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 – October 21, 2019
   2. Appropriation Ordinance
      a. Ordinance #1159

F) ITEMS OF BUSINESS
   1. Memorandum of Understanding Between City of Greensburg and Kiowa County Commissioners Regarding Law Enforcement Functions
   2. KPP Annual Meeting Voting Delegate Appointment
   3. Set public hearing for December 2, 2019 at 6pm to amend the Big Well fund for the 2019 budget
   4. Resolution 2019-06: Employee Cost of Living Increase for 2020

G) CITY STAFF REPORTS

H) GOVERNING BODY COMMENTS

I) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

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

To be placed on future agendas please contact City Administrator Stacy Barnes at administrator@greensburgks.org or call City Offices at 620-723-2751.
A) CALL TO ORDER
Mayor Matt Christenson called the October 21, 2019 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION
The Pledge of Allegiance was said. Invocation was given by Jon Harrison.

C) ROLL CALL & APPROVAL OF THE AGENDA
Council Present: Mike McBeath, Mark Trummel, Pam Reves, and Haley Kern. Sandy Jungemann was absent. Staff present: City Clerk Christy Pyatt. City Administrator Stacy Barnes was out of town.

Trummel made a motion to approve the agenda as presented. McBeath seconded. Motion passed 4-0.

D) CITIZEN COMMENTS
There were no comments from citizens in attendance.

E) CONSENT AGENDA
Reves made a motion, seconded by McBeath to approve the Consent Agenda as presented. Motion passed 4-0.

F) ITEMS OF BUSINESS
   1. Receive Rhonda Fernandez, Professional Insurance Consultants: Agreement for Consulting Services

Pyatt introduced Rhonda Fernandez with Professional Insurance Consultants, who has been the City’s employee benefits consultant for many years. She assists with the annual employee benefit enrollment, has been available for new employee enrollment and termination paperwork, and has helped the City shop for health insurance every few years. The City has not had a formal agreement for services or fees with PIC for many years (prior to 2007). Previously PIC received a small commission for policies that they procured for the city, but were not paid a separate consulting fee. Four years ago, Administration ventured out on its own and obtained a bid from Blue Cross Blue Shield, the City’s current provider. Because the insurance was not bid through PIC, they do not receive a commission for those plans, but have continued with the same consulting services that they have previously performed. Current supplemental policies purchased by employees produce approximately $40/month in commission to PIC. Staff intended to go to bid last year but with the transition in Administration opted to continue with the current health insurance provider for 2019.

Included in the meeting packet was an agreement for employee benefits consulting with PIC. The agreement provides a scope of services including benefit plan design or redesign, benefit administration assessment, renewal of benefits, carrier negotiations, and legal compliance support. The term of the agreement is 3 years at $200/month, equaling $2,400 annually. Either party may cancel the agreement with written notice provided at least 4 months in advance or a date mutually agreed upon by the City and PIC. Staff has already signed and submitted a Business Associate Agreement with PIC, allowing them to proceed with bidding insurance for the coming year.

Fernandez provided Council with a brief overview of her consulting history, including her 20 years of consulting with the City and assisting with human resource (HR) services. The City had a formal agreement with PIC prior to 2007. Under the circumstances, Fernandez did not pursue a renewal of that
contract. The City has a smaller sized employee base than in past years, changing its status with insurance companies. Rather than having access to a BCBS representative, Fernandez has provided employee education for BCBS and assisted with policy issues.

Fernandez provided Council a booklet explaining consulting services that would be provided under the proposed agreement, including new compliance and HR resources made available to Staff. She confirmed that PIC is already researching potential health benefit providers for 2020. Staff is waiting on the renewal notice and new rates from BCBS. Reves acknowledged that the added HR resources could be very beneficial to Barnes and Pyatt. Kern stated that the contract cost of $200/month is minimal compared to hiring part-time HR staff or paying penalties for non-compliance. Kern made a motion to approve the proposed contract as presented. Reves seconded, and the motion passed 4-0.

2. Memorandum of Understanding (MOU) Between City of Greensburg and Kiowa County Commissioners Regarding Law Enforcement Functions

Pyatt reported that the County Commission had reviewed the proposed MOU between the City of Greensburg and Kiowa County Sheriff’s Office, but did not formally adopt the document. The current MOU states that there are currently no fees required for dispatch or other services, and that should there be a change in fees for services, these fees would be communicated prior to the adoption of the budget for that year. Any fees would be approved in a separate agreement. Agreeing that a separate document should be used to establish fees, one Commissioner voiced his desire for the City to begin paying for services now and in the future. The Commission did agree to wait until the next budget process to discuss fees.

