

**CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
MONDAY, MARCH 4, 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 – February 19, 2019
2. Appropriation Ordinance
 - a. Ordinance #1143

F) ITEMS OF BUSINESS

1. Haviland Telephone Fiber Internet Presentation
2. Business Park Lease with B & H Construction
3. Pool Manager, Asst. Manager, Lifeguard Job Descriptions adoption
4. Memorial Tree Planting Discussion

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 to discuss Tourism Director candidates. 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
February 19, 2019
City Hall**

A) CALL TO ORDER

Mayor Matt Christenson called the February 19, 2019 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION

The Pledge of Allegiance was said. The invocation was given by Pastor Jeff Miller.

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). Trummel made a motion to approve the agenda as presented. Kern seconded, and the motion passed 5-0.

D) CITIZEN COMMENTS

Jeff Miller thanked the Council for their service to the community.

E) CONSENT AGENDA

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

F) APPOINTMENTS & ELECTIONS

Two seats are currently open on the Greensburg Housing Authority: 1) The unexpired term of Sharon Allison, ending December 31, 2019; 2) A full term expiring December 31, 2022. This seat was formerly held by McBeath, who recently took over the Council representative seat. Barnes asked that Cindy Kinsley's name be removed from the council packet list of volunteers to be considered. Volunteers for consideration are: Connie Dawson, Tye Remy; Jason Irvin; Tim Morton. Reves made a motion to appoint Connie Dawson to the unexpired term ending December 31, 2019 and Tye Remy to the term expiring December 31, 2022. Jungemann seconded. Motion passed 5-0. Council thanked the other volunteers for their willingness to serve and asked Staff to keep their names in mind for future board/committee openings.

G) ITEMS OF BUSINESS

1. Ordinance #1086 Amending Chapter 7, Article 2, Section 204 of the Greensburg City Code regarding Fire Pits

Staff has been approached by a citizen about the City's code regarding the use of fire pits. The current code does not speak to recreational fires, specifically fire pits. The ordinance offered would allow for recreational burning in a fire pit, chiminea, outdoor fireplace, portable outdoor fireplace, barbecue grill or barbecue pit with a cover to contain sparks and embers. Burning of any kind in the city limits is under the discretion of the fire chief and is not permitted when a burn ban is in effect. Reves voiced that she appreciated the citizen addressing the issue. Trummel made a motion to approve Ordinance 1086 as presented. Jungemann seconded. Christenson called for a roll call vote: McBeath: yes; Trummel: yes; Jungemann: yes; Reves: yes; Kern: yes. Motion passed 5-0.

2. Office Solutions bid for City Hall computers and service agreement

Office Solutions was asked to present a quote for 3 computer stations in City Hall. The quote provides pricing for 36 month lease and outright purchase options, as well as a separate service agreement option. With the lease agreement, the units would be switched out every 3 years for new

computers. The proposed service agreement would provide 36 hours of on-site service per year for all equipment, not just the 3 new computer stations. Generally on-site hours are divided into 3 hours/month; however, there is some flexibility as Office Solutions would allow hours to be shifted from month to month. The agreement would also include 1 hour/month remote service. Without a service agreement, the hourly rate for Office Solutions ranges from \$75-\$85/hour depending on the work being performed plus \$45 travel expense. In 2018 the City expensed approximately \$4,756 in support and travel costs, not including those expensed for the recent set up of VOIP phones, fiber internet access, and shifting email to a new provider (because those expenses are not regular maintenance expenses). The proposed lease agreement would cost \$3,459/year. Barnes mentioned previous Council discussions regarding service agreements for other equipment, some of which were not approved as it was felt that on average the cost for service would be less than the agreement. Council has also indicated that they would prefer to stay on top of maintenance rather than continuing to wait until an issue arises. The City does not have on-site IT services.

Christenson stated that an equipment lease agreement did not make sense to him with funds available. He recommended purchasing the equipment outright. He also stated that the computers should last longer than the 3 years but should be replaced in less than 10 years. McBeath suggested that the newer computers could be rotated to other city departments at the end of 36 months. McBeath made a motion to purchase 3 computers for City Hall and to enter into a service agreement with Office Solutions. Kern seconded. Motion passed 5-0.

