CITY OF GREEensburg
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREEensburg, KANSAS
MONDAY, NOVEMBER 18, 2019
6:00 PM

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

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

E) CONSENT AGENDA
   These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council
   member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.
   1. Approval of Minutes
      a. Regular Meeting – November 4, 2019
   2. Appropriation Ordinance
      a. Ordinance #1160

F) ITEMS OF BUSINESS
   1. Mark Chesney, Kansas Power Pool Update
   2. Rhonda Fernandez, Professional Insurance Consultants: 2020 Employee Benefits
   3. Moderate Income Housing Project Conditional Use Permit

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 November 4, 2019 meeting to order at 6:00 p.m.

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

C) ROLL CALL & APPROVAL OF THE AGENDA
Council Present: Mark Trummel, Sandy Jungemann, Pam Reves, and Haley Kern. Mike McBeath was absent. Staff present: City Administrator Stacy Barnes, Tourism/Big Well Museum Director Caitlin Matile.

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

D) CITIZEN COMMENTS
Carolyn Irvin asked for attention to be given to the road around Kiowa County Fishing Lake, for it to be graded, especially the west side.

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

F) ITEMS OF BUSINESS
1. Memorandum of Understanding Between City of Greensburg and Kiowa County Commissioners Regarding Law Enforcement Functions
Barnes presented the original draft of the Memorandum of Understanding between the City of Greensburg and Kiowa County Commissioners that includes language regarding fees for dispatch services. Barnes attended the last County Commissioners meeting on October 31, where the commissioners and county attorney reviewed the draft MOU and unanimously approved it. Trummel moved to approve the Memorandum of Understanding between the City of Greensburg and Kiowa County Commissioners regarding law enforcement functions, Jungemann seconded. Motion carried 4-0.

2. KPP Annual Meeting Voting Delegate Appointment
The Kansas Power Pool will hold their annual meeting on December 13, 2019. They have requested that governing bodies of their member cities formally nominate voting delegates and alternate delegates for the meeting. Reves moved to appoint Stacy Barnes, City Administrator, as the voting delegate and Mick Kendall, Public Utilities Superintendent, as alternate delegate. Trummel seconded. Motion approved 4-0.

3. Set public hearing for December 2, 2019 at 6pm to amend the Big Well fund for the 2019 budget
As previously discussed at other meetings, due to the $100,000 non-budgeted payment towards the PBC bond principle during the bond refinancing process, a budget amendment is needed for the 2019 Big Well fund. A public hearing must be set and publication at least 10 days prior in the newspaper. Jungemann moved to set the public hearing for December 2, 2019 at 6pm for the Big Well fund budget amendment, Kern seconded. Motion approved 4-0.

4. Resolution 2019-06: Employee Cost of Living Increase for 2020
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 was recommended to keep employee wages in line with the consumer price index.

Kern moved to approve resolution 2019-06 amending the position classification and pay plan to reflect a 1.5% COLA for 2020, Reves seconded. Motion approved 4-0

G) CITY STAFF REPORTS

Barnes reported to Council on the following topics:

- **Travel Industry Association of Kansas Marketing Awards**: October 21-23 Caitlin Matile, Tourism Director, and Barnes attended the annual Kansas Tourism Conference. As part of the conference, they present awards for various marketing efforts done by communities to promote tourism. These awards are judged by 3 marketing professionals. This year, we won 2 awards (small community category, community awareness and People’s Choice voted on by conference attendees) for a video promoting the electric car charging stations. This video was produced by the Kiowa County Media Center and has been used on our social media. Matile played the promotional video for council and showed them the awards.

- **KPP Programs**: Last Friday, Barnes attended the annual Kansas Power Pool Rate Forum meeting where the report rate forecasts to the membership. These forecasts are used in the KPP annual budgeting that will be presented at the annual meeting on December 13th. Last week Brooke from KPP and Gavin Rose who they have contracted to educate KPP members on cybersecurity visited the office. Brooke also gave information regarding an energy efficiency rebate program available to residents of member cities. Residents can receive rebates for installation of items such as heat pump replacement, air conditioner replacement, high efficiency hot water heaters, refrigerator upgrades and electric car charging stations. This is available to both residential and commercial customers. There is a form to be filled out giving the details of the item installed, KPP reviews the request, and upon approval the City will issue the rebate and be reimbursed by KPP. This information will be made available to customers in the next city newsletter included with utility bills.