Sheriff Tedder was available to offer additional direction on the issue. He clarified for the Commissioners that his office is not currently dispatching for the City, because the City does not have an officer. He does not feel that a dispatch fee is appropriate at this time. Tedder recommended Council remove the bullet point in the MOU that discusses a dispatch agreement. Tedder does not anticipate service fees being a problem in the future, but would like the discussion tabled for now. Tedder believes the MOU is a great document and will assist his officers in knowing what the City expects of them and the City’s officer. Tedder recommended Staff update the document and resubmit it to him. He will approach the Commission at their next meeting with the updated document.

Trummel asked if the Council should wait until a new officer is hired to approve the MOU. The consensus was to move forward with approval, having it in place before interviews begin. Council tabled the MOU and directed staff to remove the bullet point referencing dispatch fees. The amended document will be presented to the County Commission at its next meeting. Council would prefer to adopt the document after the Commission approves it.

G) CITY STAFF REPORTS

Pyatt reported to Council on the following topics:

- **Elections November 5th**: Local elections will be held Tuesday, November 5th from 7am-7pm at the County Community Building at the Fairgrounds. Pyatt read a list of candidates that will be on the Greensburg ballot for City Council, Mayor, school board, and the hospital board.
- **Trunk-or-Treat Street Closure**: PowerUp Greensburg is hosting Trunk or Treat in the 100 block of South Main Street on Saturday, October 26th from 5-7pm. As in previous years, participants can decorate their trunks and vehicles and trick or treaters can go car to car. There will also be some added carnival style games, cotton candy, a photo booth, and hay ride. Barnes has administratively approved a street closure request, per the street closure policy that includes the 100 block of South Main, and 100 blocks of Florida Street.
Chief of Police position: The vacant Greensburg Police Chief position has been advertised with the Kansas Peace Officers Association, Ranson CityCode Financial, Pratt Tribune, Dodge Globe and Kiowa County Signal newspapers, and on the City’s website. The position will remain open through October 31st.

Big Well Museum Exterior Beams: Over the last couple of years, the exterior sections of the beams at the Big Well Museum have seen various levels of weathering, discoloration and in some instances, cracking. Initially, City Staff looked at the beams to see if this was a project that could be done internally, but the condition of the beams prompted getting a professional opinion. On Friday, October 18th an engineer from PEC performed an onsite evaluation of the damage. He will be providing a written report with suggested treatment for each beam as well as product recommendations. Due to the expertise of the engineer, there will be an $130 per hour charge for these services, not to exceed $5,000. Barnes has also reached out to LawKingdon Architects, who designed the building, for some feedback and recommendations. They are doing some research and will be getting back to Barnes. Council will be updated once a report is available, and will have the issue as a future agenda item if applicable.

Incubator Tenant: Cathy Lightcap, Incubator Suite #206, has given her notice of intent to vacate her space effective November 15, 2019. Lightcap operates a massage therapy business and has relocated to a space at the Peoples Insurance building.

BCS: Employees of BCS were onsite last week to deal with issues related to the HVAC systems at the Incubator, Public Works, and City Hall. Their determination is that the issues are not software related. They also advised that installation of the new HVAC software has been delayed until February. Originally installation was set for June 2019. BCS assures that should the City experience a software or server failure prior to February it will be moved to the top of the installation schedule. Staff has only paid BCS for preliminary conversion work that has been performed ($2,300 in June and $5,300 in September).

AT&T: The conversion from AT&T long distance and internet services to Haviland Broadband/Giant Communications is complete. Pyatt has confirmed that all associated accounts have been closed. AT&T was onsite today to restore service to the sewer treatment alarm system, which was inadvertently deactivated during the conversion process. Pyatt was also able to renegotiate the cost of wireless service to 2 city tablets. Council will notice a significant reduction in phone and internet expense in future financial statements.

City Clerk email compromised: The email address clerk@greensburgks.org was recently compromised and sent emails with attachments to a large number of city contacts. The City’s IT contractor was able to quickly bring the situation under control. Virus scans of the clerk’s computer have come back clean, and there have been no reports of viruses being received by other entities.