H) CITY STAFF REPORTS

Barnes reported on the following items:

- Friday was the deadline for Tourism Director applications. All applications have been forwarded to McBeath and Grant Neuhold (interview committee) for review. Barnes will begin setting up interviews in the coming days.
- The City will be hiring a pool manager and assistant manager this year. There are no job descriptions available for either position in the Position Classification and Pay Plan. Barnes will bring recommendations for those to the next Council meeting.
- The school board is discussing a request to offer baseball and softball. Barnes has spoken to Stacy Derstein and is meeting with a lighting vendor who will be in the areas. Should the request be approved, there will need to be partnerships between the City, school, and Recreation Commission for upgrades and maintenance of the City owned ball diamonds.
- Barnes attended KACM Conference last week and will attend a League Municipal Finance Class in Emporia later this week.
- Council approved the purchase of new HVAC software for all city facilities through BCS in November, pending information from PEC on retrofitting the system to operate without computer software. Staff has notified PEC that due to a lack of movement on the issue they have chosen to move forward with the BCS bid. PEC has apologized for the lack of action on their part. BCS predicts a June or July installation due to the large volume of customers converting.
- Mick Kendall, Utilities Superintendent, has advised that there is a potential water leak under the highway near the intersection of Hwy 54 and Main Street. The City may have to contract out the necessary repairs.
- KDOT sent an airport inspector to look at the Greensburg Airport, in preparation for completing the necessary paperwork to open the airport at the end of April. The inspector was very complimentary of the work done.

- The City of Pratt is offering a solar farm workshop March 7th. Kendall and Barnes will be attending. Pratt just opened a solar farm in cooperation with Inovateus Solar. Inovateus will own and maintain the farm for a specified number of years and then the City of Pratt will acquire the farm. Power generated by the farm goes back into the City's generation. Council is invited to attend the workshop as well. Members were asked to RSVP to Barnes if they are interested.

Reves asked if something was being done about stickers at the ball diamonds. Barnes advised that the Rec. Commission recently spent several thousand dollars to remedy the sticker infestation. Barnes has found no written agreement for maintenance and upkeep of the diamonds between the City and the Rec. Commission, something she plans to address.

I) GOVERNING BODY COMMENTS

Kern stated that she attended the Board of Education meeting where the implementation of baseball and softball were discussed. She mentioned in the meeting previous discussions that the City has had with KDOT regarding the purchasing of Davis Park, where the ball fields are located. KDOT will eventually pay the City to move the ball fields, much like they have already done for the pool. Kern wonders if this is a conversation that could be reopened with KDOT.

Trummel asked if there was an ordinance against J turns on Main St. He recalled there being "No J turn" signs on Main Street prior to 2007. Trummel was advised that regulations such as those are governed by the adopted Standard Traffic Ordinance. There is a double yellow line on Main Street, making a J turn in that location illegal.

J) ADJOURNMENT

Christenson declared the meeting adjourned at 6:29 p.m.

Matt Christenson, Mayor

Christy Pyatt, City Clerk

APPROPRIATION ORD. 1143

03.04.19

CHECK #	VENDOR	REFERENCE	AMOUNT
PRE-PAID			
27401	COMPLIANCE ONE	DRUG TESTING MONTHLY CHARGE	\$ 154.00
27402	KANSAS GAS SERVICE	NATURAL GAS SERVICE	\$ 943.49
27403	PEOPLES BANK GREENSBURG	TOOLBOX	\$ 235.43
	****PRE-PAID TOTAL****		\$ 1,332.92
PAID			
27404	AT&T	620 723 3184 316 3	\$ 800.08
27405	BTI-PRATT	REPAIR & SUPPLIES	\$ 24.57
27406	CITY OF GREENSBURG	MARCH RENT BIG WELL	\$ 13,274.95
27407	GALLS	LETTERSIZE SLIMLINE	\$ 34.25
27408	GMAXX - HAVILAND TELEPHONE CO	INTERNET BW, CH, INCUB	\$ 728.90
27409	HOME LUMBER	SUPPLIES	\$ 321.78
27410	KANSAS MAGAZINE	RETURN 3	\$ 2.50
27411	KANSAS ONE-CALL SYSTEM,INC.	LOCATES	\$ 20.40
27412	KANSAS STATE FAIR	STATE FAIR	\$ 1,103.00
27413	KERBS LAW OFFICE	LEGAL	\$ 46.25
27414	KIOWA CO SOLID WASTE	DAVIS PARK BATHROOMS	\$ 490.00
27415	KIOWA COUNTY SCHOOL	INCUBATOR WINDOW POSTERS	\$ 60.00
27416	LEAGUE OF KANSAS MUNICIPS	S BARNS TO FINANCE CLASS	\$ 75.00
27417	LUMINOUS NEON INC	LEASE	\$ 235.00
27418	MATT DEIGHTON	DUCK SALT	\$ 612.00
27419	NISLY BROTHERS TRASH SERV	WASTE	\$ 9,484.50
27420	ORKIN	INCUBATOR PEST CONTROL	\$ 121.09
27421	PROTECTIVE EQUIP. TESTING LAB	RUBBER GLOVES TESTED	\$ 78.63
27422	SKAGGS ACE HARDWARE	THERMOCOUPLE	\$ 13.59
27423	STANION WHOLESALE ELEC. .	4670516-00, 4672424	\$ 555.00
27424	THE RADAR SHOP		\$ 108.00
27425	TWILIGHT PLAYERS	COMMUNITY THEATRE START UP	\$ 1,900.00
27426	TWILIGHT THEATRE, INC	JERRY BARLOW CONCERT	\$ 300.00
27427	USA BLUE BOOK	METER FOR HYDRANT	\$ 1,248.01
27428	VOLZ	FUEL	\$ 976.26
	***** PAID TOTAL *****		\$ 32,613.76
	***** REPORT TOTAL *****		\$ 33,946.68

