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 – December 17, 2018
   2. Appropriation Ordinance
      a. Ordinance #1139

F) ITEMS OF BUSINESS
   1. Council President Appointment
   4. Ordinance amending Article I, Section 1-302 of the Code of the City of Greensburg, Kansas, adding Convention and Tourism Director as a department head appointed by the City Administrator, with the advice and consent of the Mayor and Council, amending 1-316 to add the Convention and Tourism Director position office and duties description, and amending numbering of current Sections 1-316 – 1-317 to 1-317 – 1-318. - Ordinance 1084
   5. Call special meeting for Monday, January 14th, 2019 at 6pm for the purpose of Council/Dept. Head planning retreat to discuss 2019 goals, projects, plans and long range planning
   6. Recess: Land Bank Annual Meeting
   7. Recess: Public Building Commission Annual Meeting

G) CITY STAFF REPORTS

H) GOVERNING BODY COMMENTS

I) EXECUTIVE SESSION
   Executive session in accordance with K.S.A 75-4319(b) for personnel matters of non-elected personnel regarding City Administrator performance goals. 15 minutes

J) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

To be placed on future agendas please contact City Administrator Stacy Barnes at administrator@greensburgks.org or call City Offices at 620-723-2751.
Greensburg City Council
December 17, 2018
City Hall

A) CALL TO ORDER
Mayor Matt Christenson called the December 17, 2018 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION
The Pledge of Allegiance was said. Tony Factor gave the invocation.

C) ROLL CALL & APPROVAL OF THE AGENDA
Council Present: Mike McBeath, Mark Trummel, Sandy Jungemann, Pam Reves, and Haley Kern. (Staff present: Administrator Stacy Barnes, Clerk Christy Pyatt). Reves made a motion to approve the agenda as presented. Jungemann seconded. The motion passed 5-0.

D) CITIZEN COMMENTS
There were no citizen comments offered.

E) CONSENT AGENDA
Trummel made a motion to approve the Consent Agenda as presented. McBeath seconded. The motion passed 5-0.

F) ITEMS OF BUSINESS
1. Ordinance 1083 – Municipal Judge Compensation
Barnes advised Council that Interim Administrator Jay Newton and Municipal Judge Philip Moore had recently discussed the compensation for Municipal Judge. Newton agreed that the current compensation of $200 per month that court is held, plus mileage, should be changed to $200 per month, regardless of whether the Judge is needed for court or not. Should Judge Moore preside in court, he would also be compensated for his mileage at the current rate. Frequently Judge Moore is asked to sign off on official court documents though court is not called into session and has consequently not been paid. Greensburg City Code 9-107 requires that the Municipal Judge salary be fixed by ordinance. Barnes recommended Council approve Ordinance 1083, establishing an amended rate of compensation for the Municipal Judge. After a brief discussion, Reves made a motion to approve Ordinance 1083, setting compensation to the Municipal Judge at $200 per month, plus mileage at the current rate when court is in session. Trummel seconded. Motion passed 5-0.

2. December 24th City Holiday Request
With Christmas falling on Tuesday this year, Barnes requested a holiday for city employees on Monday, December 24th. Previously, this has been reviewed on a year by year basis and was either an administrative or council decision. Christmas Eve will be recognized as an official holiday by both the State of Kansas and Kiowa County. Barnes recommended approving December 24, 2018 as a holiday and leaving December 31, 2018 as a regular working day. Employees wishing to observe New Years Eve may do so with an approved vacation day. Kern made a motion, seconded by Jungemann, to approve December 24, 2018 at an official city holiday. Motion passed 5-0.

3. 2019 City Holidays
Staff recently reviewed official city holidays to see how they align with Kiowa County and the State of Kansas. Staff also compared the list to the cities of Derby and Great Bend, as provided on the City Clerk’s Listserv. A listing of those findings was provided in the meeting packet. The only real difference between the City’s current list and those of the County and State were that they receive President’s Day and the City receives Good Friday. Reves agreed that City holidays should match those of the County.
Staff was directed by Council to prepare a resolution for the next meeting that would designate President’s Day as an official holiday and remove Good Friday as a holiday, effective in 2019. Staff wishing to observe Good Friday as a holiday may do so with an approved vacation day.

4. Input on Tourism Director/Big Well Museum Director hiring process and timeline
Barnes requested Council input on the time frame and process of hiring a new Tourism Director/Big Well Museum Director. During the interim, Barnes is continuing the job duties of the position, as well as City Administrator responsibilities. During 2019, Barnes will continue serving as the Travel Industry Association of Kansas (TIAK) President, and will have continued statewide involvement, representing Greensburg in the tourism industry. Barnes has also discussed with the Tourism Board that she would like to have their input on the hiring process, since the Tourism Director works with this board to administer funds collected by Transient Guest Tax for tourism promotion. Grant Neuhold, chair of this board, has expressed interest in being a part of the process. Barnes would also like to see a Council Member or the Mayor on the hiring panel. Barnes suggested advertising the position after January 1st.

Reves asked if the City had a position description for both positions. Barnes confirmed this as the case. Christenson commented that this would be a good opportunity for Council to review that description. Reves discussed Barnes’ time commitment as President of TIAK, which was approved as part of her contract. Kern concurred that the position should be advertised after the first of the year. Barnes provided names of publications in which she intends to advertise. McBeath volunteered to be the Council representative on the hiring panel. Upon further conversation, Barnes reminded Council that any changes to position descriptions must be made through a resolution. Reves asked if job descriptions should be reviewed at the upcoming Council Retreat. Barnes was directed to move forward with advertising the position after the first of the year. Barnes provided a copy of the City Code book and the Position Classification and Pay Plan, Barnes confirmed that the position reports to the City Administrator. Staff determined that the position needs to be added to the City Code as part of the list of department heads, as it has been treated as such since at least 2007.

5. 2018 End of Year Budget Report
Using some of the figures put together by Jay Newton prior to his leaving, Barnes provided a report showing city expenditures and revenues through December 10, 2018. Review of the reports confirms the City is in good financial standing to end 2018 and will not need to make any budget amendments. Staff will be making one final transfer for the year, the remaining fire budget will be moved to fire equipment reserve.

G) CITY STAFF REPORTS
Barnes reported on completion of her first week as Administrator, acknowledging asking a lot of questions of other Staff as she familiarizes herself with day-to-day operations. Trummel stated that he appreciated receiving the update email that Barnes submitted to Council on Friday, something she plans to do weekly. Barnes stated that she believes everything needs to be based on communication.

Jungemann asked Barnes where the new Christmas displays along the highway had come from. Tourism made the purchase of two light displays this year, with one being placed at the northwest corner of Main and Hwy 54 and the other on the south side of Davis Park. Staff has received complements from citizens on the displays.
H) GOVERNING BODY COMMENTS
There were no additional comments from the Council.

I) EXECUTIVE SESSION
Barnes requested a 15 minute executive session, in accordance with K.S.A. 75-4319, to discuss potential economic development at the Greensburg Business Park. Trummel made a motion to go into executive session until 6:45 p.m. for the above stated purpose. Jungemann seconded, and the motion passed 5-0.

