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 – April 15, 2019
   2. Appropriation Ordinance
      a. Ordinance #1147
   3. Triangle Rodeo Club Cereal Malt Beverage License

F) PROCLAMATIONS, APPOINTMENTS & ELECTIONS

G) ITEMS OF BUSINESS
   1. Haviland Telephone City Facility Phone/Internet quote
   2. Greensburg Fire Dept. Street Dance Street Closure request
   4. Pool Park Development Budget Discussion
   5. Recess: Convene as Land Bank to consider acceptance of property donations: 224 S. Spruce, 219 S. Bay

H) CITY STAFF REPORTS

I) GOVERNING BODY COMMENTS

J) EXECUTIVE SESSION
Executive session in accordance with K.S.A 75-4319 to discuss potential economic development. 20 minutes

K) 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
April 15, 2019
City Hall

A) CALL TO ORDER
Mayor Matt Christenson called the April 15, 2019 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION
The Pledge of Allegiance was said, and the invocation given by Tony Factor.

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 and City Clerk Christy Pyatt. McBeath made a motion to approve the agenda as presented. Trummel seconded. Motion passed 5-0.

D) CITIZEN COMMENTS
There were no comments from those in the audience.

E) CONSENT AGENDA
Jungemann made a motion, seconded by McBeath, to approve the Consent Agenda as presented. Motion passed 5-0.

F) PROCLAMATIONS, APPOINTMENTS, & ELECTIONS
   1. Greensburg Tree Board – to fill the unexpired term of Pam Muntz ending May 31, 2019 and a new term from June 1, 2019 – May 31, 2022.
   Trummel made a motion, seconded by McBeath, to make the following appointments to the Greensburg Tree Board: Travis Barnes (to fill the unexpired term of Pam Muntz until May 31, 2019 and to fill a new term from June 1, 2019 – May 31, 2022) and Debbie Allison (to fill a vacancy ending May 31, 2020). Motion passed 5-0.

   Kern made a motion, seconded by Trummel, to re-appoint Shawn Cannon and Pam Reves to the Greensburg Planning Commission for terms to expire April 30, 2021. Motion passed 5-0.

   4. Appointment to represent the City of Greensburg as a delegate to the Kansas Power Pool Membership Committee.
   Trummel made a motion, seconded by Kern, to appoint Administrator Stacy Barnes to represent the City as a delegate to the Kansas Power Pool Membership Committee. Motion passed 5-0.

   5. Proclamation: Arbor Day April 26, 2019 in Greensburg
   Christenson read a prepared Mayoral Proclamation, declaring Arbor Day April 26, 2019 in the City of Greensburg. The Tree Board is planning a tree planting ceremony that day. Details will be released when they are available.
G) ITEMS OF BUSINESS

1. Ordinance 1087, Rezoning 114 N. Poplar
Pyatt requested that Council approve Ordinance 1087, ratifying the Council’s vote at the last meeting to approve the rezoning of 114 N. Poplar from CP-1 Commercial to R-1A Residential as requested by applicants Chad and Audrey Pore and recommended by the Planning Commission following a duly advertised public hearing. Trummel made a motion to approve Ordinance 1087 as presented. McBeath seconded. Christenson called for a roll call vote. McBeath – yes; Trummel – yes; Jungemann – yes; Reves – yes; Kern – yes. Motion passed unanimously.

2. Quarterly Financial Report/Transfers
Barnes briefly went over the quarterly financial report and transfers provided in the meeting packet. General Fund revenues and cash balance were both up from the first quarter of 2018. General Fund expenditures are also up slightly from this time last year. Revenues and cash balances for several of the individual department funds also show an increase compared to this time last year. A few of those funds also showed an increase in expenditures over last year. Budgeted transfers for the first quarter have been made. Christenson noted an overall increase in revenues over last year.

3. Quarterly Performance Measures Report
Barnes presented a charting of specific performance measures for the quarter in the meeting packet. Former Administrator Kyler Ludwig had begun gathering the data in 2016. As explanation for no report of “Positive Officer Contacts” this quarter, Barnes relayed that Police Chief Alvarez feels that this category is subjective and difficult to quantify. Statistics for this category are no longer kept.

H) CITY STAFF REPORTS
Barnes reported to Council on the following topics:

- **Airport Opening** – The airport opening ceremony is scheduled for Thursday, April 25th at 11 a.m. Barnes has several local pilots planning to fly in for the event.
- **Arbor Day** – The Tree Board will be having their annual Arbor Day tree planting Friday, April 26th at noon, at the Starlight Park. Two redbud trees will be planted on the south side of the park, and a third tree will be planted in an adjoining streetscape planter.
- **Spring Clean-up** – Nisley will be offering their annual spring clean-up Saturday, April 27th. Items for pickup must be at the curb before 7:00 a.m.
- **Newsletter** – Anyone with items they would like to see in the upcoming newsletter should get those items to Barnes this week.
- **New Incubator Tenant** – The Incubator will soon have a new tenant upstairs. Cathy Lightcap will be opening a massage therapy business.
- **KPP Visit** – Five representatives of Kansas Power Pool visited with Barnes at City Hall April 5th. While they were here, Barnes asked about the sunset date for wind energy credits. That sunset is in 2030. KPP also provided a trend study, showing electric utility financial trends for the City. KPP also provided copies of their orientation for new Council literature.
- **Planter Box Clean-up** – Staff will be removing the purple sage from the lower planter boxes on Main Street over continued concerns of visibility being difficult at the intersections. The sage will be replaced with 6-8" flowering perennials, adding color back into the streetscape. Wanda Booth will be watering trees again this summer, once school is out.
Jungemann asked about the open pool manager position. Barnes confirmed that she had interviewed a candidate today and will interview a second at the end of the week. Once a manager is selected Barnes will turn over the applications for lifeguard that she has received.