City of Greensburg
City Council Meeting
March 4, 2019

To: Mayor and City Council
From: Stacy Barnes, City Administrator
Subject: Agenda items F. 1-2

Item F. 1 Haviland Telephone Fiber Internet Presentation

Diane Thompson and Millie Hannan from Haviland Telephone Company will present to the council plans for their fiber internet project in Greensburg.

Item F. 2 Business Park Lease with B & H Construction

The city has been approached by B & H Construction to lease property at the business park for 3-4 months while they are doing a construction project in the area. The initial term of the lease is for 3 months, with a month to month option after that for \$400 per month. In the packet is a highlighted map of the requested property. They will not need any utilities to the site, but have requested a metered hydrant for water.

Item F. 3 Pool Manager, Asst. Manager, Lifeguard Job Descriptions Adoption

In preparations to advertise to hire a pool manager, it was discovered that the city does not have adopted job descriptions for these positions. Staff requests adoption of resolution 2019-3 to add these job descriptions to the position classification and pay plan manual.

Item F. 4 Memorial Tree Planting Discussion

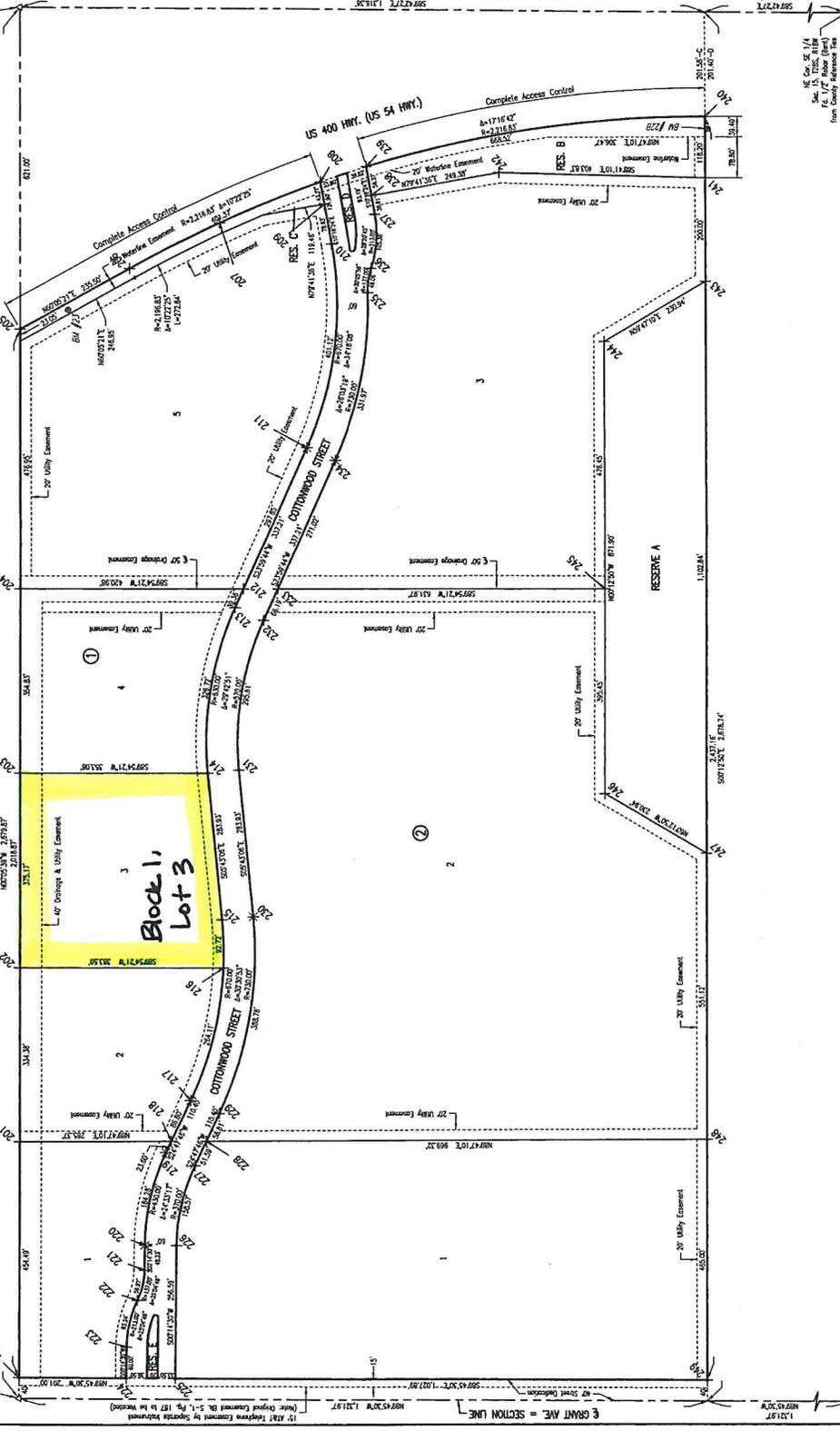
The Taylor family has asked about the possibility of planning a memorial tree in honor of a family member in a city park including some of the ashes in the hole when planting the tree. Sunset Park and the swimming pool park both have been mentioned as potential locations. Staff is seeking discussion and feedback from the council regarding this request.

