

**CITY OF GREENSBURG  
REGULAR CITY COUNCIL MEETING  
300 SOUTH MAIN GREENSBURG, KANSAS  
MONDAY, NOVEMBER 16, 2020  
6:00 PM**

**The meeting is available online via the City of Greensburg Facebook page.**

**A) CALL TO ORDER**

**B) PLEDGE OF ALLEGIANCE AND INVOCATION**

**C) ROLL CALL & APPROVAL OF THE AGENDA**

**D) CITIZEN COMMENTS**

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

**E) CONSENT AGENDA**

These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.

1. Approval of Minutes
  - a. Regular Meeting – November 2, 2020
2. Appropriation Ordinance
  - a. Ordinance #1184

**F) ITEMS OF BUSINESS**

1. Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates
2. Rhonda Fernandez, Professional Insurance Consultants, 2021 Employee Benefits
3. Consider Fire Vehicle Purchase
4. Ordinance #1102 Amending City Code Ch. 1, Sections 1-302, 314-320 Regarding Department Heads
5. Resolution #2020-09 Amending the Procurement Policy

**G) CITY STAFF REPORTS**

**H) GOVERNING BODY COMMENTS**

**I) ADJOURNMENT**

**NOTICE: SUBJECT TO REVISIONS**

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

To be placed on future agendas please contact City Administrator Stacy Barnes at [administrator@greensburgks.org](mailto:administrator@greensburgks.org) or call City Offices at 620-723-2751.

**Greensburg City Council  
November 2, 2020  
City Hall**

**A) CALL TO ORDER**

Mayor Matt Christenson called the November 2, 2020 meeting to order at 6:00 p.m.

**B) PLEDGE OF ALLEGIANCE & INVOCATION**

The Pledge of Allegiance was said. Invocation was given by Pastor Jon Harrison.

**C) ROLL CALL & APPROVAL OF THE AGENDA**

Council Present: Mark Trummel, Mike McBeath, Chance Little, and Haley Kern. Pam Reves was absent.  
Staff present: Administrator Stacy Barnes, Chief of Police Aaron Webb, and City Clerk Christy Pyatt.

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

**D) CITIZEN COMMENTS**

Garret Kern made a request for the creation of a skate park at the developing swimming pool park. He believes that it would be well used and offer an opportunity for exercise.

**E) CONSENT AGENDA**

Kern made a motion, seconded by McBeath, to approve the Consent Agenda as presented. Motion passed 4-0.

**F) ITEMS OF BUSINESS**

**1. Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates**

Kiowa County Public Health Officer Kerri Ulrich was unable to attend tonight's meeting. Barnes provided updates from Ulrich. Covid-19 positive case numbers in Kiowa County are rising daily, including the number of patients needing hospitalization. Pratt County is also seeing a surge of positives. Citizens are encouraged to be diligent in wearing masks, hand washing, and social distancing. As of this morning, Kiowa County has had 98 positive tests, 8 of those being currently active. Ulrich conveyed that those numbers have likely changed through the course of the day.

**2. Swimming Pool Park RFP Review and Approval**

Included in the meeting packet was a draft Swimming Pool Park RFP for Council's consideration. The document includes: a brief background of the project; scope of work; a budget; notation that it is the northeast corner of the block that will be developed; pictures of other playgrounds in the community (in hopes of not duplicating features); descriptions of the submittal expectations, evaluation process, and timeline; and contractor registration and insurance requirements. As written, each company may submit up to 2 designs. The Park Committee will narrow down the proposals, public input will be obtained, and then the recommended proposals will be brought to Council for consideration. Barnes plans to publish the RFP Monday, November 9<sup>th</sup>. Proposals would be due to City Hall by 5 p.m. Monday, November 30<sup>th</sup>. The Park Committee would review submittals, finalists would be selected, and community input gathered in December and January. City Council would review final selections on February 1<sup>st</sup> and approve a contract February 15<sup>th</sup>. Barnes hopes to see installation completed by May 31, 2021.