J) ADJOURNMENT
Upon returning to open session (no action taken), and with nothing additional to discuss, Christenson declared the meeting adjourned at 6:45 p.m.

___________________________________   ________________________________
Matt Christenson, Mayor    Christy Pyatt, City Clerk
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<th>VENDOR</th>
<th>REFERENCE</th>
<th>AMOUNT</th>
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To: Mayor and City Council  
From: Stacy Barnes, City Administrator  
Subject: Agenda items F. 1-7

Agenda Item F. 1 Council President Appointment

At the December 3, 2018 Council Member Haley Kern was appointed to serve as Council President until the end of 2018. Council needs to appoint a new member to serve as Council President.

Article 2, Section 1-206 of the Greensburg City Code states:
After every city general election, the council shall elect one of its members as president of the council, who in the absence or disability of and at the request of the mayor shall become acting mayor. The president of the council shall, while acting as mayor, have only those powers immediate and necessary to carry out the duties of the office of mayor, including all administrative, ceremonial, and contractual powers, but shall not have the power to veto any measure passed by the council.

Section 1-208(a) In case of a vacancy in the office of mayor, the president of the council shall become mayor until the next regular election for that office and a vacancy shall occur in the office of the council member becoming mayor.

Agenda Item F. 2 Annual GAAP Waiver – Resolution 2019-01

This is an annual resolution requesting the Director of Accounts and Reports to waive requirements of KSA 75-1120a. The council adopted a similar resolution January 2, 2018. This directs staff to construct all financial statements and reports using cash basis and budget laws. It is recommended to adopt the proposed resolution to waive GAAP requirements for the City of Greensburg, and allow for cash basis accounting.

Agenda Item F. 3 Resolution amending City Holidays in the Personnel Policy Handbook – Resolution 2019-02

At the last council meeting it was discussed to amend the City Holidays in the Personnel Policy Handbook to better align with State and Kiowa County holidays. The only holidays that change are not having Good Friday as a holiday and replacing it with President’s Day.

- New Years Day
- Martin Luther King Jr. Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day Following Thanksgiving
- Christmas Day
- One Floating Holiday
Attached is Resolution 2019-02 amending the Personnel Policy Handbook with this holiday change.

**Agenda Item F. 4 Ordinance amending Article 3, Section 1-302 of the Code of the City of Greensburg, Kansas, adding Convention and Tourism Director as a department head appointed by the City Administrator, with the advice and consent of the Mayor and Council, amending 1-316 to add the Convention and Tourism Director position office and duties description, and amending numbering of current Sections 1-316 – 1-317 to 1-317 – 1-318. - Ordinance 1084**

Upon review of the Greensburg City Code, we found that the Convention and Tourism Director position is not listed as a department head in Article 3 Section 1-302, and there is no office and duties section for this position. Ordinance 1084 will correct this to amend the code adding the Convention and Tourism Director as a department head and listing the office and duties.

**Agenda Item F. 5 Call special meeting for Monday, January 14th, 2019 at 6pm for the purpose of Council/Dept. Head planning retreat to discuss 2019 goals, projects, plans and long range planning**

It is the desire of the council and city department heads to hold a retreat to discuss 2019 goals, projects, plans and long range planning. Approval is needed to set this special meeting date.

**Agenda Item F. 6 Recess: Land Bank Annual Meeting**

Recess the City Council and convene as the Land Bank Annual Meeting.

In 2018, we accepted two properties into the bank: 212 E. Garfield and 503 S. Sycamore and sold one property: 412 S. Sycamore for $300. Staff has placed signs on the bank properties that identify them as being available through the Land Bank. We have had a couple of different inquires on various properties in the bank. Both inquires were for residential construction. Included in the packet is Ordinance #1053 establishing the Land Bank, Land Bank Policy, and map of current bank properties.

**Agenda Item F. 7 Recess: Public Building Commission Annual Meeting**

Recess the City Council meeting and call to order the Public Building Commission Annual Meeting.

Attached in the packet is the agenda and supporting documents for the PBC annual meeting.
RESOLUTION NUMBER 2019-01

RESOLUTION REGARDING THE WAIVER OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES IN THE PREPARATION OF FINANCIAL STATEMENTS AND FINANCIAL REPORTS FOR THE CITY OF GREENSBURG, KANSAS FOR FISCAL YEAR 2018.

WHEREAS, the City of Greensburg, Kansas, a City of the Third Class, is a municipality as defined by K.S.A. 75-117; and,

WHEREAS, as a municipality, the City is required to have its fiscal procedure, accounts and reports examined and audited annually; and,

WHEREAS, K.S.A. 75-1120a requires that the City utilize accounting procedures and fiscal procedures that conform to generally accepted accounting principles; and,

WHEREAS, K.S.A. 75-1120a permits the Director of Accounts and Reports to waive the above stated accounting principles upon appropriate findings and requests being made by the Governing Body;

THEREFORE, IT IS HEREBY FOUND AND RESOLVED BY THE GOVERNING BODY OF THE CITY OF GREENSBURG, KANSAS:

Section 1: That financial statements and financial reports for the year ended December 31, 2018, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Governing Body or the members of the general public of the City of Greensburg, Kansas.

Section 2: There are no revenue bond ordinances or other ordinances or resolutions of the City which require financial statements and financial reports to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) for the year ended December 31, 2018.

Section 3: That the City Clerk or the Clerk’s designee is hereby authorized and directed to request the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the City of Greensburg, Kansas, for the year ended December 31, 2018.

______________________________
Matthew Christenson, Mayor

ATTEST:

______________________________
Christy Pyatt, City Clerk
City of Greensburg, Kansas
Resolution 2019-02

A RESOLUTION AMENDING SECTION 5.1 HOLIDAYS OF THE PERSONNEL POLICY HANDBOOK FOR THE CITY OF GREENSBURG, KANSAS, AND REPEALING PREVIOUS HOLIDAY POLICIES ADOPTED BY THE GREENSBURG CITY COUNCIL.

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 in the form of a Position Personnel Policy Handbook to be administered by the City Administrator; and

WHEREAS, the City of Greensburg has determined that an amendment should be made to the City’s Personnel Policy Handbook:

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GREENSBURG, KANSAS that Section 5.1 of the Personnel Policy Handbook should be and hereby is amended to read as follows:

“5.1 Holidays
Employees are eligible to receive paid holidays beginning the first day of employment. The following days shall be deemed to be the holidays to be observed by the City of Greensburg:

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<tr>
<td>New Year's Day</td>
<td>Veteran's Day</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>President's Day</td>
<td>Day following Thanksgiving</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Independence Day</td>
<td>One Floating Holiday</td>
</tr>
<tr>
<td>Labor Day</td>
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</tbody>
</table>

When a holiday falls on a Saturday, then the Friday immediately prior to the holiday shall be considered the holiday. When a holiday falls on a Sunday, the holiday shall be observed on the Monday following the holiday.”

