CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
MONDAY, NOVEMBER 2, 2020
6:00 PM

The meeting is available online via the City of Greensburg Facebook page and City of Greensburg YouTube Channel.

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

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

E) CONSENT AGENDA
   These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.
   1. Approval of Minutes
      a. Regular Meeting – October 19, 2020
   2. Appropriation Ordinance
      a. Ordinance #1183

F) ITEMS OF BUSINESS
   1. Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates
   2. Swimming Pool Park RFP Review and Approval
   3. Approve Use of Incubator Space for Holiday Display

G) CITY STAFF REPORTS

H) GOVERNING BODY COMMENTS

I) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

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

To be placed on future agendas please contact City Administrator Stacy Barnes at administrator@greensburgks.org or call City Offices at 620-723-2751.
A) CALL TO ORDER
Mayor Matt Christenson called the October 19, 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: Mike McBeath, Mark Trummel, Chance Little, and Haley Kern. Pam Reves was absent.
Staff present: Administrator Stacy Barnes, Chief of Police Aaron Webb, City Attorney Clayton Kerbs, Tourism Director Caitlin Matile, and City Clerk Christy Pyatt.

Christenson stated that there was a need for an Executive Session for non-elected personnel for 20 minutes at the end of the agenda. Trummel made a motion to approve the agenda with one addition. McBeath seconded, and the motion passed 4-0.

D) CITIZEN COMMENTS
Christenson opened the meeting for citizen comments. Noting that there were several citizens in the audience, he reminded them that comments needed to be kept under 3 minutes, to give everyone an opportunity to speak. Discussions should be kept to general comments regarding policy and not be related to specific employees.

Dooli Rugg addressed concerns regarding an incident Friday night with Chief Webb and her son. Chief Webb pulled her son over and issued a warning for failure to stop at a stop sign and failure to signal. After she, her husband, and a Sheriff’s Deputy recreated the scene, Rugg stated that she questions Webb’s ability to see the violations he says he observed. She believes the violations were fabricated and that Webb is targeting her son due to a professional issue with her husband, a Sheriff’s Deputy. Rugg stated that she addressed her concerns with the City Administrator earlier today. Christenson advised Rugg that her comments had extended to 5 minutes and brought them to a close. Rugg offered to provide video of the scene recreations to the Council if they would like to view it.

Molly Boman spoke of her interaction with Webb, stating that he has been a positive role model for her son. Noting that they have not had good interaction with law enforcement in the past, she stated that Webb has re-instilled trust in law enforcement in her and her son. She feels that he is a good representation of law enforcement.

Georgina Rodriguez stated that she has been fortunate to speak to one or two Council Members regarding things that Chief Webb has done that she does not necessarily agree with. She stated that she has been more fortunate to speak to Webb on multiple occasions. She advised that when he comes into her place of business, they make a point to introduce him to people who just know him as the local cop. Rodriguez stated that Webb has gained a lot of respect from locals who previously were not fans. She is hearing more people voice respect for Webb because they are giving him a chance. Rodriguez encouraged Council to continue to give Webb a chance.

Kaylan Jones, Kiowa County EMS, stated that EMS has a great working relationship with both the Sheriff’s Department and the Police Department. On a personal level, she has a great working relationship with both departments and has observed nothing but integrity from Chief Webb.
Christenson closed the meeting to public comment.

E) CONSENT AGENDA
Kern made a motion to approve the Consent Agenda as presented. The motion was seconded and passed 4-0.

F) APPOINTMENTS
Barnes advised that the Tourism Board has openings for 2 unexpired terms, one ending at the end of this year and the other at the end of 2022. Two names have been recommended for Council’s consideration: Mindy Heinson and Levi Murray. Barnes recommended that the person selected for the term ending in December also be appointed for a full term. There is also a regular board appointment that will sunset at the end of this year. The current member holding that seat does not wish to be reappointed. Ruth McFarland (Crazy Mule) has voiced interest in that appointment. The new term would end at the end of 2024.