Trummel questioned the previously discussed budget of \$50,000 and asked if that should be published in the RFP. His concern was the potential of companies charging the maximum allowed amount, not because that is what the product would cost, but simply because they know the budget. Barnes believes it would be difficult to lower the scale of options without publishing a budget. Christenson questioned

how much can actually be purchased and installed for \$50,000. He believes that this project is different than others the City has put to bid in the past. Other projects have been “this is what we want, how much will it cost”. This project is “what can we get for this amount of money.” Kern would like to see submittals itemize feature costs. She believes that not providing a budget could cause the process of narrowing down features to take longer and take more work. Little stated that he has done some research and \$50,000 will not purchase much, especially with it being installed. Little asked if Staff had numbers on what current city park features have cost. He estimates that features at Sunset Acres Park would cost a minimum of \$50,000, without the rubber mulch base and containment. He questions how many bids will be submitted with the current budget. Kern feels this is a good time of year to be requesting submittals. She suggested that upon review Council could increase the budget if they felt it necessary.

Little made a motion to approve the draft RFP as presented. Kern seconded. The motion passed 4-0.

### **3. Approve Use of Incubator Space for Holiday Display**

Staff has been approached by Georgina Rodriguez about using the former Incubator building manager’s office to do a holiday display featuring local businesses. Rodriguez is willing to organize the display and envisions a “Shop Greensburg” window. The office space is currently vacant. The consensus of the Council was that this is a wonderful idea. Barnes will notify Rodriguez that she is free to proceed.

## **G) CITY STAFF REPORTS**

Barnes reported to Council on the following topics:

- **Election Tomorrow:** The General Election is tomorrow, November 3rd. Polls are open at the Fairgrounds Community Building 7am-7pm. Barnes reminded everyone to bring a photo ID. Positions on the ballot include President; U.S. Senate; U.S. House of Representatives; 33rd State Senate District; 117th District State Representative; District Court Judges; District Magistrate Judge; County Commission for 3rd District; County Clerk; County Treasurer; County Register of Deeds; County Attorney; Sheriff; Hospital Board; and Kansas Supreme Court & Court of Appeals. Voters can see a sample ballot at [www.myvoteinfo.voteks.org](http://www.myvoteinfo.voteks.org).

- **117<sup>th</sup> Kansas District** - State Representative Leonard Mastroni of the 117th District (which includes Edwards, Hodgeman, Kiowa and Ness Counties and parts of Pawnee and Finney counties) passed away on September 30th. Tatum Lee Hahn of Ness County has been appointed by precinct committeemen and women of the district to fill the remainder of his unexpired term through January. Mastroni remains on the ballot, unopposed, for the general election. The district committeemen and women will hold another convention to appoint his replacement for the full two-year term should he win the general election.

- **Council Chambers Partitions:** After the last Council meeting, in which there were several audience members, Barnes was asked about the possibility of plexiglass dividers for the Council desk area, to allow the governing body to sit up front for meetings and have COVID-19 precautions in place. These have been ordered and should be in place for the next Council meeting. Moving Council back to the front desk will also allow for use of the already installed sound equipment for streaming of the meetings.

- **2019 MIH Grant:** The final payment for the 2019 MIH Grant project was on tonight’s appropriations ordinance and the final documents will be sent to KHRC to close out the grant. Ongoing responsibility of the city will be to work with the owners to submit tenant income compliance to KHRC for the 5-year compliance requirement.

- **Public Works Activities:** Recent activities within the Public Works department include cutting back grasses on Main Street; continued work on updating water utility documents (which will be additional future agenda items); and replacing the spinning bowl seats at the Big Well Park.