BE IT FURTHER RESOLVED that the above amendment shall be effective from the date of its adoption.

BE IT FURTHER RESOLVED that as hereby amended the City of Greensburg Personnel Policy Handbook shall remain in full force and effect in accordance with its terms.

Passed and adopted this 7th day of January, 2019.

ATTESTED: Matthew Christenson, Mayor

_________________________
Christy Pyatt, City Clerk
ORDINANCE NO. 1084


NOW, THEREFORE, be it ordained by the governing body of the City of Greensburg, Kansas:

SECTION 1. Sections 1-302, 1-316, and 1-317 of the Code of the City of Greensburg Kansas are hereby amended to read as follows:

“1-302. Department heads; appointment and removal.
The city administrator shall appoint all city department heads, including the police chief, fire chief, city clerk/treasurer, assistant city clerk, utility superintendent, street and park superintendent, and convention and tourism director with the advice and consent of the mayor and council. The department head positions appointed by the city administrator are “Employees at Will” and may be removed, with or without cause, from office at any time subject to city personnel policies as adopted by the city council.”
(K.S.A. 15-204; C.O. No. 10; C.O. No 13; Code 2007; Ord. 1084)

“1-316. Convention and Tourism Director; office and duties.
There is hereby established the office of Convention and Tourism Director. The duties of the Convention and Tourism Director shall be as follows:
(a) Manage the charge, care, and operation of the Big Well Museum including annual budget, day to day operations, employment and management of personnel, gift shop inventory, museum exhibits and visitor experience.
(b) Works with the city council appointed Convention and Tourism board to administer the Tourism Fund for community promotion. Prepares agendas, takes minutes, prepares financial reports, and proposes projects for the Convention and Tourism board.
(c) Prepares promotional and advertising materials for Greensburg.
(d) Works to attract conventions, groups, and tourists to Greensburg including developing itineraries, arranging tours and transportation, hotel, dining and meeting locations.
(e) Maintains and updates the city’s websites and social media accounts.”
(Ord. 1084)

“1-317. Appointment or employment in more than one position.
The same person may be appointed to more than one appointive office, or employed in more than one department, except that the same person shall not be appointed to incompatible
offices. Salaries or wages of such persons shall be prorated between the proper funds of the several offices or departments.”

(Code 1986, 1-308; Code 2007, 1-316, Ord. 1084)

SECTION 2. Section 1-318 is hereby added to the Code of the City of Greensburg Kansas and shall read as follow:

“1-318. Conflict of Interest.
(a) No city officer or employee shall be signatory upon, discuss in an official capacity, vote on any issue concerning or otherwise participate in his or her capacity as a public official or employee in the making of any contract with any person or business:

(1) In which the officer or employee owns a legal or equitable interest exceeding $5,000 or five percent, whichever is less, individually or collectively with his or her spouse; or

(2) From which the officer or employee receives, in the current or immediately preceding or succeeding calendar year, any salary, gratuity, other compensation or a contract for or promise or expectation of any such salary, gratuity or other compensation or remuneration having a dollar value of $1,000 or more; or

(3) In which he or she shall hold the position of officer or director, irrespective of the amount of compensation received from or ownership held in the business.

(b) The prohibitions contained in subsection (a) of this section shall not apply to the following:

(1) Contracts let after competitive bidding has been solicited by published notice; and

(2) Contracts for property or services for which the price or rate is fixed by law.”

(K.S.A. 75-4301; Code 1986, 1-309; Code 2007, 1-317; Ord. 1084)

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 7TH day of January, 2019.

_______________________________________
MATTHEW CHRISTENSON, MAYOR

ATTEST:

_______________________________
CHRISTY PYATT, CITY CLERK
ORDINANCE NO. 1053

AN ORDINANCE ESTABLISHING A CITY LAND BANK PURSUANT TO
K.S.A. 12-5901, et seq.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF
GREENSBURG, KANSAS:

Section 1. The City of Greensburg, Kansas (herein after “City”), by the power vested in it by K.S.A. 12-5901, et seq., hereby establishes a city land bank. The land bank will be the centralized point of contact for individuals and developers interested in acquiring developable vacant and abandoned land within the City of Greensburg, Kansas. The land bank will be guided in its affairs by a board of trustees.

Section 2. The land bank board of trustees shall consist of a six (6) member board comprised of the Mayor and the City Council of the City of Greensburg, Kansas.

Section 3. The land bank staff shall consist of the administrative staff of the City of Greensburg, Kansas.

Section 4. CASH BASIS. The bank shall be subject to the provisions of the cash-basis law, K.S.A. 10-1101 et seq., and amendments thereto, as provided in K.S.A. 12-5903 (a).

Section 5. BUDGET. The budget of the bank shall be prepared, adopted and published as provided by law for other political subdivisions of the state. No budget shall be adopted by the board until it has been submitted to, reviewed and approved by the Governing Body of the City of Greensburg.

Section 6. For any property acquired by the land bank, the trustees shall: (1) manage, maintain and protect the same; (2) compile and maintain a written inventory of such property; (3) study, analyze and evaluate potential, present and future uses for such property which would provide for its effective re-utilization; (4) plan for and use the board’s best efforts to consummate the sale or other disposition of such property upon such terms and conditions deemed appropriate; (5) establish and maintain records and accounts reflecting all transactions, expenditures and revenues relating to the bank’s activities; and (6) develop such policies and procedures as the board determines reasonable and necessary to effectuate the purposes of the land bank.

Section 7. Property available for inclusion in the land bank shall include, but not be limited to: (1) parcels of tax delinquent property foreclosed on by the county of Kiowa pursuant to K.S.A. 79-2401, et seq. and requested by the land bank board of trustees pursuant to its authority under K.S.A. 12-5901, et seq. (Only property that has the potential for development within a reasonable period of time and has been accepted by the land bank board of trustees will be identified for inclusion in the land bank); (2) property currently held in the name of the City of Greensburg, Kansas; (3) parcels of property donated by other governmental entities; (4) property purchased by the land bank board of trustees to compliment properties previously identified to the land bank through other means; and (5) property offered to and accepted by the land bank.
Section 8. The land bank board of trustees may offer such incentives as it deems appropriate to encourage the development of land bank property.

Section 9(a). The land bank staff shall consult with any individuals, organizations and developers which may be affected by a land bank development project and pass on to the land bank board of trustees the recommendations and concerns of individuals, organizations and developers.

Section 9(b). Proposals will be reviewed by the land bank staff and forwarded to the land bank board of trustees along with recommendations and or concerns of affected individuals, organizations and developers.

Section 10. The governing body of the City of Greensburg, Kansas may advance operating funds to the land bank to pay expenses of the board of trustees and the land bank.

Section 11. The land bank is required to make an annual report to the governing body of the City of Greensburg, Kansas, on or before January 31 of each year, showing receipts and disbursements from all funds under its control.

Section 12. Any money derived from the sale of property by the land bank shall be retained by the land bank. Any funds not immediately required for the purposes of the land bank shall be invested in the manner provided by K.S.A. 12-1675, and amendments thereto.