GREENSBURG BUSINESS PARK

AN ADDITION TO KIOWA COUNTY, KANSAS

NE Cor. SE 1/4
 Sec. 15, T25S, R10E
 Fd. Rebor #7007 Minimum Data
 from County Reference File

SE Cor. SE 1/4
 Sec. 15, T25S, R10E
 Fd. Rebor #7007 Minimum Data
 from County Reference File

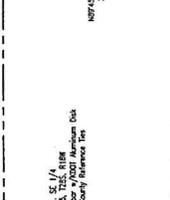
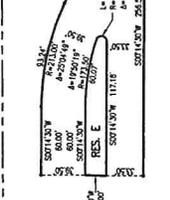
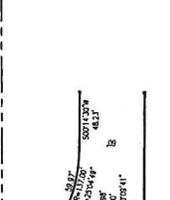
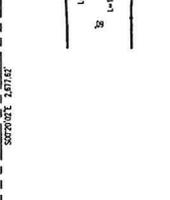
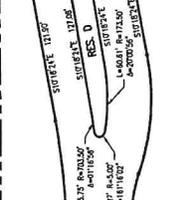
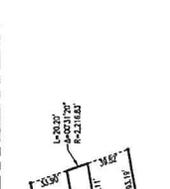


- SCALE: 1" = 100'
- SET IN REM/COV UNLESS OTHERWISE NOTED
 - X NOT SET DUE TO ADJACENT OPERATIONS
 - Δ SECTION CORNER
 - C CALCULATED FROM MEASUREMENT
 - D REED DIMENSION

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NOTE:
 SOUTHWESTERN BELL TELEPHONE COMPANY
 CONDUIT, BOX 5-1, PLACE UP TO BE
 LOCATED BY THE APPLICANT. THE USE OF
 THE LOCAL SUBSCRIPTION IS ADVISED.



SE Cor. SE 1/4
 Sec. 15, T25S, R10E
 Fd. Rebor #7007 Minimum Data
 from County Reference File

LEASE AGREEMENT
(For Commercial Property)

THIS LEASE AGREEMENT is made and entered into this 5th day of March, 2019, by and between the **CITY OF GREENSBURG, KANSAS**, hereinafter referred to as Lessor, and **B & H CONSTRUCTION, LLC**, hereinafter referred to as Lessee.

RECITALS:

1. Lessor is the owner of the real property described below and desires to lease said property to Lessee for Lessee's business purposes, said property being described as follows:

**Block 1, Lot 3, Greensburg Business Park, City of
Greensburg, Kansas.**

The above described real property together with all appurtenances thereon shall hereinafter be referred to simply as the "Leased Premises".

2. Lessee desires to lease the Leased Premises for the purpose of conducting business operations.

3. The parties desire to enter into a written lease agreement to define their respective rights, duties and liabilities so as to avoid future disputes and difficulties.