- **KDOT Local Consult Meetings**: KDOT is conducting their second round of local consult meetings to help shape the next 10 years of transportation projects and funding in Kansas. At this second round, KDOT will 1. share the vision for FORWARD, the state’s next 10-year transportation program, and explain how feedback from the first round of Local Consult informed that vision. 2. Discuss transportation assets and needs at a district level and gather feedback on your priorities among KDOT’s various programs, such as transit, rail, bicycle/pedestrian, cost-share, economic development, local bridge, etc. We also want to hear how the programs could work better for stakeholders. 3. Share draft engineering and economic impact scores for highway modernization and expansion projects and gather feedback on those scores as well as hear what highway projects are regional priorities. The meeting for the south-central region is in Great Bend on Monday, November 18th, 1:30-4:30pm. Barnes will be attending and would welcome any governing body members to join if interested.
• **Lineman Apprentice:** Justin Claussen will join the City of Greensburg team as a lineman apprentice to fill a position vacancy. He has some experience working for a municipality and attended Pratt Community College studying electrical power technology. He will start on November 18th and will be enrolled in the Kansas Municipal Utilities Lineman Apprentice program.

• **Chief of Police position:** The application period for the vacant Greensburg Police Chief position closed on October 31. As directed by council, Mayor Christenson, Councilman Trummel, Sheriff Tedder and Barnes will be meeting to review applicants and discuss next steps.

• **Park Shelter:** The frame of the new picnic shelter at the swimming pool park is up and bolted down.

• **Streets:** The street sealing project was postponed due to the wintery weather last week. We are waiting to hear back from Heft and Sons of a new date.

• **Election Day:** Just a reminder that tomorrow, Tuesday, November 5th is Election Day.

• **Veterans’ Day:** Monday, November 11th is Veterans’ Day and a city holiday. City Hall and public works will be closed; however, the Big Well Museum will be open.

H) **GOVERNING BODY COMMENTS**

Kern asked about the ruts in Ohio Street near the CO-OP due to truck traffic going to the scales. Barnes advised that she and Mike Hayes had a meeting the next day with Alliance Ag reps to work on a more permanent solution to the issue.

Trummel asked about potentially having a discussion about contracting out some mowing for the 2020 mowing season to free city staff up to work on other projects. He suggested that winter time would be good to start talking about it. He also asked about cutting out cedar trees at the airport and mowing.

Reves asked about stickers in the parks and suggested they might need attention.

Kern asked for clarification on who’s responsibility grading the road at the lake was. Barnes said she would look into it.

I) **ADJOURNMENT**

With nothing further to discuss, Christenson declared the meeting adjourned at 6:30 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk
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To: Mayor and City Council  
From: Stacy Barnes, City Administrator  
Subject: Agenda items F.1-3  

Item F-1. Mark Chesney, Kansas Power Pool Update  
Mark Chesney, Director of the Kansas Power Pool, will be at the meeting to give an update on KPP activities.

Rhonda Fernandez, Professional Insurance Consultants, will present 2020 health, life, vision and dental employee benefits. She is still working on comparing some plan information and will have that for the meeting on Monday. It looks like the recommendation will be to remain with Blue Cross and Blue Shield for health insurance, Vision Care Direct, and Delta Dental.

Item F-3. Moderate Income Housing Conditional Use Permit  
Included in the packet are documents regarding the conditional use permit request for 212 E. Garfield and 620 S. Oak Street for the potential Moderate Income Housing project. Originally this was a rezoning request but due to changes in the development plan, a rezoning is not necessary. A full staff report by Christy to the Planning Commission is also attached.

On October 30, 2019 the Greensburg Planning Commission approved this request 3-0, pending receipt of the KHRC MIH grant funds.

It is recommended council approve this conditional use permit pending receipt of the KHRC MIH grant funds.
STAFF REPORT

To: Greensburg Planning Commission
Date: October 30, 2019
Subject: Conditional Use Request 2019-02-CU
Applicant(s): City of Greensburg; Greensburg Land Bank, and Cindy and Clyde Schmidt

Background: Tonight’s hearing was originally advertised as a request to rezone 212 E. Garfield and 620 S. Oak. Due to changes in the proposed development plan, a rezoning is no longer necessary. Staff is now requesting a Conditional Use for the construct of a two-family dwelling (duplex) on each property. The process is the same for both rezoning and a conditional use. All advertising and notification requirements have been fulfilled.

Last fall, City Staff was approached by Cindy and Clyde Schmidt about the possibility of developing moderate income housing on their property at 620 S. Oak and the land bank property to the east (212 E. Garfield). The Schmidt’s, in partnership with the City of Kinsley and Edwards County Economic Development, recently completed construction of a similar project through the Kansas Housing Resources Corporation (KHRC) Moderate Income Housing Program (MIH Program). In September, they again approached the City about applying for the next grant cycle.

On September 16th City Council approved Resolution 2019-05, authorizing and directing the City Administrator to file an application for participation in the KHRC MIH Program. The Land Bank also approved the donation of 212 E. Garfield to the project, pending grant approval. The application submitted to KHRC requests funds to assist with the construction of 2 duplexes. The city’s obligation to this program will be to administer the grant funds and donate 212 E. Garfield. Gunsmoke KC Investors (Cindy and Clyde Schmidt) will donate 620 S. Oak to the project, develop, own, maintain and operate the properties. The City’s application is currently under review at KHRC.