Section 13. Members of the board of trustees shall receive no compensation, but shall be paid their actual expenses in attending meetings and carrying out their duties as members of the board of trustees.

Section 14. STATUTORY AUTHORITY. The provisions of this ordinance shall at all times be consistent with K.S.A. 12-5901 et seq and amendments thereto.

Section 15. This ordinance shall take effect and be in force from and after its publication once in the official newspaper of the City of Greensburg, Kansas.

Passed and approved by the Governing Body of the City of Greensburg, Kansas this 16th day of June 2014.

Approved and signed by the Mayor this 16th day of June 2014.

______________________________
Robert Dixson
Mayor

ATTEST:

______________________________
Christy Pyatt
City Clerk
Land Bank Policy

Mission Statement:

The Goal of the Greensburg Land Bank is to return tax delinquent property to productive use that benefits the community. When considering proposals to the Land Bank, preference will be given to projects that support home ownership, improve neighborhoods and otherwise advance the economic and social interests of the City of Greensburg, Kansas, and its residents.

Conditions set on Land Bank Properties

The Governing Body of the City of Greensburg serves in the capacity of the Land Bank Board of Trustees and makes all final decisions on Land Bank property conveyances.

The Land Bank Board of Trustees will annually, and as needed, identify development areas which are actively being developed. Any Land Bank properties in these particular geographical areas will be held for the developer(s) for that area. Any Land Bank parcels in actively developed areas will be marked as “not available for purchase” in the Land Bank published inventory list.

Land is conveyed with no guarantee as to quality or content, subject to covenants stated in the Land Bank Deed. Any parcel failing to meet requirements listed in the Deed may be subject to reversion to the Land Bank. Applicants will forfeit any funds spent on the property.

The Land Bank Board of Trustees may set a different minimum price on any Land Bank Property and may set a minimum price on commercial/industrial zoned properties and those containing structures.

Except as herein provided, donations of real property to the Land Bank will only be accepted if the donors own 100% of the property and have marketable title. Assurance of ownership and title shall be done through title insurance, attorney title opinion or such other means approved by the Land Bank upon recommendation of the City Administrator after consultation with the City Attorney. The donor shall pay all costs of the proof of title and any title clearance cost unless waived by the land Bank on recommendation of City Staff. Less than 100% ownership or defection
marketable title may be accepted by the Land Bank if the Land Bank, in its sole discretion, determines doing so is in the best interest of the Land Bank and the City.

Persons gifting property to the Land Bank may request confirmation or receipt from the Land Bank as to the property value for tax deductible contribution purposes. Such value statement shall use the County Fair Market Value Appraisal. If desired, a third party, independent appraisal can be obtained at the applicant’s expense subject to Land Bank approval.

All Land Bank fees may be waived for Community Development Corporations (CDC) or Community Housing Development Organizations (CHDO).

The Land Bank Board of Trustees reserves the right to accept or reject any or all proposals without cause.

The Land Bank may aggregate and sell land for use as community parking. If an applicant wishes to purchase property for mixed uses business parking, it must state that intent on the application. Only parking that is for the benefit of community improvement will be considered by the Land Bank. Once the Land Bank parcel is conveyed for community parking, the owner will be responsible for the upkeep of the improved paved surface.

When completed proposals are accepted by the Land Bank, a review and recommendations of the proposal is completed by City staff.

Applicant’s proposals are forwarded with recommendations to the Land Bank Board of Trustees.

The City staff, 30 days prior to the sale or transfer of any property owned by the Land Bank, will publish in the official City newspaper a notice announcing such sale. At the time of publishing such notice, the Land Bank staff will notify adjacent property owners of the pending property available for sale.

**CDC/CHDO Emergency Economic Recovery Program**

1. Land Bank accepts the return of properties from CDC/CHDO per their written request.
2. At CDC/CHDO discretion, Land Bank and CDC/CHDO execute a written contract whereby CDC/CHDO has the exclusive option to repurchase the property for expenses incurred by Land Bank.
   a) Option is for a one year period, subject to two additional, mutually agreed, one year renewals.
   b) Whether the Land Bank will renew the option will be considered as part of the annual review of areas of actively developed properties.
   c) Consideration for the option is that the CDC/CHDO maintain the property, at its expense, in compliance with all codes and ordinances.
d) CDC/CHDO has 10 days after written notice from Land Bank to cure any code or ordinance violations. Failure to timely do so terminates the option.

3. CDC/CHDO may exercise the option to repurchase at any time during an option period.

4. All other Land Bank Policies apply to these properties.

Conditions for Applicants Prior to Purchase of Land Bank Property:

Applicant must not be delinquent on any licenses or taxes in Kiowa County. (For these purposes, participation with the City of Greensburg or Kiowa County Payment Plan(s) constitutes delinquency).

Applicant must not have a history of code enforcement violations at properties they own or not have any outstanding violations. A history of 3 notices to appear in court for code violations in the previous calendar year or 5 notices to appear in court for code violations in the past 3 calendar years will make an individual ineligible to apply.

Conditions for Applicants After Purchase of Land Bank Property:

All applicants’ property must be properly maintained with no notices to appear in court for code violations.

Applicant must not be delinquent on any licenses or taxes in Kiowa County.

Failure to comply with the above requirements will render the land owner ineligible for future Land Bank opportunities or Economic Incentives from the City of Greensburg.

Land Bank Procedures

- Non-buildable lots will generally be sold for $100.
- Buildable lots/parcels will be generally sold for $300. Buildable residential properties are generally those with over 70 foot frontage.
- Buildable lots for non-buildable purposes (yard expansion, parking, play ground area etc...) are sold for $10.00 per front footage. For example, 70 foot frontage lots will cost $700.
- The City staff will notify the Land Bank Trustees of Non-buildable and Buildable lots that contain razing assessments. Non-buildable and Buildable lots razing assessments will be abated. Commercial/Industrial lots are subject to special assessments.
- The Land Bank may set a minimum price on commercial/industrial zoned properties and those containing structures.
- A confirmation letter will be mailed to applicants that submit applications to the City staff within 30 days of receipt. Please contact the City staff if you do not receive a confirmation letter for your application.
Process for Purchasing Non-Buildable Land Bank Properties.

- Applicant must agree with Conditions set forth above in Land Bank Policy.
- Non-buildable are lots with a frontage that is generally less than 25 foot frontage.
- The adjacent land owner will have priority for right of first refusal. Adjacent is defined as immediately touching the applicant’s property on the right or left.
- Applicant must completely fill out the Land Bank Application. Application assistance from the City staff is available prior to formal submittal of the application. However, incomplete applications will not be accepted for consideration but will be returned to the applicant with an explanation of what needs to be completed for a possible future submittal.
- If multiple proposals are received for a specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out. In addition to the bid price proposals will also be evaluated on their ability to finance the project.
- If the adjacent land owner wants to purchase the Land Bank Lot for parking or for building a garage, they understand that the City of Greensburg has certain requirements and minimum standards for both the parking area and for the garage. If your proposal identifies the use as for parking or a garage, the City staff will send contact information to the applicant. Transferal of lot does not guarantee a building permit or use for parking.
- The City Administrator will have the authority to transfer non-buildable lots to qualified adjacent land owners only (if not located in an identified development area). The items that the City Administrator has the authority to transfer will be reported to the Land Bank Trustees. All other proposals will require further review.
- If no qualified adjacent owner shows interest in the vacant property, consideration may be given for community development efforts such as community gardens, neighborhood play areas, and community green areas.