Reves asked if Staff still kept an equipment inventory, which they do. The inventory was just recently updated. She then asked if the City still owned a motor grader. When advised that they do, Reves stated that she had received a complaint about ruts in the alley behind the Oak Haven apartments in the 200 block of East Grant.

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

J) EXECUTIVE SESSION - Executive session in accordance with K.S.A. 75-4319(b) for personnel matters of non-elected personnel (20 minutes)
Kern made a motion to go into executive session until 6:40 p.m. (20 minutes) for personnel matters of non-elected personnel. Trummel seconded, and the motion passed 5-0. Council returned to open session at 6:40 p.m. Trummel requested an additional executive session for personnel matters of non-elected personnel until 7:00 p.m. (20 minutes). Kern seconded, and the motion passed 5-0. Council returned to open session at 7:00 p.m.

K) ADJOURNMENT
With nothing additional to discuss, Christenson declared the meeting adjourned at 7:01 p.m.

________________________________________________________________________
Matt Christenson, Mayor                          Christy Pyatt, City Clerk
CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES  
(This form has been prepared by the Attorney General's Office)

☑ City or ☐ County of  City of Greensburg

SECTION 1 - LICENSE TYPE
Check One: ☐ New License  ☐ Renew License  ☑ Special Event Permit

☑ License to sell cereal malt beverages for consumption on the premises.
☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 - APPLICANT INFORMATION
Kansas Sales Tax Registration Number (required): 004-K13333514-F01

<table>
<thead>
<tr>
<th>Name of Corporation</th>
<th>Principal Place of Business</th>
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<tbody>
<tr>
<td>Triangle Rodeo Club</td>
<td>Greensburg, KS</td>
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<th>Corporation Street Address</th>
<th>Corporation City</th>
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<th>Phone No.</th>
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<td>Jennifer Greenleaf</td>
<td>620-340-2349</td>
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<td>KS</td>
<td>67057</td>
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SECTION 3 - LICENSED PREMISE
Licensed Premise (Business Location or Location of Special Event) | Mailing Address (If different from business address)

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<td>Triangle Rodeo Club</td>
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<th>Applicant does not own the proposed business location.</th>
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SECTION 4 - OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK
List each person and their spouse, if applicable. Attach additional pages if necessary.

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</table>
SECTION 5 – MANAGER OR AGENT INFORMATION

My place of business or special event will be conducted by a manager or agent. [Yes] [No]

If yes, provide the following:

Manager/Agent Name: Greenleaf
Phone No.: 620-369-2349
Date of Birth: 07/05/77
City: Greensburg
Zip Code: 67054

Residence Street Address:
1643 6th Street

Manager or Agent Spousal Information

Spouse Name
Phone No.
Date of Birth
Residence Street Address
City
Zip Code

SECTION 6 – QUALIFICATIONS FOR LICENSURE

Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
(1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.

Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:
(1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.

All of the individuals identified in Sections 4 & 5 are at least 21 years of age.

SECTION 6 – DURATION OF SPECIAL EVENT

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<th>Time</th>
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<th>End Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>May 26, 2019</td>
<td>12:00</td>
<td>PM</td>
</tr>
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</table>

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE

DATE 4-17-19

FOR CITY/COUNTY OFFICE USE ONLY:

- License Fee Received: $______ Date ________
  ($25 - $50 for Off-Premise license or $25-200 for On-Premise license)
- $25 CMB Stamp Fee Received Date ________
- Background Investigation: Completed Date ________ Qualified [Yes] [No] Disqualified
- New License Approved Valid From Date ________ to ________ By: ________
- License Renewed Valid From Date ________ to ________ By: ________
- Special Event Permit Approved Valid From Date ________ to ________ By: ________

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

1 Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)
To: Mayor and City Council  
From: Stacy Barnes, City Administrator  
Subject: Agenda items F.1, G.1-5

Item F.1 Greensburg Housing Authority Appointments  
Due to resignations of Nick Sterner and Tye Remy, there are 2 vacancies on the housing authority board. One term through December 31, 2021 and one through December 31, 2022. Names for consideration: Tim Morton, Jason Irvin.

Item G.1 Haviland Telephone City Facility Phone/Internet quote  
Attached in the meeting packet is a quote from Haviland Telephone Company to switch city phone and internet services with a side by side cost comparison of our current services and proposed services. Current monthly services from Verizon, AT&T and Haviland Telephone combined amount to $2,756.17. Verizon currently provides VOIP phone service for City Hall, Big Well Museum, and Public Works. AT&T provides 2 lines at the business incubator, City Hall fax line, water treatment plant and lift station, data for tables at water treatment, and internet at public works and water treatment plant. Haviland Telco currently provides fiber internet service to City Hall and wireless service to incubator, pool (seasonal) and the Big Well Museum.

The proposed service change eliminates all Verizon and AT&T services except AT&T data for the water treatment plant tablet. Phone service will be internet-based running over the fiber or wireless service. Our current phones will not work with the Haviland Telco system, but the phones are included in the service price. There will be an installation fee of $450 for the services but no phone purchase. Not included on the quote are also modem ($75 each) and installation ($50 each) charges for new internet services at Public Works, Lift Station and Water Treatment Plant for $375. Total monthly bill will be about $1,544.80 saving $1,211.37 monthly and $14,536.44 annually. There will be some surcharges for 911 taxes on the phone lines, but minimal additional cost.

If approved, this change would happen when fiber is available to the Big Well Museum, pool and business incubator. It will take about 3 weeks to get the phone system components and port over the 723 numbers. Upon approval of this proposal, Haviland Telco’s phone installer will come onsite for a final walkthrough. Upon their inspection, there could be some minimal changes to the install fees, however, they project this is unlikely.