NOW, THEREFORE, in consideration of the Recitals and the mutual terms, covenants, conditions, and promises herein contained the parties do hereby agree as follows:

1. Lessor hereby lets and demises the Leased Premises to Lessee for a term of three months commencing March 5, 2019, and terminating on June 5, 2019, for a total rental of Four Hundred (\$400.00), per month to be paid on the 5th day of each month. This Lease Agreement may be extended month to month with notification to the lessor at least 30 days prior to the expiration of the initial term. Lessee or Lessor shall give to the other notice of intent to terminate the lease as of the end of the initial term. All rental payments shall be made to Lessor at City Hall, 300 South Main, Greensburg, Kansas 67054 or at such other address as Lessor from time to time designates in writing.

2. The Leased Premises are being leased to the Lessee to locate temporary facilities to deliver, store and remove machinery and equipment related to Lessee's business of construction. Lessee is also permitted to use the Leased Premises for any other purpose

reasonably related to Lessee's business purposes as aforesaid unless otherwise expressly restricted or prohibited by this Lease Agreement.

3. Lessee shall not build, construct or otherwise locate buildings or other permanent improvements or facilities on the Leased Premises without the express written consent of Lessor.

4. Lessee shall at all times during the lease and at Lessee's own cost and expense repair, replace, and maintain the Leased Premises in a good, safe and condition and shall use all reasonable precautions to prevent waste, damage, or injury to the Leased Premises. Upon the expiration of this lease or sooner termination Lessee shall redeliver the Leased Premises to Lessor in the same condition as on the initial date of this Lease Agreement, including removing any temporary facility and all rock, gravel or other substances placed on the Leased Premises. Lessee shall grade and level and replant any damaged or destroyed grass.

5. Lessee shall be responsible for all ad valorem taxes assessed against the Leased Premises during the term of this lease and any extension thereof. Lessee shall also be responsible to pay for all ad valorem taxes relating to personal property placed on the Leased Premises by Lessee.

6. Lessee shall be responsible for the payment of all necessary utility services used in connection with the Leased Premises and shall pay for the same as they become due including but not limited to sewer, water, gas, electricity, and telephone services. Lessor shall allow Lessee to connect to its sewer, water and electrical service at their present location on the Leased Premises without charge other than for utilities actually used based on City rates.

7. Lessee shall keep and maintain such fire and other casualty insurance as Lessee deems appropriate to protect Lessee's interest in Leased Premises and Lessee's property. Lessee at its own expense, agrees to maintain and keep in force for the mutual benefit of Lessor and Lessee, respectively, general public liability insurance against claims for personal injury, death, or property damage occurring in, on, or about the leased premises to afford protection to the limit of not less than \$1,000,000 in respect to injury to or death of any one person, and to the limit of not less than \$2,000,000 in respect to any one occurrence, and to the limit of \$1,000,000 in respect to property damage. Lessee agrees to deliver to Lessor certificates of said insurance policies and of renewals thereof from time to time during the term of this Lease. Such policies may be in the form of umbrella policies which cover properties in addition to the Leased Premises. The Lessor shall be named an additional insured and such insurance may not be cancelled without thirty (30) days notice to Lessor or as otherwise provided in any such policy.

8. Lessee shall neither use nor occupy the Leased Premises or any part thereof for any unlawful, disreputable, or hazardous business purpose nor operate or conduct Lessee's business in a manner constituting a nuisance of any kind. Lessee agrees to abide by all federal, state, and local laws, rules, and regulations relating to the Leased Premises and the conduct of the Lessee's business. Lessee shall place no hazardous substances on the Leased Premises.

9. Lessee shall indemnify and hold Lessor harmless against all expenses, liabilities, and claims of any kind whatsoever including reasonable attorney fees, made by or on behalf of any person or entity arising out of: failure of Lessee to perform any of the terms or conditions of this lease; any personal injury or property damage happening on or about the Leased Premises irrespective of any fault or lack thereof on the part of Lessee; failure to comply with any law of any government authority; or arising because of any mechanics lien or security interest filed against the Leased Premises or equipment, materials or alterations of buildings or improvements thereon.

10. Each of the following events shall constitute a default or breach of this lease by Lessee:

- a. The filing of a voluntary or involuntary petition in bankruptcy by or against Lessee.
- b. Failure by Lessee to pay Lessor any rent when the rent becomes due.
- c. Failure by Lessee to perform or comply with any of the terms or conditions of this lease other than payment of rent and such non-performance shall continue for a period of twenty (20) days after written notice thereof by Lessor to Lessee.