Process for Purchasing Buildable Residential Land Bank Properties.

- Applicant must agree with Conditions set forth above in Land Bank Policy.
- Buildable residential properties are generally those with over 70 foot frontage.
- The priority is for homeownership.
- If only one property is under consideration and is not in a targeted development area, the applicant must completely fill out the Land Bank Application. Application assistance from the City staff is available prior to formal submittal of the application. However, incomplete applications will not be accepted for consideration but will
be returned to the applicant with an explanation of what needs to be completed for a possible future submittal.

- If the zoning is not appropriate, the applicant will need to get approval of zoning changes prior to any building.
- If the property under consideration is not in a targeted development area, the applicant must exhibit the financial ability of completing the project by submitting a letter of credit or a pre-approval letter from his/her bank.
- If the property under consideration is not in a targeted development area, the applicant must attach drawings of the proposed structure for City staff to review. At a minimum, the drawings should consist of the following: (1) The location of the building or structure; (2) The building work proposed; (3) The outside dimensions of the building by floors and dimensions of the basement (if any); (4) Building Plans for New Construction of Buildings; (5) Such other information as may be pertinent to the issuance of the application. The structure should be compatible with the existing neighborhood.
- If multiple proposals are received for a specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out. In addition to the bid price, proposals will be evaluated on their ability to finance the project, the quality of the building, the compatibility of the building with existing neighborhoods, individual experiences with building, and if the proposal is for homeownership.
- Proposals that are accepted will need to submit all their plans to the City staff prior to the building commencement. City Staff can send this information to successful applicants.
- The successful applicant should begin construction and shall substantially complete the same, within 12 months after the purchase of the Land Bank property. In the event that construction is not completed within 12 months, the successful applicant must notify the City Administrator in writing to request an extension.
- Community Development Corporations/Community Housing Development Organizations applicants should begin construction and shall substantially complete the same, within 24 months after the purchase of the Land Bank property. In the event that construction is not completed within 24 months, the successful CDC/CHDO must notify the City Administrator in writing to request an extension.

**Process for Purchasing Buildable Commercial/Industrial Land Bank Properties.**

- Applicant must agree with Conditions set forth above in Land Bank Policy.
- A minimum price will be established for each commercial/industrial parcel. The Land Bank Board of Trustees reserves the right to set an alternative price.
- If only one property is under consideration and is not in a targeted development area, the applicant must completely fill out the Land Bank Application. Application assistance from the City staff is available prior to formal submittal of the application. However,
incomplete applications will not be accepted for consideration but will be returned to the applicant with an explanation of what needs to be completed for a possible future submittal.

- If the zoning is not appropriate, the applicant will need to get approval of zoning changes prior to any building.
- If the property under consideration is not in a targeted development area, the applicant must exhibit the financial ability of completing the project by submitting a letter of credit or a pre-approval letter from his/her bank.
- If the property under consideration is not in a targeted development area, the applicant must attach drawings of the proposed structure for City staff to review. At a minimum, the drawings should consist of the following: (1) The location of the building or structure; (2) The building work proposed; (3) The outside dimensions of the building by floors and dimensions of the basement (if any); (4) Building Plans for New Construction of Buildings; (5) Such other information as may be pertinent to the issuance of the application. The structure should be compatible with the existing neighborhood.
- If multiple proposals are received for a specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out. In addition to the bid price, proposals will be evaluated on their ability to finance the project, the quality of the building, the compatibility of the building with existing neighborhoods, and individual experiences with building.
- Proposals that are accepted will need to submit all their plans to the City staff prior to construction. City staff can send this information to successful applicants.
- The successful applicant should begin construction and shall substantially complete the same, within 12 months after the purchase of the Land Bank property. In the event that construction is not completed within 12 months, the successful applicant must notify the City Administrator in writing to request an extension.
- Community Development Corporations/Community Housing Development Organizations applicants should begin construction and shall substantially complete the same, within 24 months after the purchase of the Land Bank property. In the event that construction is not completed within 24 months, the successful CDC/CHDO must notify the Land Bank staff in writing to request an extension.

**Process for Purchasing Land Bank Properties with Structures.**

- Applicant must agree with Conditions set forth above in Land Bank Policy.
- Existing structures must be brought up to minimum prevailing building codes.
- A minimum bid will be placed on each land bank property with a structure on it. The Land Bank Board of Trustees reserves the right to set an alternative price.
- If only one property is under consideration and is not in a targeted
development area, the applicant must completely fill out the Land Bank Application. Application assistance from the City staff is available prior to formal submittal of the application. However, incomplete applications will not be accepted for consideration but will be returned to the applicant with an explanation of what needs to be completed for a possible future submittal.

- If the zoning is not appropriate, the applicant will need to get approval of zoning changes prior to any building.
- If the property under consideration is not in a targeted development area, the applicant must exhibit the financial ability of completing the project by submitting a letter of credit or a pre-approval letter from their bank.
- If the property under consideration is not in a targeted development area, the applicant must attach a comprehensive scope of work proposed for the rehabilitation of the proposed structure for the City staff review. The structure should be compatible with the existing neighborhood.
- If multiple proposals are received for a specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out. In addition to the bid price, proposals will be evaluated on their ability to finance the project, the quality of the building, the compatibility of the building with existing neighborhoods, individual experiences with building, and homeownership if residential.
- Proposals that are accepted will need to submit all their plans to the City staff to the commencement of construction or demolition. The City staff can send this information to successful applicants.
- The successful applicant should begin construction and shall substantially complete the same, within 12 months after the purchase of the Land Bank property. In the event that construction is not City Administrator in writing to request an extension.
- Community Development Corporations/Community Housing Development Organizations applicants should begin construction and shall substantially complete the same, within 24 months after the purchase of the Land Bank property. In the event that construction is not completed within 24 months, the successful CDC/CHDO must notify the Land Bank staff in writing to request an extension.
City of Greensburg
Available Land Bank Properties

1. 800 W. Kansas Ave, 2.48 acres
2. 223 S. Bay, 7,000 sq. feet
3. 302 W. Wisconsin, 10,500 sq. feet
4. 503 S. Sycamore, 8,500 sq feet
5. 212 E. Garfield, 10,500 sq. feet
6. 322 E. Wisconsin, 14,000 sq feet
7. 504 E. Wisconsin, 7,000 sq. feet
8. 516 E. Wisconsin, 10,500 sq. feet
9. 320 S. Olive, 11,250 sq. feet
## LAND BANK INVENTORY