Chief Webb reported on the following:

- **Monthly Statistics:** A copy of statistics for the month of October was provided. The same will be posted on the Police Department Facebook page. There were several notable calls for service in October. Two businesses were burglarized. Fingerprints were collected and submitted to the KBI. A sex offense with a juvenile was reported. The offense occurred several years ago. Webb is investigating and working with DCF. There were three vehicle accidents in city limits, one of which involved minor injuries.
- **Trunk-or-Treat:** The Police Department participated in the community Trunk-or-Treat. Amendment funds were used to purchase full size candy bars, LED light stick necklaces, glow in the dark frisbees, glow in the dark bracelets, and plastic Greensburg PD badges.
- **Halloween Calls for Service:** There were several calls for service regarding juveniles on Halloween. Several vehicles were egged and soaped. Juveniles were released to their parents. Additionally, a group of juveniles were discovered to be in possession of marijuana. They were released to parents with cases pending.
- **Cameras:** The new body cameras and car camera system, previously approved, are set to ship later this month. Ray Stegman will do the camera installation along with installation of a wrap-around bumper similar to what the Highway Patrol and Sheriff's Office have on their vehicles.
- **Click-It-Or-Ticket** – The department has received an equipment allowance of \$2,475 for participating in the state's annual Click-It-Or-Ticket program. These funds are in addition to the overtime the City has already been reimbursed for.

#### H) GOVERNING BODY COMMENTS

There were no additional comments from the Governing Body.

#### I) ADJOURNMENT

With nothing further to discuss, Christenson declared the meeting adjourned at 6:22 p.m.

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Matt Christenson, Mayor

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Christy Pyatt, City Clerk

**APPROPRIATION ORD. 1184**

11.16.2020

CHECK #	VENDOR	REFERENCE	AMOUNT
<b>PRE-PAID</b>			
28968	BTI-PRATT	REPAIR & SUPPLIES	\$ 303.50
28969	GIANT COMMUNICATIONS	PHONES/INTERNET	\$ 386.95
28970	VERIZON	MOBILE PHONE/INTERNET	\$ 97.06
	<b>***** PRE-PAID TOTAL *****</b>		<b>\$ 787.51</b>
<b>PAID</b>			
28973	5.4.7 ART CENTER	TOURISM - MT LIGGETT GRAND OPENING	\$ 2,500.00
28974	ALLIANCE AG & GRAIN LLC	FUEL	\$ 1,218.51
28975	COMMERCIAL OUTDOOR CO., LLC	LEASE ADVERTISING	\$ 300.00
28976	COMPLIANCE ONE	EAP MONTHLY BILLING	\$ 61.50
28977	CITY OF GREENSBURG-CONTINGENCY	BOOTS/POSTAGE /WATER SAMPLES	\$ 863.30
28978	DALE FAMILY FARMS LLC	MERCHAN DISE FOR RESALE	\$ 156.00
28979	DODGE CITY INTERNATIONAL	EQUIPMENT REPAIRS	\$ 97.77
28980	DOUBLE F PUMP & SUPPLY	PVC 1'	\$ 17.16
28981	GALLS	BELT KEEPER, DUTY BELT.PANTS	\$ 435.15
28982	GREENSBURG FARM SUPPLY	PARTS/ SUPPLIES	\$ 489.73
28983	GREENSBURG FRA	SENST, ENGELKEN, KOEHN, FLEENE	\$ 445.39
28984	GREENSBURG TIRE	FIRE TRUCK - TIRE REPAIR	\$ 50.00
28985	GWORKS	ANNUAL LICENSE FEE FOR 2021	\$ 4,966.64
28986	J.P. COOKE CO.	2021 pet tags	\$ 81.75
28987	KANSAS ONE-CALL SYSTEM,INC.	REGULAR LOCATES	\$ 7.20
28988	KANSAS POWER POOL	POWER PURCHASE	\$ 75,174.32
28989	KERBS LAW OFFICE	LEGAL SERVICES	\$ 2,568.90
28990	KIOWA CO TREASURER	2020 PROPERTY TAXES	\$ 12,233.68
28991	LEAGUE OF KANSAS MUNICIPALS	VIRTUAL FALL CONFERENCE DEC 2-4	\$ 99.00
28992	LIBERAL CONVENT. & VISITORS	ADVERTISING	\$ 3,250.00
28993	LUMINOUS NEON INC	SIGN LEASES	\$ 2,838.41
28994	POWERPLAN	PARTS - HYDRAULIC	\$ 189.66
28995	OFFICE SOLUTIONS	INSTALL A NEW COMPUTER	\$ 177.52
28996	ORKIN	INCUBATOR PEST CONTROL	\$ 131.99
28997	PEOPLES INSURANCE	POLICY #4H52899 EMC	\$ 317.00
28998	PHILIP MOORE	NOVEMBER COURT	\$ 250.76
28999	SALTUS TECHNOLOGIES	DIGITICKET AGREEMENT	\$ 990.00
29000	SOUTHWEST TOWING	BUCKET TRUCK	\$ 462.50
29001	STACY BARNES	KPP REBATE PROGRAM - WASHER	\$ 30.00
29002	STANION WHOLESALE ELEC. .	CONDUIT	\$ 102.03
29003	SUPERIOR FIRE EQUIPMENT LLC	EXTINGUISHER RECHARGE SERVICE	\$ 16.00
29004	UNIFIRST CORPORATION	UNIFORMS/ MATS	\$ 625.93
	<b>***** PAID TOTAL *****</b>		<b>\$ 111,147.80</b>
	<b>***** REPORT TOTAL *****</b>		<b>\$ 111,935.31</b>