In the event of such default the rights of Lessor shall be as follows:

(1) Lessor shall have the right to cancel and terminate this lease as well as all the right title and interest of Lessee hereunder by giving Lessee written notice of Lessor's intent to effect such termination. Such termination shall act as a mutual release by Lessor and Lessee of any further rights or causes of action arising under this lease; or

(2) Lessee may re-enter the Leased Premises and may attempt to relet the same and any part thereof for any term, without terminating the lease, at the rent and on the terms Lessor may choose. In the event of such repossession by Lessor, Lessee shall remain liable to Lessor for any damages caused by the breach of the lease including but not limited to all expenses of reletting, and for the difference

between the rent received by the Lessor under the new lease agreement and the rent installments that are due for the same under this lease. Repossession and reletting of the Leased Premises by Lessor shall not be construed or interpreted to relieve Lessee of any of Lessee's duties and obligations under and pursuant to this lease agreement. In the event Lessor is unable to rent the Leased Premises Lessee shall remain responsible for the entire amount of the rent due under the Lease Agreement and shall not be liable or responsible to Lessee by reason of any such failure to relet.

11. Lessee shall permit Lessor or Lessor's agent to enter the Leased Premises at all reasonable hours to inspect the premises and also to show the premises to prospective buyers or renters.

12. Lessor warrants that Lessee shall be granted peaceable and quiet enjoyment of the demised premises free from any eviction or interference by Lessor if Lessee pays the rent and other charges provided herein and otherwise fully and punctually performs the terms and conditions imposed on Lessee by this lease.

13. At the commencement of the term of this lease, Lessee accepts the Leased Premises in their existing condition and state of repair and Lessee acknowledges that they are satisfactory for Lessee's purposes and agrees that no representations, statements, or warranties expressed or implied have been made by or on behalf of Lessor in respect thereto except as contained in the provisions of this lease.

14. This lease shall not be assigned or sublet by Lessee without the prior written consent of Lessor and whether to grant said consent shall be at the sole and independent discretion of Lessor. Any such consent may be on such terms and conditions as Lessor in Lessor's sole discretion shall deem appropriate.

15. On the termination of this lease agreement or an earlier termination and forfeiture of the lease, Lessee shall peaceably and quietly surrender and deliver possession of the premises to Lessor.

16. This lease contains the entire agreement between the parties and cannot be changed or modified except by a written instrument subsequently executed by the parties hereto. This lease and the terms and conditions hereof apply to and are binding on the heirs, executors, administrators, successors, and assigns of both the parties provided however the rights of assignment and subletting by Lessee are subject to the previous provisions herein set forth.

17. Time is of the essence in all provisions of this lease.

IN WITNESS WHEREOF, the parties have set their hands the day and year first above written.

LESSOR:

CITY OF GREENSBURG, KANSAS

Matthew Christenson, Mayor

ATTEST:

Christy Pyatt, City Clerk

LESSEE:

B & H CONSTRUCTION, LLC.

By  _____

**CITY OF GREENSBURG - JOB DESCRIPTION
SWIMMING POOL MANAGER**

Department: Swimming Pool
Reports to: City Administrator
FLSA Status: N/A (Part-Time and Regular Part-Time)
Salary Grade: oo
Retirement: N/A
OSHA: Blood Borne Pathogens
Hazard Communication

POSITION SUMMARY

The employee in this position is a seasonal employee working at the direction of the City Administrator. The position requires a variety of duties involving planning, scheduling of employees, employing qualified and properly trained employees, assuring safety of employees and patrons, day to day maintenance of pool facilities, coordinating with other city departments, collecting, managing and submitting revenues, purchasing commodities for resale. Responsible for supervising assistant manager, lifeguards, cashiers, concession workers, basket checkers, swimming instructors and pool patrons to provide an enjoyable and safe pool patron experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages daily swimming pool operations, pool patron safety, and enforces pool rules.
- Hires, arranges training for, schedules and manages lifeguards.
- In conjunction with other city departments, maintains the daily operations of pool equipment, proper chemical levels, and cleaning of facility.
- Operates concession stand including inventory management and daily sales totals.
- Provides weekly attendance and sales reports to the City Administrator.
- Makes deposits at City Hall daily.
- In the event of an incident, follows adopted policies and procedures including responding to the incident and filing necessary documentation.
- Maintains documentation of pool passes sold and makes arrangements for parties outside normal operating hours.
- Investigates and responds accordingly to public comments and concerns pertaining to maintenance, safety and program delivery.
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience/Education: Experience swimming pool operation and lifeguarding is desirable but not essential. High School graduation or GED required.