**01.02.19**

<table>
<thead>
<tr>
<th>COMMON ADDRESS</th>
<th>LEGAL</th>
<th>SQ FT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>223 S. BAY</strong></td>
<td>Lot Seven (7) in Block Twenty-four (24) of West Side Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>7,000</td>
</tr>
<tr>
<td><strong>212 E. GARFIELD</strong></td>
<td>Lots Sixteen (16) and Seventeen (17) and the East half (E/2) of Lot Eighteen (18) all in Block Seven (7) of Hopkins Addition to the city of Greensburg, Kiowa County, Kansas.</td>
<td>10,500</td>
</tr>
<tr>
<td><strong>800 W. KANSAS</strong></td>
<td>Lots One (1), Two (2), Three (3), Four (4), Five (5) South 73 feet of Nine (9), Ten (10), Eleven (11), Twelve (12), Thirteen (13), Fourteen (14), Fifteen (15) and Sixteen (16) in Block thirteen (13) of Westside Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>108,450 (2.48 ac.)</td>
</tr>
<tr>
<td><strong>239 S. MAIN</strong></td>
<td>Lots Eleven (11) and Twelve (12) and the south twelve and one half (12 1/2) feet of Lot Thirteen (13) in Block Fice (50 of South Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>PARK</td>
</tr>
<tr>
<td><strong>307 S. MAIN</strong></td>
<td>Lots nineteen (19) and Twenty (20), Block Twelve (12), South Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>GREEN SPACE</td>
</tr>
<tr>
<td><strong>315 S. MAIN</strong></td>
<td>Lots Fourteen (14), Fifteen (15), Sixteen (16), Seventeen (17) and Eighteen (18), Block twelve (12), South Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>GREEN SPACE</td>
</tr>
<tr>
<td><strong>321 S. MAIN</strong></td>
<td>Lot Eleven 911), Twelve (12) and Thirteen (13), in Block Twelve (12), South Addition to the city of Greensburg, Kiowa County, Kansas</td>
<td>GREEN SPACE</td>
</tr>
<tr>
<td><strong>320 S. OLIVE</strong></td>
<td>Lots Nine (9) and Eleven (11) and the West Half (W/2) of the vacated alley, Block Two (2), Canfield and Lee's Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>11,250</td>
</tr>
<tr>
<td><strong>503 S. SYCAMORE</strong></td>
<td>Lots Nine (9) and Ten (10) in Block Four (4) of Hopkins Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>8,500</td>
</tr>
<tr>
<td><strong>302 W. WISCONSIN</strong></td>
<td>Lots Thirteen (13), Fourteen (14) and Fifteen (15) in Block Seven (7), South Addition, to the City of Greensburg, Kiowa County, Kansas</td>
<td>10,500</td>
</tr>
<tr>
<td><strong>322 E. WISCONSIN</strong></td>
<td>Lots Thirteen (13), Fourteen (14) and Fifteen (15), and Sixteen (16) in Block Two (2), of South Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>14,000</td>
</tr>
<tr>
<td><strong>504 E. WISCONSIN</strong></td>
<td>Lots Twenty-one (21) and Twenty-two (22) in Block One (1) of Fullington's Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>7,000</td>
</tr>
<tr>
<td><strong>516 E. WISCONSIN</strong></td>
<td>Lots Twenty-seven (27), Twenty-eight (28) and Twenty-nine (29) in Block One (1) of Fullington's Addition to the City of Greensburg, Kiowa County, Kansas</td>
<td>10,500</td>
</tr>
</tbody>
</table>
Public Building Commission – January 7, 2019

1. Roll Call
2. Approval of Minutes of Previous Meeting
   a. January 2, 2018
3. Communications
4. Reports
   a. Report on Big Well Payments- City Staff
5. Unfinished Business
6. New Business
   a. Election of President
   b. Election of Vice President
   c. Election of Secretary
7. Adjournment
Greensburg City Council
January 2, 2018
City Hall

A) CALL TO ORDER
Mayor Robert Dixson called the January 2, 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
Council Present: Matt Christenson, Haley Kern, Mark Trummel, and Sandy Jungemann. Rick Schaffer was absent. Trummel made a motion to approve the agenda as presented. Christenson seconded. Motion passed 4-0.

D) CITIZEN COMMENTS
There were no citizens present at the meeting.

E) CONSENT AGENDA
Jungemann made a motion, seconded by Kern, to approve the Consent Agenda as presented. The motion passed 4-0.

F) ITEMS OF BUSINESS
1. Annual GAAP Waiver Resolution
Annually, Council adopts a resolution requesting the Director of Accounts and Reports to waive requirements of KSA 75-1120a. The proposed resolution waives Generally Accepted Accounting principles (GAAP) accounting and directs staff to construct all financial statements and reports using cash basis and budget laws. Christenson made a motion to adopt Resolution 2018-01 as presented. Trummel seconded. Motion passed 4-0. Council recessed at 6:01 p.m.

2. Recess: Land Bank Annual Meeting
Council convened at the Land Bank at 6:01 p.m. City Administrator Kyler Ludwig reported that the Land Bank sold 4 properties in 2017 with revenues of $3,170. No additional properties were added to the Land Bank in 2017. A list and map of properties was provided in the meeting packet. Ludwig reported that the property signs approved by the Land Bank in 2017 worked well, bringing a new awareness to what was available. One of the properties sold in 2017 will begin development in the next month.

Trummel asked if the property signs were still out. Ludwig stated that they were not, as there were issues with the metal posts on the cheaper signs not holding up against the wind. Ludwig will discuss with Mike Hayse, Streets and Parks, a more durable alternative in the spring.

Dixson declared the meeting of the Land Bank adjourned at 6:04 p.m.

3. Recess: Public Building Commission Annual Meeting
Current PBC President Matt Christenson called the annual meeting of the Public Building Commission to order at 6:04 p.m. Roll was taken. Schaffer was absent. Christenson called for approval of the minutes of the January 3, 2017 Annual Meeting. Dixson made a motion, seconded by Trummel to approve the minutes as presented. Motion passed 4-0.
There were no new communications to pass along to the PBC. Ludwig presented a report showing the amount of sales tax collected and the amount of the Big Well rent payments on the facility. Ludwig pointed out that tax collected is covering the bond payment.

With no unfinished business to discuss, Christenson called for the election of a President, Vice President, and Secretary. Dixson made a motion to re-elect all current officers, if they are willing to continue to serve. The motion was rescinded due to Rick Schaffer being the current Vice President and no longer being on the Council after January 8th. Christenson and Kern stated that they were willing to serve again, and Jungemann consented to have her name voted on for Vice President. Dixson made a motion to appoint Christenson as president, Jungemann as Vice President, and Kern as Secretary. Trummel seconded the motion, which passed 4-0.

Christenson declared the PBC meeting adjourned at 6:09 p.m. Council returned to open session.

G) CITY ATTORNEY’S REPORT
City Attorney Clayton Kerbs was not present at the meeting.