H) GOVERNING BODY COMMENTS
Reves asked if with the new HVAC software would be located on the City Hall server, rather than a server at the Incubator. That is the case. The City will only have one server to maintain once the installation is complete.

I) ADJOURNMENT
With nothing further to discuss, Christenson declared the meeting adjourned at 6:45 p.m.
## APPROPRIATION ORD. 1159

11.04.19

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***** REPORT TOTAL *****  

$ 29,450.14
To: Mayor and City Council  
From: Stacy Barnes, City Administrator  
Subject: Agenda items F.1-4

Item F-1. Memorandum of Understanding Between City of Greensburg and Kiowa County Commissioners Regarding Law Enforcement Functions
At the October 31, 2019 meeting of the Kiowa County Commissioners, the original memorandum of understanding regarding law enforcement functions in Greensburg was unanimously approved. There was discussion that this version of the MOU was more agreeable with verbiage about potential fees for dispatch services than the revised version without. The County Attorney reviewed this MOU and agreed that the first version was preferable and the commissioners voted to approve it.

Item F-2. KPP Annual Meeting Voting Delegate Appointment
The Kansas Power Pool is holding their annual meeting on Friday, December 13 in McPherson. In order to cast a vote at the annual meeting, the governing body must designate a voting delegate for the city. It is recommended to designate Stacy Barnes, City Administrator, as the voting delegate and Mick Kendall, Public Utilities Director as the alternate delegate.

Item F-3. Set public hearing for December 2, 2019 to amend the Big Well fund for the 2019 budget
As previously discussed, a budget amendment is needed for the Big Well fund due to the $100,000 payment this year towards the principal in the bond refinancing process. Attached is the necessary documentation to advertise for the public hearing for this budget amendment. Publication is required at least 10 days prior to the public hearing, so it is requested council set the public hearing for the December 2, 2019 meeting.

Item F-4. Employee Cost of Living Increase for 2020, Resolution 2019-06
The City Council annually reviews changes in the cost of living and makes adjustment to employee wages based on the Consumer Price Index for Urban Wage Earners (CPI-W). The Cost of Living Adjustment (COLA) has historically been scheduled to take effect at the beginning of the upcoming year.

The last CPI-W reviewed by the governing body was in September of 2018. A 3% COLA was approved for 2019 at the September 17, 2018 meeting. A 3% COLA was also approved for 2018 at the November 6, 2017 meeting.

The CPI-W rate in September of 2018 (246.565) increased to 250.251 in September 2019, an increase of 1.5% in the last 12 calendar months.

During the 2020 budget process a 3% COLA was placed into the budget and approved. A 1.5% COLA increase for 2020 is recommended to keep employee wages in line with the consumer price index. Included in the packet is resolution 2019-06 amending the pay scale to reflect this proposed change.
Memorandum of Understanding

This Memorandum of Understanding is made and entered into this 4th day of November, 2019, by and between The Board of Kiowa County Commissioners of Kiowa County, Kansas, and The City of Greensburg, Kansas regarding law enforcement in the City of Greensburg.

Both parties shall (including Sheriff, City Administrator, Chief of Police, and Kiowa County Sheriff’s officers):

- Communicate regularly and effectively between departments of activities pertinent to department operations.

- At this time there are no fees required for dispatch or other services. Should there be any changes in fees for services, said fees need to be communicated prior to the adoption of the budget for that year so that funds can be allocated accordingly. Any fees would be approved in separate agreement.

City of Greensburg Police Department shall:

- Enforce all federal, state and local laws and city ordinances.

- Regularly communicate activities with the Kiowa County Sheriff Department.

- Radio in to Sheriff’s Office dispatch when in and out of service.

- Assist the Kiowa County Sheriff Department, EMS and Fire Department on calls in the Greensburg City limits and in Kiowa county as requested by other agencies.

Kiowa County Sheriff’s Department shall:

- Enforce all federal and state laws.

- Provide all dispatch and communication services for the City of Greensburg Police Department.

- Assist the Greensburg Police Department and provide back up as available when requested.

- Regularly communicate activities within the City of Greensburg to the Greensburg Police Department.