Item G.2 Greensburg Fire Dept. Street Dance Street Closure request  
Greensburg Fire Department has request street closures for Saturday, May 25 7am to 12am Sunday, May 26th. They have requested to be closed Main Street from Wisconsin to Iowa, Iowa St. from Main to Sycamore, and Wisconsin Street from Main to Sycamore. One event that day that could conflict with the Main Street closure is the parade at 10am. The annual arts and crafts festival have already been administratively approved to close the 100 and 200 blocks of south Main.
Item G.3 Greensburg Swimming Pool Employee Policy Manual
Since the opening of the new pool, there has not been an adopted pool employee policy manual. The former pool manager had documents that he was using, but nothing formally approved by the governing body in one document. I would like to thank Travis Powell for his time putting together these documents that we have put together in one manual. With the hiring of a new manager and assistant manager, this will aid them in the day to day management and operations at the swimming pool.

Item G.4 Pool Park Development Budget Discussion
To aid in the future development of the swimming pool park, staff would like guidance on budget parameters to be spent. There are many choices of park amenities available and knowing a budget range will help staff make recommendations to get feedback from the Davis Park Relocation committee, public and ultimately a city council decision. As previously discussed, bids were received for a perimeter sidewalk ranging from $15-25,000.

After the concrete work for the pavilion and pool border, there will be approximately $55,000 remaining in the sanitation reserve fund. There is currently $103,000 in the donations fund.

Item G.5 Land Bank Property Donations
The Bradley family has requested to donate 2 properties into the Land Bank: 224 S. Spruce and 219 S. Bay. We currently have 223 S. Bay in the land bank. Attached in the packet are the donation request forms and a map with the properties highlighted.
### Phone Service

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<th>Service</th>
<th>Qty</th>
<th>Per Item</th>
<th>Monthly</th>
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<td>Lines</td>
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<td>Phones &amp; Users</td>
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<td>PBXWHAND wireless handsets</td>
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**Phone Service Subtotal $525.10**

### Circuits & Internet Services

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<th>Per Item</th>
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<td>10 x 2 Broadband</td>
<td>3</td>
<td>$54.95</td>
<td>$164.85</td>
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</table>

**Circuit & Internet Subtotal $229.80**

### Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Qty</th>
<th>Per Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBX5340 MITEL IP PHONE (48 BUTTON)</td>
<td>1</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>PBXWHAND wireless handsets</td>
<td>3</td>
<td>$-</td>
<td>$-</td>
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<tr>
<td>PBX24POE 24 Port POE Switch</td>
<td>5</td>
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<td>$-</td>
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<tr>
<td>PBX2800 CISCO 2801 ROUTER</td>
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**Equipment Subtotal $**

### Installation

<table>
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<tr>
<th>Service</th>
<th>Qty</th>
<th>Per Item</th>
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<tbody>
<tr>
<td>Installation</td>
<td>1</td>
<td>$450.00</td>
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</table>

**Installation Subtotal $450.00**

---

Subtotal Non-Recurring $450.00

Est. Sales Tax 6% $40.50

**Total Non-Recurring $490.50**

Subtotal Monthly Recurring $754.90

Est. Sales Tax Phone 9% $67.94

**Total $822.84**

Prepared By: Millie Hannan
## Current Phone/Internet Services

### City of Greensburg

**VZW VOIP Phones**

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Service</th>
<th>MRC</th>
<th>Surcharges</th>
</tr>
</thead>
<tbody>
<tr>
<td>(620) 518-1000</td>
<td>Auto Receptionist</td>
<td>$20.00</td>
<td>$2.20, $22.20</td>
</tr>
<tr>
<td>(620) 518-1405</td>
<td>Administrator</td>
<td>$25.00</td>
<td>$3.07, $28.07</td>
</tr>
<tr>
<td>(620) 518-1462</td>
<td>Clerk (Christy Pyatt)</td>
<td>$25.00</td>
<td>$3.07, $28.07</td>
</tr>
<tr>
<td>(620) 518-1463</td>
<td>Billing clerk (Suleenia Trent)</td>
<td>$25.00</td>
<td>$3.07, $28.07</td>
</tr>
<tr>
<td>(620) 518-1464</td>
<td>Mayor Desk</td>
<td>$25.00</td>
<td>$3.07, $28.07</td>
</tr>
<tr>
<td>(620) 518-1465</td>
<td>Hands Free, 1 Line, 2 phones</td>
<td>$25.00</td>
<td>$3.07, $28.07</td>
</tr>
<tr>
<td>(620) 723-2961</td>
<td>Public Works (after hrs emergency)</td>
<td>$25.00</td>
<td>$3.07, $28.07</td>
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<tr>
<td>(620) 723-2751</td>
<td>City Hall</td>
<td>$0.00</td>
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<tr>
<td>(620) 723-4102</td>
<td>Big Well</td>
<td>$25.00</td>
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<tr>
<td>(620) 723-4108</td>
<td>Police</td>
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**VZW Total** $220.00 | $27.96, $247.96