H) CITY ADMINISTRATOR’S REPORT
   Donation: Staff has received a $35,000 donation to help in rebuilding efforts.
   New Council Seats: Newly elected Council Members Matt Christenson, Haley Kern and Pam Reves will all be sworn into office on January 8th. Members were asked to contact Christy Pyatt, City Clerk, if they had not set up a time to take the oath of office.
   KPP Board: At KPP’s annual meeting Ludwig was approved for a position on the board. The KPP board holds board meetings on the 3rd Thursdays of each month. These are typically held in Wichita at KPP’s offices. Additional planning meetings may be required.
   Airport Progress: Ludwig encouraged Council to check the progress of the new airport using the provided link.
   https://lochner.app.box.com/s/xyadg20jiv1avetpngbb7032ycd6ysl665/folder/42460734617
   January 16th Meeting: In observance of Martin Luther King, Jr. Day Council will be moving the regularly scheduled council meeting to Tuesday the 16th.
   City Hall Solar: The solar panel replacement at City Hall is scheduled for January 31st. King Solar anticipates a two day installation.
   City Hall HVAC: Some of the heat pumps at City Hall are not working. Staff has called a technician who will be out tomorrow to assess the HVAC system.

I) GOVERNING BODY COMMENTS
There were no additional comments from the Council.

J) ADJOURNMENT
Dixson explained to those in the audience that the first meeting of the year is always the shortest, as it is generally an organizational meeting. Dixson declared the meeting adjourned at 6:17 p.m.

Robert A. Dixson, Mayor

Christy Pyatt, City Clerk
## REVENUE & EXPENSE REPORT
### CALENDAR 12/2018, FISCAL 12/2018

**PCT OF FISCAL YTD 100.0%**

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**DIFFERENCE**

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# G/L Expense History Report

**From 01/2018 to 12/2018**

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**Account Total**

61,229.40

**Report Total**

61,229.40
RESOLUTION NO. PBC2009-00

A RESOLUTION OF THE CITY OF GREENSBURG, KANSAS PUBLIC BUILDING COMMISSION APPROVING AND ADOPTING BYLAWS.

WHEREAS, under the authority of K.S.A. 12-1757 et seq., as amended by Charter Ordinance No. 11 of City of Greensburg, Kansas (the "Act"), the City of Greensburg, Kansas Public Building Commission (the "PBC"), a municipal corporation of the State of Kansas, has heretofore been created by Ordinance No. 988 of the governing body of the City of Greensburg, Kansas (the "City"); and

WHEREAS, the PBC is authorized, and hereby finds it necessary and advisable, to approve and adopt bylaws to govern the internal affairs of the PBC.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GREENSBURG, KANSAS PUBLIC BUILDING COMMISSION:

SECTION 1. Approval and Adoption of Bylaws. The Bylaws presented with and attached to this Resolution as Exhibit A are approved and adopted by the PBC and shall govern the internal affairs of the PBC. The Bylaws may be amended as provided therein.

SECTION 2. Effective Date. This Resolution shall be effective from and after its adoption by the PBC.

ADOPTED by the City of Greensburg, Kansas Public Building Commission on October 6, 2009.

President

ATTEST:

Secretary
Greensburg Public Building Commission  
October 6, 2009  
Incubator

On October 6, 2009 at 6pm, the Greensburg Public Building Commission held its organizational meeting. Members present: Greg Waters, Erica Goodman, Judy Kirk and Debbie Goering. Marvin George was absent. Staff present: Gordon Stull, City Attorney, Steve Hewitt, City Administrator and Kim Alderfer, Assistant City Administrator. Gordon explained the purpose of a Public Building Commission. It is a financial vehicle for funding of government projects where debt is limited. The Commission is to adopt bylaws and elect officers. They are subject to open meetings and open records. The meeting quorum is four and majority is three.

Adoption of Bylaws
Greg made a motion to adopt the bylaws. Erica seconded. Motion passed 4-0.

Election of Officers
Judy made a motion to nominate Greg Waters as President. Erica seconded. There were no other nominations. Motion passed 3-1.

Judy made a motion to nominate Erica for Vice President. Greg seconded. There were no other nominations. Motion passed 4-0.

Erica made a motion to nominate Marvin for Secretary. Judy seconded. There were no other nominations. Motion passed 4-0.

Big Well Museum
Discussion was held about the Big Well project. There is already a half cent sales tax in place that will be used to pay a 15-20 year bond. We have approximately $700,000 FEMA and insurance. Next steps will be to get with the Kevin Cowan and have the City Councils proceed with plans for the Big Well. Administrator Hewitt will let the PBC know when the next meeting will be set.
BYLAWS
of the
City Of Greensburg, Kansas Public Building Commission

ARTICLE I
AUTHORITY

The City of Greensburg, Kansas Public Building Commission ("PBC") has been created pursuant to Ordinance No. 983 (the "Creating Ordinance") of the City of Greensburg, Kansas (the "City"), and it is authorized to adopt these bylaws pursuant to law and to the aforementioned Creating Ordinance.

ARTICLE II
ORGANIZATION AND OFFICERS

A. The officers of the PBC shall be a President, a Vice-President and a Secretary, and they shall have the following authority:

1. The President shall preside at all meetings of the PBC and shall sign, execute, act and deliver for the PBC all contracts, warrants, deeds, conveyances, leases, bonds and documents of any kind required or authorized to be signed or delivered by the PBC.

2. The Vice President shall in the absence or disqualification or disability of the President perform the duties of the President and shall act in his/her place with the full power and authority which he/she would have were he/she present. In case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the PBC shall elect a new President.

3. The Secretary shall keep the records of the PBC and act as secretary at the meetings thereof. The Secretary shall record all votes and shall keep all records of the proceedings of the PBC in a written journal. The Secretary shall keep and protect the seal of the PBC and shall have the power to affix such seal and attest to all contracts and documents authorized to be executed by the PBC.

B. The PBC shall appoint such other officers as may be required by law or Ordinance or Resolution or as the business of the PBC demands.

C. The officers of the PBC shall perform such other duties and functions as may from time to time be required by the PBC or the Bylaws and regulations of the PBC.

D. The President, Vice President and Secretary shall be elected at the annual meeting of the PBC from among and by its number; and they shall hold office for one year or until their successors are elected and qualified.
E. Should an elective office become vacant, the commissioners shall elect a successor from their membership at the next meeting or as soon as is reasonably possible; and such successor shall serve for the unexpired term of office.

F. The PBC may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by law, provided funds are available or made available by the City.

G. Regular members and officers of the PBC shall serve without compensation.

ARTICLE III

MEETINGS OF THE PBC

A. The annual regular meeting of the PBC shall be held in January of each year. The time and place of such meetings shall be determined by the President.

B. The Secretary, or other authorized officer, shall prepare a notice of the meeting and an agenda of all matters to come before the PBC and mail same to the PBC members no later than one week preceding the next regular meeting. A copy of the agenda shall also be furnished to the City Clerk and City Attorney for the City. Any member of the PBC may cause matters to be placed on the agenda by advising the Secretary no later than 12:00 noon on the tenth day preceding the next scheduled meeting.