**City of Greensburg  
City Council Meeting  
November 16, 2020**

To: Mayor and City Council  
From: Stacy Barnes, City Administrator  
Subject: Agenda items F. 1-5

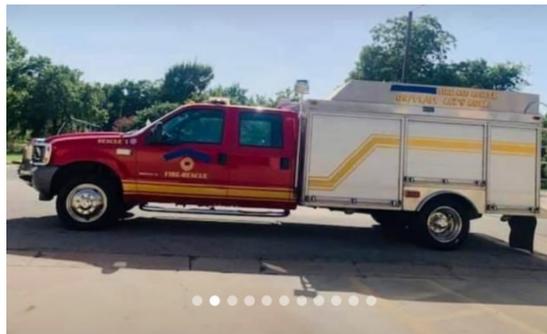
**Agenda Item F.1      Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates**

**Agenda Item F.2      Rhonda Fernandez, Professional Insurance Consultants, 2021 Employee Benefits**

Rhonda is finalizing the 2021 benefits package and will have that information to present to the governing body at the meeting on Monday.

**Agenda Item F.3      Consider Fire Vehicle Purchase**

Fire Chief Theron McKinney is requesting approval to purchase the following light rescue truck located in Clarksville, TX for the Greensburg Fire Department.



**Light Rescue  
\$36,500**

2002 Ford F-550 4x4 crew cab quick attack rescue truck. Powered by 7.3 Ford turbo-diesel engine, 34,000 miles, automatic transmission. Vanguard DM950D 250GPM diesel pump, 500-gallon water and 20 gallons foam. Electric hose reel with hose. 2 1.5" preconnected discharges, storage/dunnage topside with coffin style covered doors, scene lighting, onboard generator, chrome grill guard and winch, chrome wheel simulators, new tires, rear step ladder for top storage access.

This truck will also be equipped with first responder equipment for response to medical calls within the City. Often fire department volunteers are called out as first responders within the City and we do not currently have a truck that can respond to those types of calls to have equipment on scene if they arrive before EMS.

The current fund balance of the Fire Equipment Reserve Fund is \$88,884.84 and is sufficient for this purchase. This fund is replenished through end of year transfers of unused budgeted funds from the fire general operating fund. Over the last 3 years, \$25,706 has been transferred at the end of the year to the Fire Reserve Fund. 2019: \$8,388 2018: \$8,846 2017: \$8,472

With approval of the purchase, volunteer firefighters have offered to go pick it up.

**Agenda Item F.4      Ordinance #1102 Amending City Code Ch. 1, Sections 1-302, 314-320  
Regarding Department Heads**

1-302 Changes department head language to reflect one public works department.