License/Certification: Must have current lifeguard certification issued by American Red Cross, current CPR and First Aid certification, current Water Safety Instructor certification is desirable. A valid Kansas Driver's License is required.

Knowledge, Skills and abilities: Must have good verbal, reading and basic mathematic skills. Must have a friendly, positive attitude and treat people of all ages, races, creeds, physical condition and gender with kindness and respect. Be able to provide leadership when acting on issues or problems that might arise in the workplace but also to know when to call for management support when necessary. Be able to effectively work with peers and supervisors.

Problem Solving & Decision Making: Be able to resolve issues on a daily basis when serving customers, operating equipment, managing incidents, and supervising lifeguards. Ability to coordinate work schedules and prepare time sheets. Maintain inventory, prepare and submit pool and concession receipts on a daily basis. Ability to prepare any technical reports associated with the operation of the swimming pool. Ability to communicate verbally and in writing. Ability to establish and maintain effective working relationships with employees, supervisors and the public.

A considerable degree of independent decision making is required in this position. Decisions regarding opening or closing the pool is occasionally required. Appropriate scheduling of employees is required. Decisions about appropriate employee or patron behavior is sometimes required. Decisions regarding equipment needs, safety requirements and appropriate responses to public inquires are often required. Keeping the City Administrator fully informed of concerns and issues is required.

Supervision: This position is responsible for the supervision of part time seasonal lifeguards.

Financial Accountability: Must be able to post daily receipts, reconcile cash to receipts and provide list of goods sold to the City Administrator.

Personal Relationships: The ability to relate to the public and employees of other City departments is absolutely essential to this position. Must have an open friendly demeanor, ability to objectively listen and clearly understand what others are saying, enjoy being with and providing services and information to others.

Working Conditions: Position involves continual public contact. Employee is required to be outside during summer season and potential adverse conditions.

Physical Requirements: Standing, bending, stooping and lifting objects weighing up to twenty-five (25) pounds is required in this position. Must have mobility to perform errands and flexibility of body, manual dexterity and hand/eye coordination to operate equipment as necessary.

**CITY OF GREENSBURG - JOB DESCRIPTION
SWIMMING POOL ASSISTANT MANAGER**

Department: Swimming Pool
Reports to: City Administrator
FLSA Status: N/A (Part-Time and Regular Part-Time)
Salary Grade: oo
Retirement: N/A
OSHA: Blood Borne Pathogens
Hazard Communication

POSITION SUMMARY

The employee in this position is a seasonal employee working at the direction of the City Administrator. The position requires a variety of duties involving planning, scheduling of employees, employing qualified and properly trained employees, assuring safety of employees and patrons, day to day maintenance of pool facilities, coordinating with other city departments, collecting, managing and submitting revenues, purchasing commodities for resale. Responsible for supervising assistant manager, lifeguards, cashiers, concession workers, basket checkers, swimming instructors and pool patrons to provide an enjoyable and safe pool patron experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In the absence of the swimming pool manager, the assistant swimming pool manager acts as the manager.
- Manages daily swimming pool operations, pool patron safety, and enforces pool rules.
- Hires, arranges training for, schedules and manages lifeguards.
- In conjunction with other city departments, maintains the daily operations of pool equipment, proper chemical levels, and cleaning of facility.
- Operates concession stand including inventory management and daily sales totals.
- Provides weekly attendance and sales reports to the City Administrator.
- Makes deposits at City Hall daily.
- In the event of an incident, follows adopted policies and procedures including responding to the incident and filing necessary documentation.
- Maintains documentation of pool passes sold and makes arrangements for parties outside normal operating hours.
- Investigates and responds accordingly to public comments and concerns pertaining to maintenance, safety and program delivery.
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience/Education: Experience swimming pool operation and lifeguarding is desirable but not essential. High School graduation or GED required.

License/Certification: Must have current lifeguard certification issued by American Red Cross, current CPR and First Aid certification, current Water Safety Instructor certification is desirable. A valid Kansas Driver's License is required.

Knowledge, Skills and abilities: Must have good verbal, reading and basic mathematic skills. Must have a friendly, positive attitude and treat people of all ages, races, creeds, physical condition and gender with kindness and respect. Be able to provide leadership when acting on issues or problems that might arise in the workplace but also to know when to call for management support when necessary. Be able to effectively work with peers and supervisors.