C. Special meetings of the PBC may be called by the President at any time by giving 24 hours' notice of the time and place of such meeting to all of the members thereof, and such meetings may also be called upon the request of a majority of the qualified members.

D. Four qualified members shall constitute a quorum.

E. All meetings of the PBC shall be conducted in accordance with Robert's Rules of Order, except as otherwise provided by these Bylaws or by procedures adopted by the PBC.

F. At the regular meeting of the PBC, the following shall be the order of business is

1. Roll Call
2. Approval of Minutes of Previous Meeting
3. Communications
4. Reports
5. Unfinished Business
6. New Business
7. Adjournment

G. All matters of business shall be voted upon by voice vote. The yeas and nays shall be entered on the minutes of such meeting when the vote is other than unanimous. On motion and passage of a majority of the members present, a roll call vote may be taken.

H. The PBC shall act by Resolution in all formal matters.
ARTICLE IV
POWERS AND DUTIES OF THE PBC

The PBC shall have authority prescribed in the Creating Ordinance of the City, including the power to:

A. Acquire real estate for purposes of constructing, reconstructing, equipping and furnishing, or purchase or otherwise acquire, a building or buildings or other facilities ("Land and Facilities") of a revenue producing character. Such building or buildings or facilities shall be maintained and operated for (i) City offices or such other purposes as are commonly carried on in connection with such facilities and general City buildings, (ii) public, municipal, community or recreational purposes of the City, (iii) educational, recreational or administrative purposes for school districts, (iv) health care and long-term care facilities of the City, another governmental entity or a non-profit organization operating for such purposes in the City, (v) housing and accommodation of county offices or county businesses or such other purposes as are commonly carried on in connection with such facilities and general county buildings and (vi) for housing, accommodations and parking facilities for offices of state and federal agencies, or (vii) any other buildings or facilities lawfully authorized by state statute or City Charter Ordinance; and,

B. Enter into leases to lease all or any part of such Land and Facilities to any nonprofit corporation organized under the laws of the State of Kansas, or any federal, state, county or county governmental agency, or any municipal corporation, quasi-municipal corporation, political subdivision or body politic, or agency thereof, doing business, maintaining an office or rendering a public service in the county seat or county in which the commission was organized and to rent any space as may not be needed by such governmental agencies for such service facilities as such public building commission may determine will primarily serve the comfort and convenience of the occupants of its buildings or other facilities; and,

C. Acquire fee simple title to real estate, including easements and reversionary interests in roads, highways, streets, alleys and other public places, and personal property required for PBC purposes by purchase, gift, or devise and to take title in the corporation name of the PBC; and,

D. Borrow money and issue revenue bonds ("Bonds") in the manner provided by law for the purpose of paying the cost or a portion of the cost of acquiring, constructing, equipping and furnishing Land and Facilities; to pledge the revenues received from such Land and Facilities to secure such Bonds; and to make covenants with respect to the maintenance, operation, repair and insuring of improvements thereon; and,

E. Adopt a seal; and,

F. Convey title to governmental entities for which the PBC has held title, after Bonds issued for the purpose of acquiring Land and Facilities for the benefit of any such governmental entity have been retired. Conveyance may be made of portions of the Land and Facilities as portions of the Bonds are paid or retired, if provision for such conveyance is provided for in bond documents and in the lease between the PBC and the lessee; and,

G. Pledge the interest in Land and Facilities acquired by the PBC to the payment of Bonds; and,
H. Do all other things and acts authorized and necessary or convenient to carry out the powers granted to the PBC under the Creating Ordinance of the City, K.S.A. 12-1757 et seq., as amended, Charter Ordinance No. 11 of the City, and any other applicable Charter Ordinances of the City; provided, however, that under no circumstance shall any income of the PBC inure to the benefit of any private person.

ARTICLE V
SUPPORT SERVICES

The City shall provide support services to the PBC. The City Attorney may provide legal representation to the PBC.

ARTICLE VI
REQUIRED NOTICES BY PUBLICATION

All notices required by law to be published shall be given by publication in the official newspaper of the City.

ARTICLE VII
SEAL

The seal of the PBC shall have the words "CITY OF GREENSBURG, KANSAS Public Building Commission" in the outer circle.

ARTICLE IX
AMENDMENTS TO BYLAWS

The PBC may, by a two-thirds majority vote thereof, amend these Bylaws or any provisions or sections thereof at any time when the same is not in conflict with or in contravention of any of the laws of the State of Kansas or Ordinances or Resolutions of the City applicable thereto; provided, however, that notice of the proposed amendments be furnished by the Secretary to the PBC members not less than ten days prior to the meeting at which said amendments are to be considered.

ARTICLE X
VESTING OF PROPERTY UPON DISSOLUTION

Upon dissolution of the PBC, title to all property owned by the PBC shall vest in and become the property of the City.
ADOPTED THIS 6TH DAY OF OCTOBER, 2009.

Marvin George, Member

Debbie Goering, Member

Erica Goodman, Member

Judy Kirk, Member

Greg Waters, Member
ORDINANCE NO. 1065

AN ORDINANCE AMENDING ORDINANCE NO. 988 OF THE CITY OF GREENSBURG, KANSAS, WHICH CREATED THE CITY OF GREENSBURG, KANSAS PUBLIC BUILDING COMMISSION.

WHEREAS, the City of Greensburg, Kansas (the "City") has heretofore passed Ordinance No. 988, which created the City of Greensburg, Kansas Public Building Commission (the "PBC") and established the purpose, composition, powers, functions and duties thereof; and

WHEREAS, it is necessary and advisable to amend Section 2 of Ordinance No. 988 to provide for different provisions regarding the composition of the PBC, the appointment of members thereof, and the terms of such members.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GREENSBURG, KANSAS, AS FOLLOWS:

Section 1. Amendment of Section 2 of Ordinance No. 988. Section 2 of Ordinance No. 988 is amended to read as follows:

SECTION 2. Composition of the Public Building Commission. The PBC shall consist of six (6) Members who shall be the same persons as serve as the duly qualified and acting Mayor and Council Members of the Governing Body of the City. The Members shall serve terms simultaneous with their terms as Members of the City’s Governing Body. The Members shall serve without compensation. In the event that the PBC provides buildings or structures that are leased to governmental entities other than the City, (a) the composition of the PBC shall be modified by subsequent ordinance of the Council to conform to the requirements of the Act and (b) the Governing Body shall approve such buildings or structures.

Section 2. Ratification of Ordinance No. 988. Ordinance No. 988, as amended by this Ordinance, is ratified and confirmed in all respects.

Section 3. Effective Date. This Ordinance shall take effect and be in full force from and after its passage by the governing body of the City, approval by the Mayor and publication in the official City newspaper.
PASSED by the governing body of the City on June 1, 2015 and APPROVED AND SIGNED

by the Mayor:

Robert A. Robinson
Mayor

Seal

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