1-314-320 Changes to Public Works Superintendent, Public Works Foreman positions, adds Police Chief and Fire Chief as Department Heads. Previously the Police and Fire Chiefs were listed in section 1-302 but not as separate sections with office description and duties.

Ordinance #1102 adopts these changes to the City code.

**Agenda Item F.5      Resolution #2020-09 Amending the Procurement Policy**

Resolution 2016-05 was adopted July 18, 2016 by the governing body establishing a procurement policy for the City. Upon review, updates need to be made regarding department head titles. We do not utilize purchase orders, so that language has been struck from Section 1. A.

Resolution 2020-09 adopts the procurement policy with the amendments.

ORDINANCE NO. 1102

**AN ORDINANCE AMENDING CHAPTER I, ARTICLE 3, SECTIONS 1-302, 1-314, 1-315, 1-316, 1-317 AND 1-318 OF THE CODE OF THE CITY OF GREENSBURG, KANSAS AND ADDING SECTIONS 1-319 AND 1-320 TO THE CODE OF THE CITY OF GREENSBURG, KANSAS, UPDATING DEPARTMENT HEAD TITLES, DESIGNATING THE POLICE CHIEF AND FIRE CHIEF DEPARTMENT HEADS AND IDENTIFYING THE OFFICE AND DUTIES OF SUCH, AS DEFINED IN THE ADOPTED POSITION CLASSIFICATION AND PAY PLAN.**

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

**SECTION 1.** Sections 1-302, 1-314-320 of the Code of the City of Greensburg Kansas are hereby amended to read as follows:

**"1-302. Department heads; appointment and removal.**

The city administrator shall appoint all city department heads, including the police chief, fire chief, city clerk/treasurer, assistant city clerk, public works superintendent, public works foreman, and convention and tourism director with the advice and consent of the mayor and council. The department head positions appointed by the city administrator are "Employees at Will" and may be removed, with or without cause, from office at any time subject to city personnel policies as adopted by the city council."

(K.S.A. 15-204; C.O. No. 10; C.O. No 13; Code 2007; Ord. 1084, Ord. 1102)

**1-314. Public Works Superintendent; office and duties.**

There is hereby established the office of public works superintendent. The duties of the public works superintendent shall be as follows:

(a) Responsible for managing, directing, coordinating, supervising and inspecting the construction, maintenance, repair and day to day operation of the Electric Distribution, Water Distribution, Sewer System, streets, parks, and drainage systems for the City of Greensburg. Schedules, supervises and trains subordinate personnel, including skilled and unskilled workers in the performance of assigned construction, maintenance and repair functions. Coordinates and communicates with the Public Works Foreman project priorities for task assignments to personnel.

(b) Recommend to the city council projects for the improvement or enlargement of the systems and make such monthly and annual reports as may be required by the mayor and council. Responsible for the department budget and makes recommendations to the City Administrator on annual budget.

(c) Perform such other duties as may be prescribed by ordinance or by the governing body.

(Code 1986, 1-305; Code 2007, Ord. 1102)

**1-315. Public Works Foreman; office and duties.**

There is hereby established the office of public works foreman. The duties of the public works foreman be as follows:

(a) Under the direction of the Public Works Superintendent, the Public Works Foreman performs a wide range of maintenance and improvement activities of the City of Greensburg streets, parks and drainage systems and assists with utility systems maintenance and operations as directed.

(b) Determines the maintenance and construction needs for City public works operations in consultation with the Public Works/Utilities Superintendent.

(c) Perform such other duties as may be prescribed by ordinance or by the governing body.

(Code 1986, 1-306; Code 2007, Ord. 1102)

**1-316. Convention and Tourism Director; office and duties.**

There is hereby established the office of Convention and Tourism Director. The duties of the Convention and Tourism Director shall be as follows:

(a) Manage the charge, care, and operation of the Big Well Museum including annual budget, day to day operations, employment and management of personnel, gift shop inventory, museum exhibits and visitor experience.