Kern, Council representation to the Tourism Board, stated that the Board is happy to see 3 qualified individuals willing to serve. Trummel made a motion to approve all three applicants to the Tourism Board. Kern seconded, and the motion passed 4-0.

G) ITEMS OF BUSINESS
1. Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates
Kerri Ulrich, Kiowa County Public Health Officer, presented an update on the COVID-19 pandemic. Her Staff has started looking at where things began and what the impact of school starting has been. At the beginning of Sept, there were 15 positive cases. Today there are 56 positives. The increase in cases has not been related to K-12 schools, but is primarily related to large gatherings. Many were showing no symptoms and were around others but later tested positive. Ulrich recommended the following guidelines for Trunk-or-Treat: space vehicles one parking space apart; place treats in the participants buckets rather than offering grab bags or bowls; wear masks; and hand out treats outside on the porch or in the yard rather than from the door to limit the touching of door handles. Ulrich offered a more lengthy list of KDHE guidelines on celebrating Halloween as well. Ulrich advised that there are cases of Influenza in Kiowa County. Influenza and COVID are similar in symptoms and both highly contagious. As a comparison, Pratt County has 104 positive cases, but 4 times as many residents. Ulrich called Kiowa County overachievers as far as percentage of positives to residents. Precautions help slow the spread but won’t completely prevent a person from contracting COVID. Of the 56 positives, Kiowa County has had 3 patients go to ER with complications, including challenges breathing.

2. Approve updates to Emergency Water Supply Operation Plan
Every 3 years KDHE conducts a water utility inspection. The City’s was done last week. An updated Emergency Water Supply Operation Plan was included in the meeting packet, for Council’s consideration. Barnes went over the list of changes that have been made. With no questions from Council, Kern made a motion to approve the recommended updates. McBeath seconded, and the motion passed 4-0.

3. Resolution 2020-08 Amendments to Police Department Standard Operating Procedure
At the September 19th meeting, Council approved amendments to the Police Department Standard Operating Procedure. The original STO was adopted by resolution, and amendments must do the same. Resolution 2020-08 formalizes the previously approved amendments. Trummel made a motion to approve Resolution 2020-08 as presented. McBeath seconded. Motion passed 4-0.
4. **Discussion on Swimming Pool Park Development RFP**

Previously the Council expressed interest in developing some amenities at the swimming pool park. To get the project moving again, and to help narrow down the many options that are available within budget, Barnes requested feedback from Council on an RFP for design and installation. A proposed scope of work was provided for consideration. As proposed, development would be specifically focused in the northeast corner of the property. Barnes would like the RFP to mention amenities that the City already has in other parks, a project budget, and the use of rubber mulch as a base below the play surfaces. KDHE does have a 50/50 Waste Tire Recycling Grant Program that the City can apply for. In previous conversations, a budget of $50,000 was discussed. Barnes mentioned that there is still a balance of $57,970 in the Sanitation Capital Reserve Fund and $142,522 in Donation Funds.

McBeath asked if a sidewalk perimeter (previously discussed) would be part of the bid. Council previously bid the sidewalk perimeter and received 2 or 3 vastly different bids. She would prefer a separate project from the RFP for that portion. Barnes' intention would be to allow the park committee to narrow down options from the RFP and then present those 3-5 options for community input before presenting them to the Council for a decision. Kern agreed that it would be nice not to duplicate park amenities. Trummel, Little, and Christenson preferred to hold on to Sanitation Reserve Funds and lean more on donations.

Consensus was to begin an RFP process with a starting budget of $50,000. Barnes will draft the RFP and bring it back to Council for review and additional comment.

