limit. Employees also have 11 paid holidays.

Recovery decisions are guided by a Sustainable Master Plan that envisions a “sustainable community that balances economic, ecological and social impacts of development,” and is a “laboratory for research on sustainable design and community development.” Toward this end the Council approved a resolution that municipal buildings larger than 4,000 square feet would strive to be built to LEED-platinum standards, thus marking Greensburg as a leader among U.S. municipalities in embracing energy conservation.
III. City Government Opportunities & Challenges

The Mayor and City Council have identified immediate projects and issues that will require the next City Administrator’s attention and resourcefulness:

1. **Economic development.** Through extraordinary post-disaster cooperation and resource leveraging, the City has a solid foundation for business recruitment: a fully-developed industrial park, public incentive package, reasonable energy costs and a nearly-completed airport. In concert with the Mayor, City Council and a coalition of community partners, the next Administrator must be a leader who can contribute to expansion of businesses and creation of new jobs.

2. **Leadership for airport expansion.** The City has completed plans and acquired sufficient property for construction of a new airport that will accommodate business jets. The Mayor and Council will expect that the new Administrator continue to pursue grant funding for the second phase to include lighting and paved runway.

3. **Community development planning.** With most core infrastructure and essential public facilities now rebuilt, the City can focus on quality of life enhancements including increasing access to broadband infrastructure, and continued development of park spaces.

4. **Development of capital improvement budget (CIP).** The City needs a longer-term plan for financing major equipment and public facilities and will seek expertise from the next Administrator on development and management of a CIP budget. The Administrator will also be expected to add to the City’s equipment reserve fund.
IV. Powers and Duties of City Administrator

As authorized by charter ordinance, the City Administrator is the Chief Administrative Officer for the City and responsible to the Mayor and City Council for efficient, effective, ethical and responsive administration of services and programs. The ordinance prescribes these duties:

1. Assures that state and federal laws, and City ordinances and policies are enforced.

2. Serves as financial officer for the City as follows:
   a. Prepares the annual operating and capital improvement budgets for City Council approval;
   b. Oversees budget expenditures, revenues and accounting, and makes regular, written financial reports to the Mayor and City Council;
   c. Adjusts, with City Council approval, expenditures and budget allocations as needed to maintain fiscal integrity.

3. Researches public policy issues when requested by City Council; and offers recommendations to enhance efficiency and effectiveness of City services and programs.

4. Serves as human resource management officer as follows:
   a. With advice and consent of Mayor and City Council and consistent with City policies, appoints, disciplines and removes department directors, the City Clerk and City Treasurer;
   b. Hires, disciplines, and removes all other City employees in consultation with their department directors;
   c. Provides day-to-day supervision for all department directors;
   d. Conducts annual performance evaluations for department directors and assures all employees receive an annual performance evaluation;
   e. Oversees City human resource administrative actions and assures such actions are consistent with personnel policies;
   f. Recommends for City Council consideration and approval, revisions as needed in the City’s position classification pay plan and personnel policies.

5. Develops in consultation the Mayor and City Council the agendas for Council meetings; prepares agenda packets and distributes them in advance of meetings; attends City Council meetings and provides written recommendations, as appropriate, on agenda items.

6. Provides support to the Mayor and City Council in pursuit of economic and community development.

7. Oversees implementation of contracts, interlocal agreements, and other actions approved by the Mayor and City Council.

8. Provides for the inventory, care and maintenance of all City-owned land, property, buildings and equipment.

9. Oversees City’s portfolio of liability and property insurance to assure policies are adequate and maintained.

10. Performs the duties of purchasing officer; exercises general supervision over City purchases in accordance with the budget and policies established by the City Council.

11. Maintains up-to-date knowledge of intergovernmental grants and at the direction of City Council, prepares, submits and monitors grant applications;

12. Seeks opportunities for interlocal cooperation; coordinates City services and programs with other jurisdictions and organizations at the direction of Council.

Twilight Theatre

5.4.7 Arts Center
13. Serves as City liaison to other governmental entities, community organizations, private businesses and the news media as directed by the City Council.

14. Monitors and coordinates the work of all City appointed boards and commissions.

15. Performs other duties as required by law or by the Mayor and City Council, consistent with other job duties.

An additional expectation of the City Administrator is that he or she will establish residency within the Greensburg City limits no later than three months after assuming the position.

V. Qualifications for the Position of City Administrator

Minimum qualifications: 1) two years experience in a public sector position that includes supervisory and budget responsibility; 2) bachelors degree in business or public administration, or related field from an accredited university; 3) evidence of a stable employment history; and 4) unblemished record of ethical conduct.

Preferred qualifications: 1) three years management experience in local government organization; 2) masters degree in public administration or related field from an accredited university; 3) previous personal or professional experience with rural community; 4) knowledge of sustainability practices; and 5) knowledge and experience related to rural economic development.

VI. Qualities Desired in the Selection of a City Administrator

The Mayor and City Council have identified preferred leadership qualities and practices of the next Administrator, and will look for evidence of them in interviews and background reviews:

Responsiveness to Mayor and City Council. The Administrator’s actions must be guided by direction established by the governing body. Expectations also include:

1) maintain an “open door” and sustain regular communication to all governing body members;

2) meet on occasion with each to share information and learn of concerns and questions;

3) anticipate needs and issues and bring them to governing body attention;

4) provide objective and timely information to all members; and

5) make recommendations based on his or her professional and ethical judgment.

Entrepreneurial in service delivery and community marketing. In its recovery, Greensburg has forged new ways of delivering public services and conveying its message of what the community has to offer. The new Administrator is expected to continue this record of innovation in how the City does business, practices sustainability and promotes the community to prospective new businesses and residents.

Expertise in public finance. The next Administrator should have experience in financial management, including debt management and grant administration, and an orientation to details of financial oversight.

Community engagement skills. A unifying community vision and related plans were achieved through an extensive decision process that involved more than 500 residents initially meeting in tents. They came to understand that they are inextricably bound together and have learned to listen, work through differences and find consensus. Possession of skills to facilitate community participation in key City government decisions is an important quality for the next Administrator. This expectation includes skills for ongoing consultation with community partners including the business community, non-profits, County government and the School District.
VII. Parameters of Compensation

The Mayor and City Council are committed to providing a base salary, benefits and an employment agreement that are competitive with similar cities in their Kansas region and commensurate with the experience and education of a preferred candidate. Accordingly, the low end of the salary range for the City Administrator position is $60,000, subject to negotiation.

The City provides employee benefits that include group health insurance through Blue Cross Blue Shield and retirement benefits through the Kansas Public Employees Retirement System. Use of a city vehicle and support for professional development and association memberships may be negotiated as a part of total compensation. Other benefits include life insurance, paid vacation, and holiday and sick leave.

VIII. Estimated Timetable for City Administrator Recruitment

- September 4: Approval of recruitment profile and announcement of vacancy
- October 5: Deadline for resume submission
- October 8: Receive report from Search Advisor on recommended finalists for position
- October 12: Announce finalists for position
- October 27: Interview finalists and tour city facilities
- October 29: Select preferred candidate and extend employment offer
- November 5: Approve employment agreement and announce new City Administrator
- December 1: New City Administrator begins work (or as soon thereafter as possible)