(b) Works with the city council appointed Convention and Tourism board to administer the Tourism Fund for community promotion. Prepares agendas, takes minutes, prepares financial reports, and proposes projects for the Convention and Tourism board.

(c) Prepares promotional and advertising materials for Greensburg.

(d) Works to attract conventions, groups, and tourists to Greensburg including developing itineraries, arranging tours and transportation, hotel, dining and meeting locations.

(e) Maintains and updates the city's websites and social media accounts.

(Ord. 1084, Ord. 1102)

**1-317. Police Chief; office and duties.**

There is hereby established the office of Police Chief. The duties of the police chief shall be as follows:

(a) Enforces all federal, state, local laws and ordinances involved with the preservation of law and order. Serves and protects the citizens of Greensburg.

(b) Responsible for direction of police activities including supervising department members, completing administrative tasks of the department, managing department budget, maintains an effective relationship with Federal, State and other local law enforcement and emergencies agencies.

(c) Investigates crimes, collects and preserves evidence, serves as the department's record custodian, prepares reports, fields questions and concerns from the public, makes arrests, and other duties as deemed necessary or assigned.

(Ord. 1102)

**1-318. Fire Chief; office and duties.**

(a) The chief of the fire department shall be under the supervision of the city administrator and shall have immediate superintendency and control over and be responsible for the care and condition of the fire apparatus and equipment. It shall be the chief's duty to see that all such apparatus and equipment is ready at all times for immediate use. It shall also be the chief's duty to submit a written report as to the condition of all fire apparatus and equipment to the governing body annually. The fire chief shall be responsible for the discipline of the members and is hereby given authority to suspend or expel any member for refusal to obey orders or for misconduct or failure to do his or her duty at a fire.

(b) The chief shall also have the right to summon any and all persons present to aid in extinguishing a fire or to aid in removing personal property from any building on fire or in danger thereof and in guarding the same.

(c) At fires the chief shall have full power, control and command of all persons present and shall direct the use of the fire apparatus and equipment, and command the fire fighters in the discharge of their duties. He or she shall take such measures as he or she shall deem proper and necessary in the preservation and protection of property and extinguishing of fires.

(Ord. 1102)

**1-319. Appointment or employment in more than one position.**

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

(Code 1986, 1-308; Code 2007, 1-316, Ord. 1084, Ord. 1102)

**1-320. Conflict of interest.**

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

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

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

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

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

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

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

(K.S.A. 75-4301; Code 1986, 1-309; Code 2007, 1-317; Ord. 1084, Ord. 1102)

**SECTION 3.** This Ordinance shall take effect and be in force from and after the date of its publication in the official City newspaper.

**ADOPTED** by the Governing Body of the City of Greensburg, Kansas this 16<sup>TH</sup> day of November, 2020.

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MATTHEW CHRISTENSON, MAYOR

ATTEST:

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CHRISTY PYATT, CITY CLERK

**RESOLUTION 2020-09**

**A RESOLUTION AMENDING THE CITY OF GREENSBURG PROCUREMENT POLICY.**

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GREENSBURG, KANSAS.**

**Section 1.** The governing body of the City of Greensburg, Kansas hereby adopts a procurement procedure policy to read as follows:

**PURPOSE**

The purpose of this Procurement Policy is to provide a complete source of purchasing information and detailed procedures for the centralized purchasing of all commodities, contractual services and equipment, and that such purchases be obtained efficiently and economically, in compliance with local, state and federal laws. The policy serves as a guide to those who are granted purchasing privileges on behalf of the City of Greensburg. City employees/elected officials will follow established ethical and conflict of interest policies as set forth in the Code of the City of Greensburg.

**APPLICATION**

This policy applies to the procurement of all supplies, equipment, construction, and services of and for the City of Greensburg.

**POLICY**

1. General
  - A. The following positions are authorized to make purchases for the city up to \$1,000. Any purchase exceeding \$1,000 or for professional services and fixed assets must be approved either by the City Administrator or City Council prior to making the purchase. Quotes received for purchases \$1,000 and under can be accomplished via phone, email, in person, in writing or via fax. When practical, Department Heads should obtain three quotes prior to making purchases.