______________________________
Matt C. Christenson, Greensburg Mayor

______________________________
Bert Lowery, Chair, Kiowa County Commissioners
October 28, 2019

To: Mayors, City Managers, and City Clerks

Re: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
Kansas Power Pool Annual Membership Committee Meeting – December 13, 2019

In order to vote at the Kansas Power Pool Annual Membership Committee Meeting, your governing body must designate a voting delegate. Your city may also appoint alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the Kansas Power Pool Office no later than December 11, 2019. This will allow us time to establish voting delegate/alternate records prior to the Annual Membership Committee Meeting.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Membership Committee Meeting.

**Action by Council Required.** Consistent with the Kansas Power Pool 2nd Amended Operating Agreement, a Member’s voting delegate and alternates must be designated by the governing body. When completing the attached Voting Delegate form, please attach either a copy of the governing body resolution that reflects the governing body action taken or have your city clerk or mayor sign the form affirming that the names provided are those selected by the governing body. Please note that designating the voting delegate and alternates must be done by governing body action and cannot be accomplished by individual action of the mayor or city manager/administrator/clerk alone.

**Annual Member’s Meeting Registration Required.** The voting delegate and alternates must register for the Annual Membership Committee’s Meeting. To register, they can go to the Kansas Power Pool Website at [www.kpp.agency](http://www.kpp.agency). In order to cast a vote, at least one voter present at the Annual Membership Committee Meeting will be provided a voting delegate card. Voting delegate cards will be issued at the registration desk on the day of the meeting. Provision is also made for voting by teleconference.
Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but only between the voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the Kansas Power Pool office by Friday, December 11, 2019. If you have questions, please contact Brooke Carroll at 620-205-6838 or bcarroll@kpp.agency.
2019 KANSAS POWER POOL ANNUAL MEMBERSHIP COMMITTEE MEETING VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the Kansas Power Pool office by Wednesday, December 11, 2019. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Membership Committee’s Meeting Registration Area. Your governing body may designate one voting delegate and alternates.

In order to vote at the Annual Membership Committee meeting, voting delegates and alternates must be designated by your governing body. Please attach the resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the governing body.

1. VOTING DELEGATE

Name:
Title:

2. VOTING DELEGATE - ALTERNATE

Name:
Title:

3. VOTING DELEGATE - ALTERNATE

Name:
Title:

PLEASE ATTACH GOVERNING BODY RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the governing body to designate the voting delegate and alternate(s).

City: ________________________________________________

Name: ____________________________________________ Email: _____________________________

Mayor or City Clerk ____________________________ Date______________________________
(circle one) (signature)

Please complete and return by Friday, December 11, 2019

Kansas Power Pool
Attn: Brooke Carroll
100 North Broadway, Suite L110
Wichita, KS 67202
bcarroll@kpp.agency
## Adopted Budget

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<th>2019 Proposed Budget</th>
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<td>Unencumbered Cash Balance December 31</td>
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### CPA Summary

Page No. 2
Notice of Budget Hearing for Amending the 2019 Budget

The governing body of City of Greensburg will meet on the day of December 2, 2019 at 6:00 pm at Greensburg City Hall Council Chambers for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Greensburg City Hall and will be available at this hearing.

Summary of Amendments

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<td>Amount of Tax that was Levied</td>
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<td>Big Well</td>
<td>251,747</td>
<td>351,747</td>
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Stacy Barnes
Official Title: City Administrator

Page No. 3
City of Greensburg

Resolution 2019-06

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

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

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

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

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

• The Pay Tables be amended to reflect the COLA approved by City Council on November 4, 2019.
• Rescind the previously adopted Position Classification and Pay Plan.

BE IT FURTHER RESOLVED that amendments to the City of Greensburg Position Classification and Pay Plan are hereby adopted effective the first pay period of 2020.

Passed and adopted this 4th day of November 2019.

________________________
Mathew C. Christenson, Mayor

________________________
Christy Pyatt,
City Clerk
## Section 4: Pay Tables

City of Greensburg Pay Ranges  
For Classified Employees

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<td>$18.57-$27.26</td>
<td>$18.85-$27.67</td>
<td>Public Works Superintendent, Electrical Lineman</td>
</tr>
<tr>
<td>12</td>
<td>$20.54-$30.15</td>
<td>$20.85-$30.60</td>
<td>Public Utilities Superintendent</td>
</tr>
</tbody>
</table>

*Effective January 1, 2020 based on a 1.5% COLA as approved by Resolution #2019-06