### ATT

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<th>MRC</th>
<th>Surcharges</th>
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</thead>
<tbody>
<tr>
<td>(620) 723-2644</td>
<td>City Hall Fax &amp; Pexlar system, Lift Station MRC $1.75 + InLine for</td>
<td>$610.15</td>
<td>$8.67, $618.82</td>
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<tr>
<td>(620) 723-2166</td>
<td>Plexar</td>
<td>$52.50</td>
<td>$144.05, $196.55</td>
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<tr>
<td>(620) 723-3123</td>
<td>Water Treatment Plant</td>
<td>$145.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>(620) 349-9092</td>
<td>DataConnect 5GB for iPad (data used: 15MB)</td>
<td>$50.00</td>
<td>$1.56, $51.56</td>
</tr>
<tr>
<td>(620) 349-9252</td>
<td>4G LTE $10 (data used: 0)</td>
<td>$50.00</td>
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<tr>
<td>(620) 723-3184</td>
<td>Water Dept w/caller id</td>
<td>$107.00</td>
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<tr>
<td>(620) 723-3465</td>
<td>Business Incubator w/caller id</td>
<td>$107.00</td>
<td>$42.88, $149.88</td>
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<tr>
<td>(620) 723-3497</td>
<td>BUS BOT 1000 M2M LD</td>
<td>$45.00</td>
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</table>

**ATT Internet**

<table>
<thead>
<tr>
<th>Service</th>
<th>MRC</th>
<th>Surcharges</th>
</tr>
</thead>
<tbody>
<tr>
<td>DataConnect 5GB for iPad (data used: 15MB)</td>
<td>$50.00</td>
<td>$1.56, $51.56</td>
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</table>

### Proposed Phone/Internet Service

**City of Greensburg Total MRC** $2,417.55 | $338.62, $2,756.17

**City of Greensburg Total MRC** $1,544.80

**total monthly savings** $1,211.37

**total annual savings** $14,536.44
TEMPORARY STREET CLOSING POLICY
Resolution 2013-04; Adopted 1.22.13

General
It is the policy of the City of Greensburg to encourage activities by neighborhood and civic groups that promote the welfare, safety, and harmony of its citizens. The City shall allow temporary street closures for such activities when those closures will not cause harm to or be a significant disruption to the general public.

Purpose
It is the purpose of this policy to define parameters under which local or civic groups may request temporary road closures for community events. Except as otherwise provided by law, it shall be unlawful to close any public street unless a Street Closing Permit has been issued by the City of Greensburg in accordance with this policy.

Scope
This policy applies to all roads and streets in the Greensburg road system.
   A. Administrative Approval: Community events that occur on an annual or routine basis, and have been approved previously by the Greensburg City Council, may be approved administratively by the City Administrator. (i.e., Trunk-or-Treat, Arts & Crafts Fair, Fun-Runs).
   B. City Council Approval: Events of a non-routine nature or that have not previously been approved by the Greensburg City Council, or events lasting longer than 10-hours, must be approved by the City Council.

Policy
A. Only those streets with a speed limit of 30 miles per hour or less will be considered for temporary partial closure under this policy.
B. Disposition of Street Closure Requests is administrative in nature under the authority of the City Administrator and the Greensburg City Council.
C. The applicant shall submit a Greensburg Application for Temporary Street Closing Permit to the Greensburg Administrative Offices at least 15 days prior to the date of the proposed street closure. Applications submitted less than 15 days cannot be guaranteed a response for approval.
D. The applicant must be responsible for the temporary street closure and is an owner or tenant on the affected street.
E. The temporary street closure shall be for a period less than ten (10) hours, unless approved by City Council.
F. The applicant shall notify the Kiowa County 911 Dispatcher (620) 723-2182, at the time when the barricades are placed AND when they are removed.
G. All activity on the street must be limited to no more than one lane of travel on the side opposite the fire hydrants.
H. Access to all residences, or businesses shall not be obstructed without their written consent. Fire hydrants on the specified street shall not be obstructed. A minimum 10-foot unobstructed path must be maintained for emergency vehicle access to the street.
I. The applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
J. Promptly following the conclusion of the event, the applicant shall clean the right-of-way equivalent to its condition prior to the temporary closure.

K. Approval of the request is subject to other conditions that may be specified by the Greensburg City Administrator or City Council.

L. The City of Greensburg will not be responsible for any costs for establishing, running or maintaining the closure.

M. The City of Greensburg maintains the right to cancel approval of the road closure at any time.

**Barricade Equipment**

Barricade equipment is required and can be provided by the City. The applicant will contact the Public Works Superintendent at the Public Works Building (400 N. Main Street) to schedule the delivery of the barricade equipment. Barricades will be delivered by the Public Works Department the last working day before the event and will be picked up the first working day after the event. As an alternative, the applicant may rent barricade equipment from a vendor. In either case, setup and takedown of the equipment shall be the responsibility of the applicant.

**Public Notification**

The applicant is required to notify all residents/tenants affected by the street closure and direct them to contact City Hall if they have any questions or concerns. The applicant shall attest that this requirement has been met.

**Additional Event Requirements**

A. No stakes or penetrations may be made through the asphalt.

B. No disposal of anything in storm sewers.

C. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.

D. No loud speaker system shall be used which is audible beyond the designated event location. Event organizers and guests shall be in compliance with public peace statutes and ordinances.

E. If alcoholic beverages are dispensed, event organizers may be subject to criminal penalties if under-aged persons are consuming or possessing such beverages. Alcoholic beverages are prohibited from City streets or public right of way unless the applicant has obtained a permit from the City. Applicants shall refer to Chapter 3 of the City Code which regulates alcoholic beverages.

**Damages; Insurance**

Any person or persons to whom a Street Closing Permit has been issued shall be liable for any loss or damage to any City of Greensburg property arising out of the issuance or exercise of said permit.

As a condition to the issuance of any Street Closing Permit, the permittee or permittees may be required to provide insurance to indemnify the City from any and all damages and costs of litigation arising out of the issuance and use of such permit.