Tourism/Big Well Museum Director  
City Clerk  
City Treasurer  
Police Chief  
Fire Chief  
Public Works Superintendent  
Public Works Foreman

- B. The City Administrator is authorized to make purchases for the City of Greensburg up to \$5,000. Any purchase exceeding \$5,000 must be approved by the City Council prior to making the purchase. Bids and the purchases of fixed equipment \$5,000 or more, not included in the budget, require City Council approval.
- C. The City of Greensburg utilizes an informal purchase order system, not requiring a purchase order number. Once an item is received, the Department Head that purchased the item verifies that the city is being invoiced for the correct item. The Department Head reviews the purchase order, initials it and codes it for payment. Purchases made by the Administration Department and office staff are reviewed, initialed and coded by the City Treasurer. The Administration Department enters the invoices for payment into the system. Once the warrant register is printed, the warrant register is reviewed by the City Treasurer, City Administrator, and a Council member. The warrant register is taken to the City Council for approval.
- D. Upon approval of the warrant register by Council, the checks are printed and mailed the following day. The Mayor, City Administrator, and the City Treasurer must sign the checks. One of the three signatures may be a stamped signature – two must be original.
- E. Recurring bills may be paid when due to avoid the accrual of interest or the imposition of late payment fees and/or penalties. Payments made pursuant to this exception shall be reported to the Governing Body at the next regularly scheduled meeting of the Governing Body subsequent to the date the payment was made.

## 2. Methods of Procurement

- A. Small Purchases – This method is used when goods or services do not cost in the aggregate more than \$10,000.
  - (1) Price or rate quotes are obtained from an adequate number of qualified sources (generally three). Written specifications are provided, normally 30 days in advance, to assure all responders are bidding on the same product or service. Bid requests will be published at a minimum in the City of Greensburg Official Newspaper, at a minimum 30 days prior to bid date, except with approval of the City Council. All bids shall be opened publicly at the time and place stated in the Invitation for Bids.
  - (2) Documentation regarding the businesses contacted and the prices submitted shall be maintained in the project folder or procurement file.
  - (3) Written documentation regarding basis for selection and cost shall be maintained.
  - (4) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required for all contracts over \$2,000.

- (5) Any and all bids may be rejected when there are sound documented business reasons in the best interest of the City of Greensburg. All unsuccessful bidders must be notified in writing.
- B. Competitive Sealed Bids – Competitive sealed bids are initiated by publishing an Invitation for Bids (IFB) when the cost is estimated to be over \$25,000, and two or more responsible suppliers are willing and able to compete effectively for the City of Greensburg business. Invitation to Bid notices will be published once, at a minimum, in the City of Greensburg Official Newspaper and the publications at a minimum 30 days prior to bid date, except with approval of the City Council. The City Council is the approving authority for all competitive sealed bids. All bids shall be opened publicly at the time and place stated in the Invitation for Bids.
- (1) Detailed specifications for the goods or services to be procured shall be approved by City Council prior to advertising.
  - (2) All bids received are tabulated and reviewed according to the written criteria given to prospective bidders. The primary basis for award shall be cost.
  - (3) A firm-fixed-price contract award shall be made by written notice to the responsible bidder whose bid, conforming to the Invitation for Bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest.
  - (4) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required (after confirming the contractor is not on the Federal Debarred List).
  - (5) Any and all bids may be rejected when there are sound documented business reasons in the best interest of the City of Greensburg. All unsuccessful bidders must be notified in writing.
  - (6) A bid guarantee equal to at least five percent (5%) of the proposed contract amount and should be secured through a bid loan or a certified check. A 100 percent “performance bond” on the part of the contractor to secure fulfillment of all the contractor’s obligations under the contract; and a 100 percent “payment bond on the part of the contractor to assure payment, as required by law, of all persons supplying labor and materials as part of work provided under the contract.
  - (7) Bonds shall be from a surety company registered and licensed to do business in Kansas and countersigned by a Kansas agent.