5. **Use of City Property for Christmas Activities**

The Tourism Board, in conjunction with local businesses, is planning additional Christmas activities this season. They are requesting the use of City property across the street from City Hall for a hay bale decorating contest. The bales would be in place Saturday, December 12 until Christmas is over. Matile advised that the annual lighted Christmas parade will be Sunday Dec. 6th. December 19th will be a large event that will hopefully include a community tree lighting, cookie decorating contest, hayrack rides out to Candy Cane Lane, and end with the Twilight Players production of “Miracle on 34th Street” at the theatre.

McBeath made a motion, seconded by Trummel, to approve use of the City’s property across from City Hall for Christmas season activities. The motion passed 4-0.


A report of 2020 3rd quarter financials including budgeted funds, expenses, revenues, and cash balances, as well as 2019 comparisons numbers, was provided in the meeting packet. Noted items were the increase in Court expenses and revenue due to increased activity and the decrease in Big Well revenues due to the COVID pandemic closure of the facility earlier in the year. All other funds look healthy or are similar to years past.

H) **CITY STAFF REPORTS**

Barnes reported to Council on the following topics:

- **FEMA Fire Equipment Grant:** The reimbursement from FEMA for the grant for fire equipment has been received and the grant closed out. Total grant funds received were $49,049.
- **Kansas Power Pool:** Barnes is working with the Kansas Power Pool on the 2019 Financial Scorecard for the City’s electric utility. KPP provides this service each year to its membership.
- **2021 Employee Benefits:** Barnes is working with Rhonda Fernandez at PIC Consulting on a 2021 employee benefits package. This will be an upcoming agenda item.
• **September Sales Tax Report:** A report of sales tax for September was provided. These figures reflected sales from July. The full report can be found on the state website at: [https://www.ksrevenue.org/prsalesreports.html](https://www.ksrevenue.org/prsalesreports.html). Sales tax collections were up a bit in the City, but down in the county and overall so far for this fiscal year. This a good reminder to shop locally whenever we can, especially as the holiday season approaches.

• **Smithsonian Crossroads Change in Rural America Exhibit:** The Smithsonian Crossroads Change in Rural America Exhibit is on display at the 5.4.7 Arts Center through November 28th. Greensburg is one of six Kansas towns to host this travelling exhibit, made possible through Humanities Kansas and the Smithsonian’s Museum on Main Street Program. This excellent exhibit is very relevant to the community and others like it. In conjunction with the exhibit, Erika Nelson will be giving a talk this Friday at the Kiowa County Senior Center at 12:30 called “Spectacular Failures: Changing the Way You Think About Failure Can Breathe New Life into Creative Endeavors.”

• **Trunk or Treat:** PowerUp Greensburg is hosting Trunk or Treat on Main Street on Saturday, October 31st, 5-7pm. Conversations with the Health Department regarding COVID-19 precautions for the event have been had, as Ulrich mentioned. Again, they are asking cars to park every other parking space, each car put the treats in the kid’s bags as opposed to kids reaching into a bowl to get it themselves, wear masks, socially distance, and wash/sanitize hands regularly. They are also requesting prepackaged candy only, no homemade treats. The Twilight Theatre will be showing “Hocus Pocus” as an outdoor movie at 7:30pm.

I) **GOVERNING BODY COMMENTS**
There were no additional comments from the Governing Body.

J) **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 for non-elected personnel until 6:55 p.m. (20 minutes) Trummel seconded. Christenson clarified that this session was to include the City Administrator, Chief of Police, and City Attorney. The motion passed 4-0. Council returned to open session at 6:55 p.m. with no action taken.

K) **ADJOURNMENT**
With nothing further to discuss, Christenson declared the meeting adjourned at 6:55 p.m.

____________________________________         ____________________________________
Matt Christenson, Mayor           Christy Pyatt, City Clerk
### APPROPRIATION ORD. 1183

**11.02.2020**

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

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

Agenda Item F.2  Swimming Pool Park RFP Review and Approval
Included in the packet is an RFP for council’s consideration for playground improvements at the Swimming Pool Park.

Upon council’s approval, this RFP will be published and open for submissions November 9-30.