As a condition to the issuance of any Street Closing Permit, the City may require the permittee to indemnify and hold the City harmless from any claims for damages arising out of the street closing.
APPLICATION FOR TEMPORARY STREET CLOSING PERMIT

Responsible Party:

Greensburg Fire Department 1419 N 791st Ave, Greensburg, KS 67528 - 336-1711
(Name in Print) (Address/Zip Code) Telephone

I, the undersigned, having read and understood the City of Greensburg Street Closure Policy, do hereby petition for the closure of:

@ Wisconsin Ave @ Iowa Ave
(Street Name) (Street Name)

between @ Sycamore @ Sycamore @ Main @ Main
(Cross Street) (Cross Street) (Other Cross Street)

on Saturday, May 25, 2019 from 7AM to Sunday, May 26, 2019 at 12 AM
(Date & Day of Week) (Time) (Time)

for the purpose of: 2019 Greensburg Fire Dept. Cookoff & Street Dance
(Detailed Description of Event)

I agree to comply with the provisions of the Greensburg Street Closing Policy and any other conditions imposed by the City as set forth on the attached Exhibit.

Signature of Applicant

**************************************************************************************************************************************************************************************************************
APPROVED:

__________________________ Date ________ Other conditions apply, see attached
Greensburg City Administrator

***NOTE: APPLICATIONS ARE DUE 15 DAYS IN ADVANCE OF PROPOSED CLOSURE***

** Original to City Administrator; Copy to Responsible Party **
IMPORTANT NUMBERS

AMBULANCE/KC EMS 911 OR 723-3112

KIOWA COUNTY HOSPITAL 723-3341

KIOWA CO. SHERIFF 911 or 723-2182

GREENSBURG POLICE DEPT. 723-4108

POOL MANAGER
   Ellen Waters (620) 253-6203

POOL ASSISTANT MANAGER
   Morgan Powell (620) 253-4579

CITY HALL 723-2751
CITY FAX LINE 723-2644

CITY ADMINISTRATOR
   Stacy Barnes – Cell 620-770-6119

PUBLIC WORKS SUPERINTENDENT
   Mike Hayes (620) 546-3844

UTILITIES SUPERINTENDENT
   Mick Kendall (620) 546-3584

POOL’S NUMBER 723-2850
EMERGENCY PROCEDURES

1. Lifeguard closest to the incident notify the entire staff by a triple sharp whistle. Proceed to the incident.

2. The Manager or nearest lifeguard will be responsible to call an emergency vehicle or Sheriff’s Office (911) or 723-2182.

3. If all personnel are required to help with the incident the pool must be cleared by the lifeguard farthest from the incident after notification from the Manager.

4. If any questions are asked of any lifeguard about any incident, refer them to the Manager.

5. Immediately following the incident the lifeguard(s) involved should fill out the incident report form at the direction of the Manager.

CHANNEL OF AUTHORITY AND RESPONSIBILITY

POOL MANAGER
   Ellen Waters        (620) 253-6203

ASSISTANT POOL MANAGER
   Morgan Powell      (620) 253-4579

PUBLIC WORKS SUPERINTENDENT
   Mike Hayes         (620) 546-3844

UTILITIES SUPERINTENDENT
   Mick Kendall       (620) 546-3584

CITY ADMINISTRATOR
   Stacy Barnes      (620) 770-6119

The pool manager is responsible and in authority at the city swimming pool. In the absence of the pool manager, an acting manager will be designated by pool manager. All problems and questions relating to your job and pool operation must be channeled through the pool manager.
GENERAL INFORMATION

1. Report to duty on time. Oversleeping is not an excuse! The manager must be called immediately if tardiness is going to occur.

2. If you are scheduled to work, you are required to try and find your own replacement. A shift change form should be filled out, approved by the Manager/Asst. Manager and the schedule changed.

3. Hours are to keep recorded and time cards must be filled out daily.

4. The lifeguards must make sure that everything is in order before leaving their duty. Lifeguards are responsible for proper disposal of trash on the outside of the facility. The parking lot is to be cleaned of all debris and the trash is to be taken out of the bathhouse daily for dumping. Take all personal towels home each night to be dried or laundered. Lifeguards must check out to manager before leaving their shift each day

5. Each lifeguard and manager must make themselves available to all patrons at all times while on duty unless it is distracting from effectively guarding the swimming pool area. At such times patrons should be referred to the management. Be pleasant to all staff and patrons and do not let your personal likes or dislikes show.

6. Show an interest in swimming and swimmers, but do not encourage your friends or family to visit with you while you are on duty during the day. Your break is a time while you may relax and visit. At all times remember you are being paid for your time and your loyalty belongs to the job. Lifeguards are to be at designated stations while on duty (in chair or standing beside it). NO CELL PHONES OR PERSONAL MUSIC DEVICES WHILE ON DUTY.

7. Do not leave your tower or post until you are relieved or told to leave. A drowning can happen at any time. Be alert and ready for any incident.

8. While you are on duty – lifeguarding – you are NOT to be swimming. This is for your patron’s safety and yours. (This means during regular business hours and for special parties, events or groups.)

9. Each lifeguard is expected to successfully pass a lifeguarding course or renewal of lifeguarding certificate.
10. Guard and insure the safety of every patron. If you witness an incident, fill out an incident report form and give copy to Parent/Guardian and file the original with the Manager.

11. Maintain a good and alert posture at all times while on duty. Distracted by music and dancing, throwing balls back and forth to other lifeguards or patrons, spraying each other with the hose or water guns, etc. and/or horseplay between lifeguards or patrons that may result in injury to anyone. These are examples for immediate disciplinary action. (Dismissal, suspension.)

12. Enforce all Rules of the Pool. Make sure that we set examples of behavior that we desire. Notify the manager of any incidents that require discipline other than a time out on the side of the pool. (Maximum time out: 10 minutes by tower. No more than 3 times during one day. Then the manager will consider a day or longer out of the pool.)