- C. Competitive Negotiations – Competitive Negotiations are initiated by publishing a Request for Proposals (RFP) or Request for Qualifications (RFQ). Responses shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The RFP is used when price is a factor in selection; the RFQ is used when price is considered after selection (this is usually applicable only for architectural and engineering services). Adequate time is allowed for preparation of RFP or RFQ for at least 30 days.
- (1) In both the RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in evaluation and selection. A written basis of selection must be prepared.
  - (2) All proposals received are to be reviewed according to the written criteria given to prospective bidders and the review should be in writing. The basis of selection must be documented.
  - (3) For RFQ's, an invitation is made to one or more respondents to negotiate a price or fee.
  - (4) Awards may be made to the responsible bidder whose proposal will be most advantageous to the City, with price and other factors considered.
  - (5) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.
  - (6) All unsuccessful bidders must be notified in writing.
- D. Non-Competitive Negotiations – Non-competitive negotiations are used only when (1) the use of competitive negotiations is not feasible, such as having only one supplier, (2) there is a public emergency, or (3) the results of the competitive negotiations are inadequate.
- (1) Negotiations are conducted with the selected company regarding a scope of work and price.
  - (2) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.
  - (3) Sole source purchases must be approved by the City Administrator or City Council.

3. Emergency Situations

- A. It is recognized that emergency situations occasionally arise in City operations. In emergency situations it is up to the judgment of the City Administrator or Department Head to make a responsible decision regarding obtaining required goods and services.
- B. These emergency situations arise when an immediate decision may preclude excessive costs at a later date and in some situations even save individual lives or injuries. The City Administrator and all Department Heads are charged with the responsibility to determine if an emergency situation exists and to make necessary decisions if higher authority is unavailable.
- C. All purchases made outside the normal purchasing procedures must be reported to the appropriate Department Head and the City Administrator as soon as it is possible.

4. Contracts

- A. Contract Pricing – The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
- B. Contracts must include the following:
  - (1) Effective date of contract;
  - (2) Name and addresses of the locality and firm;
  - (3) Names of representatives of locality and firm who will act as liaison for administration of the contract;
  - (4) Citation of the authority of the city under whom the contract is entered into and source of funds.
  - (5) Conditions and terms under which the contract may be terminated by either party, both termination for cause and termination for convenience, and remedies for violation/breach of contract.

5. Miscellaneous Financial Issues

- A. Procedures for claiming of travel related expenditures are identified in the City of Greensburg Personnel Policy Handbook.
- B. All telephone equipment and installations shall be requested to the City Administrator for approval.
- C. The City of Greensburg shall perform some form of cost/price analysis for every procurement action, including modifications or change orders.

- D. The City Staff shall make every reasonable effort to purchase goods and services from suppliers located within the City of Greensburg if the goods or services needed by the City are available from such suppliers at a competitive price, and if the goods and services are of the level of quality expected by the City.
- E. All procurements will be reviewed to avoid unnecessary and duplicate purchases and to ensure costs are “reasonable.”
- F. The City of Greensburg will make every effort to ensure small, minority and/or female-owned businesses are included in the bid process.
- G. Invitation for Bids or Requests for Proposals must be clearly written and describe the technical requirements of the equipment or services.
- H. Formal bids will contain the following language: The Governing Body of the City of Greensburg reserves the right to waive irregularities in bids, to reject any and all bids with or without cause, and to award the bid that it determines to be in the best interest of the City of Greensburg. The City of Greensburg does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

**Section 2.** The Governing Body of the City of Greensburg, Kansas, by majority vote, may waive any provisions of this Resolution when deemed in the best interest of the City.

**Section 3.** This Resolution shall take effect and be in force from and after its passage and adoption.

**Passed and adopted by the Greensburg City Council on this 16<sup>th</sup> day of November, 2020.**

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Matt Christenson, Mayor

ATTEST:

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Christy Pyatt  
City Clerk