Problem Solving & Decision Making: Be able to resolve issues on a daily basis when serving customers, operating equipment, managing incidents, and supervising lifeguards. Ability to coordinate work schedules and prepare time sheets. Maintain inventory, prepare and submit pool and concession receipts on a daily basis. Ability to prepare any technical reports associated with the operation of the swimming pool. Ability to communicate verbally and in writing. Ability to establish and maintain effective working relationships with employees, supervisors and the public.

A considerable degree of independent decision making is required in this position. Decisions regarding opening or closing the pool is occasionally required. Appropriate scheduling of employees is required. Decisions about appropriate employee or patron behavior is sometimes required. Decisions regarding equipment needs, safety requirements and appropriate responses to public inquires are often required. Keeping the City Administrator fully informed of concerns and issues is required.

Supervision: This position is responsible for the supervision of part time seasonal lifeguards.

Financial Accountability: Must be able to post daily receipts, reconcile cash to receipts and provide list of goods sold to the City Administrator.

Personal Relationships: The ability to relate to the public and employees of other City departments is absolutely essential to this position. Must have an open friendly demeanor, ability to objectively listen and clearly understand what others are saying, enjoy being with and providing services and information to others.

Working Conditions: Position involves continual public contact. Employee is required to be outside during summer season and potential adverse conditions.

Physical Requirements: Standing, bending, stooping and lifting objects weighing up to twenty-five (25) pounds is required in this position. Must have mobility to perform errands and flexibility of body, manual dexterity and hand/eye coordination to operate equipment as necessary.

**CITY OF GREENSBURG - JOB DESCRIPTION
SWIMMING POOL LIFEGUARD**

Department: Swimming Pool
Reports to: Swimming Pool Manager
FLSA Status: N/A (Part-Time and Regular Part-Time)
Salary Grade: oo
Retirement: N/A
OSHA: Blood Borne Pathogens
Hazard Communication

POSITION SUMMARY

Employees in this position are Part-Time or Regular Part-Time as defined in the City of Greensburg Personnel Policy Handbook. This employee works at the direction of the Swimming Pool Manager. Lifeguard help with operations of the seasonal Greensburg Swimming pool including facility cleaning, concession stand sales and provides an enjoyable and safe pool patron experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide a safe and enjoyable experience for pool patrons.
- Enforce pool rules and policies.
- Required to obtain and maintain necessary lifeguard certification.
- Responsible for daily facility cleaning and trash removal, before the pool opens and at closing.
- Makes concession stand sales.
- In the event of an incident, respond appropriately and fill out necessary documentation.
- And other duties as required.

POSITION REQUIREMENTS

Experience/Education: Experience lifeguarding is desirable but not essential. No required education.

License/Certification: Must have current lifeguard certification issued by American Red Cross, current CPR and First Aid certification.

Knowledge, Skills and abilities: Must have good verbal, reading and basic mathematic skills. Must have a friendly, positive attitude and treat people of all ages, races, creeds, physical condition and gender with kindness and respect. Be able to effectively work with peers and supervisors.

Problem Solving & Decision Making: Be able to resolve issues on a daily basis when serving customers, operating equipment, and responding to incidents. Must be able to

make independent decisions within limited areas or responsibility as set out by departmental policies.

Supervision: There are no supervisory responsibilities involved with this position.

Financial Accountability: Employee is not responsible for budgetary control. Some cash handling required for admission and concession stand sales.

Personal Relationships: The ability to relate to the public and employees of other City departments is absolutely essential to this position. Must have an open friendly demeanor, ability to objectively listen and clearly understand what others are saying, enjoy being with and providing services and information to others.

Working Conditions: Position involves continual public contact. Employee is required to be outside during summer season and potential adverse conditions.

Physical Requirements: Standing, bending, stooping and lifting objects weighing up to twenty-five (25) pounds is required in this position. Must have mobility to perform errands and flexibility of body, manual dexterity and hand/eye coordination to operate equipment as necessary. Employee must maintain physical fitness necessary to performing water rescues and lifeguard duties.

City of Greensburg

Resolution 2019-03

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

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

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

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

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

- The Salary Grade for the positions of Swimming Pool Manager, Swimming Pool Assistant Manager and Lifeguards be set to Grade 00.
- The Pay Tables be amended to reflect the addition of these positions to Grade 00.
- That job descriptions for the positions of Swimming Pool Manager, Swimming Pool Assistant Manager and Lifeguards be included in the Position Classification and Pay Plan.
- 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 immediately.

Passed and adopted this 4th day of March 2019.

Matthew Christenson, Mayor

Christy Pyatt,
City Clerk