13. Be helpful and courteous at all times to all patrons.

14. Do all assignments thoroughly and as promptly as possible.

15. Talking to friends or family on duty is strictly forbidden! If you need to talk with someone please ask for a relief lifeguard for the moment needed. Lifeguards should never have his or her back turned to the pool. No friends or family allowed in admission/concession area. Employees Only!

16. Lifeguards should be mindful of how much they swim during breaks…during very hot days, swimming should be limited. You may get in the water to cool off as you make your rotation, but do so in a timely manner. Again, remember that you are always held to higher standards than anyone else that swims at the pool.

17. While on duty wear swimsuit, sunglasses, lifeguard t-shirts or tank tops and hat/visor on sunny days for protection. Sunscreen is a priority.

18. Be prompt and quick in rotation off the stands.

19. Report any signs of vandalism or repair of equipment need immediately.
20. If any lifeguard is not fulfilling their duties, they will simply not be put on the schedule for work.

21. Paychecks may be picked up in the afternoon of the 15th and the last day of the month. If you want your check mailed, please make arrangements with the city clerk at city hall.

22. Absence of personnel from duty:
   a. Sickness: If for any reason you cannot report for work, you must report to the pool manager as soon as possible.
   b. Vacations: All pool personnel hired for summer are hourly workers. As such, you are not eligible for any paid vacations or time off.
   c. Quitting notice: It is advisable to give a two week notice so arrangements may be made for your replacement. This is more common courtesy and common sense and is not mandatory.
   d. In-service: In-services may be held periodically. They will be posted and you are expected to attend unless previously arranged with the manager.

**WORKING SCHEDULE**

A summer monthly schedule will be available for your convenience, posted in pool office. This is designed to solve many scheduling problems that arise with summer activities. Notify the manager of the days off you wish ahead of time, you will need to find your own replacement and let the manager know who is covering your shift for you.

Lifeguards are to be responsible for daily cleaning & maintenance before pool opens and when it closes.

Monday-Saturday  
1:00pm—7:00pm  
(Agent Swim: 12:00—1:00pm, 7:00pm—7:30pm)

Sunday  
2:00pm—7:00pm

Hours subject to change due to weather or other unforeseen reasons.  
Season dates: Opening day: Memorial Day. Last swim day: Labor Day.  
TBD: alternate swim schedule after school resumes in August.
**COMMUNICATION**

1. **Whistle:** Your means of immediate and emergency communication. **THREE** sharp, short blows indicate an emergency rescue or management needed immediately. If and when necessary for all personnel to help in the procedure, the lifeguard farthest from the incident will be responsible for clearing the pool area and the area around the incident. The manager or designated lifeguard will be responsible for notifying over the public address, all swimmer directions. **TWO** sharp whistles, indicates communication between lifeguards. **ONE** long whistle is used to get swimmer attention.

2. **Telephone:** The phone is to be used **only** in cases of emergency. List of emergency numbers is posted at the telephone station. Please keep personal calls to a minimum. **Yield to emergency calls always. (Federal Law).**

3. The manager or designated lifeguard will be available for assistance or guidance with any problem in communication.

**RESCUES**

1. **Emergency Plan:** Vary with the type of incident.

2. **Location of rescue and first aid equipment.**

3. If water rescue is necessary, alert lifeguards and management by using the **THREE** sharp whistles.

4. **Alert manager of any type of incident.**

5. **Fill out Incident Report as directed by the Manager/Asst. Manager.**
INCLEMENT WEATHER POLICY/PROcedures

- Outdoor Temperature must be 75° F or higher.
- In the case of lightning, hail or rain, the pool will close.
- All decisions regarding pool closing will be at the discretion of the pool manager.

1. The manager should be able to reach you at all times in the event the weather clears.

2. It will be necessary for you to check back with the pool or the manager each hour, or at the direction of the manager.

3. The pool will re-open if conditions improve to allow three or more hours of safe swimming.

SPECIFIC DUTIES REQUIRED OF ALL STAFF

1. Return patrons’ belongings courteously at all times.

2. Maintain order and control in the admission/concession areas.

3. Do not participate or allow horseplay in the admission/concession areas.

4. Keep the areas dry, neat and clean. Keep personal belongings in the staff area/lockers. All drinks and snacks should also be kept in the staff area. All staff is reminded that the pool is a business, and the public expects to be treated in a professional manner. Do your best to be a sincere, alert, ambitious and loyal employee. The entire staff is cautioned to leave improper behavior, language and social activities outside the workplace.

5. Whenever possible, help remind patrons to shower before entering the water to allow us to maintain our water clarity and chemical balance.

6. Check with all patrons that are wearing patches for injuries. Patrons that are severely sunburned should be cautioned to apply more sunscreen or clothing. Any odd or irregular situations or conditions should be brought to the attention of the manager.
7. The manager or designated lifeguard is completely responsible for the admission of all patrons. During rotations the cashier assumes the responsibility of the admissions/concession area. It is imperative that any staff member on break or in the area offer their assistance in the event that the cashier is in the process of admitting patrons.

8. **Only pool personnel should be allowed in the admissions/concession area.** Remember the pool is a business and should run as smoothly as possible. All staff members are responsible for making this effort possible.

9. Enforce all Rules of the Pool. Make sure that we set examples of behavior that we desire. Notify the manager of any incidents that require discipline other than a time out on the side of the pool. (Maximum time out: 10 minutes by guard. No more than 3 times during one day. Then the manager will consider a day or longer out of the pool.)