Analysis: Both properties to be developed are zoned R-1A Single Family Residential. The adopted Sustainable Land Development Code allows for a two-family dwelling (duplex) in this zone with a Conditional Use. Included in the packet is a proposed site plan the complies with R-1A setback requirements.

Minimum Setbacks Required: 25’ front yard; 6’ side yard; 20’ rear yard; sight triangle as required in Section 2.5 “Corner Sight Visibility”

The proposed units are open floor plan, 3-bedroom, 2-bath, with a dedicated laundry room, and attached single car garage. Close proximity to the school, rec center, teen center, and downtown make this an ideal location. The foot print of each duplex allows them to be positioned in such a way as to blend in with the surrounding single-family homes.

Recommendations/Actions: Approve Conditional Uses to construct two-family dwellings on properties commonly known as 212 E. Garfield and 620 S. Oak.

Attachments: Aerial View of the properties, proposed site plan, draft floor plan

Respectfully Submitted,
Christy Pyatt, City Clerk
A) Call to Order
Shawn Cannon called the meeting to order at 6:32 pm.

B) Roll Call
Roll call was taken with the following members present: Shawn Cannon, Scott Eller, and Pamela Reves. Loren Campbell and Georgina Rodriguez were absent. Christy Pyatt, City Clerk, and Stacy Barnes, City Administrator, were present along with neighboring property owners Norman and Marsha Unruh.

C) Approval of Minutes
Reves made a motion to approve the minutes of the March 20, 2019 meeting. Eller seconded the motion. Motion passed 3-0.

D) Business
1. 2019-02-CU – Moderate Income Housing Project
Cannon opened the advertised public hearing for case 2019-02- CU, a request for a conditional use permit for properties commonly known as 212 E. Garfield and 620 S. Oak. Pyatt explained that the original advertisement for this hearing stated that a rezoning would be requested; however, due to changes in the proposed development plan, a rezoning is no longer necessary. Staff amended the request to a conditional use for the construction of a two-family dwelling (duplex) on each property. The process is the same for both a rezoning and a conditional use. All advertising and notification requirements have been fulfilled.

Last fall, City staff was approached by Cindy and Clyde Schmidt, owners of 620 S. Oak, about the possibility of developing moderate income housing on their property and the land bank property to the east (212 E. Garfield). The Schmidt’s were in the process of a similar project in Kinsley, for which they partnered with the City of Kinsley, Edwards County Economic Development, and the Kansas Housing Resource Corporation (KHRC) Moderate Income Housing Program (MIH Program). On September 16th, 2019 City Council approved Resolution 2019-05, authorizing and directing the City Administrator to file an application for participation in the KHRC MIH Program. The Land Bank also approved the donation of 212 E. Garfield to the project, pending grant approval. In addition to the donation of property, the City’s only other obligation is to administer grant funds. Any expense in excess of the grant amount will be funded by the Schmidt’s. Gunsmoke KC Investors (Cindy and Clyde Schmidt) will donate 620 S. Oak to the project, develop, own, maintain and operate the properties. The City’s application is currently under review at KHRC.

Both properties are currently zoned R-1A Single Family Residential. The adopted Sustainable Land Development Code allows for a two-family dwelling (duplex) in this zone with a conditional use. The meeting packet provided a proposed site plan that complies with R-1A setback requirements. A copy of the site plan was provided for the Unruh’s during the meeting. The proposed units are open floor plan, 3-bedroom, 2-bath, with a dedicated laundry room, and attached single car garage.
Staff requested the Commission approve the proposed conditional uses to construct a two-family dwelling on each property, pending approval of the MIH grant. Cannon opened the hearing for public comment. The Unruh’s asked several questions regarding setbacks, aesthetics of the structures, the income guidelines for MIH, future ownership, and future management of the development. With the information gained during the hearing, Marsha Unruh voiced their support of the development.

Cannon closed the public comment portion of the meeting and opened the floor for Commission discussion. Cannon made a motion to approve the requested conditional use, pending approval of the MIH grant. Reves seconded and the motion passed 3-0. Staff will present the application and Commission findings to the City Council on November 18th, following the required 14-day protest period.

**E) Staff Items**
Staff had nothing further to present.

**F) Adjournment**
Eller made a motion to adjourn, seconded by Reves. Motion passed 3-0 and the meeting adjourned at 6:59 p.m.

_______________________________
Christy Pyatt - Secretary
Pending Plan Alterations:

- Square up "dog leg" off of living room
- Shift bedrooms to outside wall with a hallway up the middle
- Move back door to the end of hallway
- Move living room forward the width of the 1st bedroom.
- Eliminate bath off the back of the unit and place it between the side-by-side bedrooms
- Existing hall bath becomes an on-suite for the master bedroom
- Add eat-in bar to the kitchen