10. All staff is to be reminded that the diving boards are restricted during any breaks during the business day. Staff is allowed to immerse themselves, however it should be as brief as possible to allow for ample time to ready yourself for the next rotation. All safety breaks are for patrons, and the staff is reminded that the break is to last for a maximum of 15 minutes. At discretion of manager/lifeguards, adults age 18 and over can be in pool during the breaks.

11. Inappropriate behavior will not be tolerated and may be punishable by suspension or dismissal.

12. Breaks are to be no longer than 15 minutes unless there is an emergency or not proper lifeguard coverage. Manager is to be alert during breaks for visibility of patrons.

***If lifeguards are NOT doing their job, they will simply NOT be put on the work schedule***
PERFORMANCE REPORTS

Category A:
Talking to friends while on stand.
Not watching your area of water
Not enforcing rules of the pool
Not finding a sub/not showing up
Leaving without permission
Disrespecting patrons or staff
Not attending In-Service
Lack of Professionalism
Insubordination
Stealing concessions/money

Category B:
Not in uniform (Includes suit, whistle, CPR mask)
Not performing duties effectively
Food on stand
Not cleaning up after yourself
Late for work (no call/text)
Rotating late/late from break
Not sitting on chair properly
Not cleaning effectively

Three (3) write-ups from Category B = one (1) Category A

Consequences:
1st Oral/Written warning
2nd Written warning/3 Scheduled days off
3rd Conference/Written response/7 days Scheduled off
4th Termination
DAILY MAINTENANCE SCHEDULE  
(BEFORE OPENING 12:00 – 12:50)

Morning Maintenance: Check off each morning.

1. Check all the way around the pool inside and out picking up any trash/debris.
2. Take a chemical reading and record.
3. Skim water surface as needed and check gutter guards.
4. Clean restroom with disinfectant/antibacterial cleanser daily and as needed.
5. Clean toilets and urinal thoroughly and check for need of toilet paper and paper towel replacement.
6. Check and clean all shower drains and toilets.
7. Sweep and spray off deck around the entire pool & pool furniture.
8. Put out all safety equipment and trash containers.
9. Clean tiles, metal guards, and ladders as needed.
10. Sweep down the walls in the deep end, middle, stairs, and 0-entry if necessary, weekly unless otherwise needed.
11. Vacuum deep end, middle and shallow with manual vacuum as needed.
**DAILY MAINTENANCE SCHEDULE**
*(BEFORE CLOSING 6:30 – 7:30)*

Evening Maintenance: Check off before closing/leaving.

_____ 1. Check all the way around the pool inside picking up any trash/debris. Lifeguards should always walk opposite directions around the pool area before leaving at night.

_____ 2. Check & clean restrooms/showers.

_____ 3. Check the parking lot and outside the pool area for any trash.


_____ 5. Items left by patrons should be stored until claimed.

_____ 6. Put away all lifeguard equipment and secure/stow away pool furniture.

_____ 7. Take bags out of trash cans. Dispose of bags & secure/stow away trash cans.

**GREENSBURG CITY POOL GENERAL RULES & REGULATIONS**

Swimmers are not allowed in the pool or pool area unless the pool is officially open to the public & guards are on duty.

Swimmers must only wear swimming apparel in the pool; Jeans, Cut-off Jeans, Underwear or Dresses are NOT allowed.

Children six (6) years of age & under must be accompanied by a responsible person of at least 14 years of age.

Only children six (6) years of age & under are allowed in the baby pool with proper supervision (14 years of age & older).

Children under 3-yrs as well as any child not potty-trained are asked to wear snug-fitting plastic pants or a water resistant swim diaper. Diapers may be purchased at the concession stand.

A Break will be take 10 minutes before the top of each hour. Patrons 18 years & older may swim, but the slides & diving board will be closed.

NO glass bottles or containers are allowed in the pool area, concession area or office area.

NO SMOKING is allowed in the pool or the pool area.

NO RUNNING ON THE POOL DECK OR BATH HOUSES!

Please keep all food & drinks in the concession area & away from the pool.

Patrons are not to visit with guards on duty.

Greensburg City Pool is not responsible for loss of belongings or damage to electronic items.

Pushing &/or dunking are not permitted.

Only one person is allowed on the board at a time. “Double-Bouncing” will not be allowed. Jump straight off the board.

GAINERS will not be allowed.

Patrons using the slide are requested to sit facing forward & feet first.

No sitting or standing on the ropes.

No diving in water 5’ or less.

A phone is available for rides or emergency use only. Calls are asked to remain brief.
Sunscreen is available at the Main Window of the Pool House.

Failure to obey rules or regulations, either verbal or written, will result in loss of pool privileges for the season & loss of admission fee.

**Pool Admission Rates**

Daily admission $2 per person

Individual Season Pass $45

Family Season Pass $90

Pool Parties $125 per hour, 2 hour minimum
City of Greensburg
Swimming Pool Season Pass

Name:______________________________________________________________

Address:________________________________________________________________

Home Phone:______________________________________ Cell:________________________

Email:____________________________________________________________________

Emergency Contact (other than someone on this pass):

Name:_________________________________________________________ Phone:____________________

Individual Pass $45      Family Pass $90

Family passes good for all individuals in one household, living under the same roof. Please list names of persons on the pass:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Any known medical conditions or allergies? Please list:

_______________________________________________________________________
_______________________________________________________________________

For city use: Date Received____________________________________ Amount $________________________

Cash__________________Check________________Credit Card____________________________Employee:________________
Greensburg Swimming Pool Party Form

Today’s Date: ____________________

Person or Organization: ____________________

Day and Date Party _______________ Time _______________

Best Telephone # to reach you at ____________________

Price: One-Hundred Twenty-Five Dollars each hour ($125.00/hr) will be charged. There is a minimum of 2-hours

Concessions available upon request YES NO (circle one)

The pool will provide adequate supervision for the number of patrons in the party.

Total number of people attending ___________ (for lifeguard purposes)

Customer Copy

Responsible Person or Organization: ______________________________

Date of event: ___________________ Time: ______________________

Manager/Asst. Manager ______________________

Greensburg Pool #: 723-2850

Deposit amount paid (@ least 1/2: __________

Date scheduled: ______________

Total number of people attending ___________ (for lifeguard purposes)

Concessions available upon request YES NO (circle one)

Rules:
1. Recreational articles will be allowed in the pool at the discretion of the manager.
2. Absolutely no glass containers, cereal malt or alcoholic beverages.
3. Noise will be held at a level so as not to disturb the neighbors.

Additional rules and regulations may be added at the discretion of the pool manager
Greensburg City Pool Incident Report

Name: ________________________ Age: ______  Sex: ______
Address: _____________________________________ Zip: ___________
Telephone: _____________________
Date and Time: __________________
Person Reporting: ________________________________
Incident Information: _____________________________________________________
______________________________________________________________________
______________________________________________________________________
Injury Information: _______________________________________________________
_________________________________________________________________________
_________________________________________________________________
First Aid: ______________________________________________________________
______________________________________________________________________
Supervisor Attending: _____________________________________
EMS Called (Circle):  Yes or No
Name of Relative notified: ________________________________
Other: ____________________________
Action taken: ___________________________________________________________
______________________________________________________________________
Witnesses: ______________________________________________
Signature of Pool Manager: ________________________________
Comments: ___________________________________________________________
______________________________________________________________________
Action taken: __________________________________________________________
Return date, if applicable: ________________________________

*Keep in 3-ring binder.
GREENSBURG POOL SHIFT-CHANGE FORM

I _________________________ can not work on _________________ from ______________.  
(Employee Requesting Change) (Date) (Shift Time)

________________________ has agreed to work this shift for me.  
(Employee Covering Change)

______________________________   _______________  
(Signature of Employee Requesting Change)     (Date)

______________________________   _______________  
(Signature of Employee Covering Change)     (Date)

______________________________   _______________  
(Signature of Manager/Asst. Manager)     (Date)

All requests should be submitted as far in advance as possible.  
After this has been signed & approved by the Manager/Asst. Manager, he/she will change it on the posted schedule.
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: 00
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 inquiries 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: 00
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 inquiries 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: 00
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.
Section 1: Personal Information.
1. Applicant’s Name: Margaret Bradley
   Spouse (if applicable):

2. Name of Corporation (if applicable):

3. Street Address: 224 S Spruce 48360 So 122nd St
4. City, State, Zip: Greensburg KS 67054 Omaha NE 68137
5. Home Phone #: 402-677-9635 Work phone #:
6. E-Mail Address: BarbBradley69@gmail.com

Section 2: Proposed Land Bank Donation.
1. Common Address(s) of Property: 224 S Spruce
   Vacant Land? Structure?

2. Legal Description(s) of Property (a copy of current deed may be attached)
   West Side Addn (Greensburg) Block
   All Lots 345-46

3. Does the property being donated have any Code Enforcement violations?
   Yes [ ] No [X]

4. Have all taxes/abatement costs been paid on the property?
   Yes [X] No [ ] If no, how much is remaining? $__________

5. What is the current County Appraised Value of the Property? $8,340.00
Section 3: Additional Comments & Terms of Proposal.

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.

Incomplete applications will not be considered and will be returned to the sender. As the applicant, I attest that the information in this proposal is accurate. I attest that I have read the City of Greensburg Land Bank policy and agree to the terms and conditions of it. I understand that the Land Bank and the City of Greensburg reserve the rights to reject any proposal without cause. I understand that I will be responsible for paying for title insurance.

Applicant’s Signature  

Print Your Name Margaret Bradley  

Date 5-3-17

Return Completed Application to: Land Bank, City Hall, 300 S. Main, Greensburg, KS 67054  
Fax: (620) 723-2644  Phone: (620) 723-2751
Land Bank  
City of Greensburg  
300 S. Main  
Greensburg, KS 67054  

Section 1: Personal Information.  
1. Applicant's Name: JAMES J BRADLEY  
   Spouse (if applicable): RENA K BRADLEY  
2. Name of Corporation (if applicable):  
3. Street Address: P.O. Box 7909  
4. City, State, Zip: PUEBLO WEST CO 81007  
5. Home Phone #: 719 252 9648  
6. Work phone #:  
   E-Mail Address: JAYAWARELEY49@GMAIL.COM  

Section 2: Proposed Land Bank Donation.  
1. Common Address(s) of Property: 219 SBay  
   Vacant Land? X Structure?  
2. Legal Description(s) of Property (a copy of current deed may be attached)  
   LAS S A 9, 15 BLOCK 14  
   GREENSBORO KS  
3. Does the property being donated have any Code Enforcement violations?  
   Yes X No  
4. Have all taxes/abatement costs been paid on the property?  
   Yes X No If no, how much is remaining? $  
5. What is the current County Appraised Value of the Property? $  
   
Donation
Section 3: Additional Comments & Terms of Proposal.

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.

Incomplete applications will not be considered and will be returned to the sender. As the applicant, I attest that the information in this proposal is accurate. I attest that I have read the City of Greensburg Land Bank policy and agree to the terms and conditions of it. I understand that the Land Bank and the City of Greensburg reserve the rights to reject any proposal without cause. I understand that I will be responsible for paying for title insurance.

Applicant's Signature

Print Your Name

Date 5/3/2019

Return Completed Application to: Land Bank, City Hall, 300 S. Main, Greensburg, KS 67054
Fax: (620) 723-2644 Phone: (620) 723-2751