Agenda Item F.3  Approve Use of Incubator Space for Holiday Display
Georgina Rodriguez has approached the City about using the building manager office in the Business Incubator through the holiday season to create a window display featuring local businesses. She will coordinate with businesses to create this display of products and merchandise that is available in town for purchase that people walking or driving by or are parked at the stoplight may see. I think it is a good idea and a way to utilize an open window space. I am looking for the council’s okay for the use of this space through the holiday season.
REQUEST FOR PROPOSALS (RFP) TO DESIGN, PROCURE AND INSTALL PLAYGROUND EQUIPMENT AND FALL ZONE MATERIAL AT GREENSBURG SWIMMING POOL PARK, 300 W. GARFIELD AVE.

Open: Monday, November 9, 2020
Submissions Due: Monday, November 30, 2020 by 5pm

Background
The City of Greensburg, Kansas (City) is requesting proposals to design, procure and install playground equipment and fall zone material at Greensburg Swimming Pool Park located at 300 W. Garfield Avenue. This is a new park space consisting of one city block that has been in phased development. Construction already completed is the swimming pool in the southwest corner of the block and picnic pavilion on the southeast corner of the block. Approximately 40 trees have been planted on the park property, but space has been left open for development. The City seeks proposals to develop a play area on the northeast corner of the block. The area to be developed is approximately 12,000 square feet and is relatively level.

Scope of Work
The City is looking for a turnkey project that includes design, procurement and installation of play equipment.

The City desires play equipment that is engaging to a variety of ages and low maintenance. No lumber. Metal and plastic only. The playground equipment should include play components for all ages, with an emphasis on equipment designed for children aged 2-13 years old. The equipment can be provided in one...
or more structures. The playground should accommodate the widest possible range of activities that will provide fun, promote physical fitness, and encourage social interaction. Among the play activities that should be considered are balancing, climbing, crawling, hanging, imagining, manipulating, pushing, pulling, riding, seesawing, sitting, sliding, swinging, and whirling. The City does not want to duplicate equipment already present in other City parks.

Fall surface is to be recycled rubber mulch with a barrier product to contain mulch. The City will apply for the KDHE Waste Tire Grant to cover 50% of cost of the rubber mulch material so that cost reduction can be accounted for in the proposal budget.

The City of Greensburg requires suppliers to design a play system that meets or exceeds all current federal CPSC, ASTM, IPEMA standards and ADA requirements. The proposals shall include the costs of delivered play systems as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions and maintenance & operations manuals from the manufacturer.

Playground suppliers may provide a maximum of (2) two designs for the park playground.
Existing Greensburg Parks Equipment

The photos below show play equipment in other Greensburg Parks. The desire is not to duplicate equipment we already have in the community.

Big Well Park

Davis Park

Sunset Park
Budget
The total price of this project is not to exceed $50,000. The City of Greensburg is tax exempt so sales tax should be omitted from the proposed budget.

Evaluation Process
Proposals will be evaluated by the City Park Committee and narrowed to 3-5 choices. Finalist designs will be then released to the public for input, and final selection by the Greensburg City Council. Evaluation will include review of company qualifications and experience, design, creativity, and durability of materials.

RFP Timeline
- RFP Issued Monday, November 9, 2020
- Proposals Due to City by 5pm on Monday, November 30, 2020
- Greensburg Park Committee Review, Finalist Selection and Community Input December 2020-January 2021
- City Council Final Selection Monday, February 1, 2021
- Approval of Contract Monday, February 15, 2021
- Installation completion approximately by May 31, 2021

Required Contractor Registration and Insurance
The selected company will be required to register as a contractor with the City of Greensburg. Registration requires copies of other City/County Licenses (If not available please provide job references), and liability insurance ($1,000,000 each occurrence, $2,000,000 aggregate for bodily injury, $100,000 each occurrence for property damage.)

Proposal Format, Content and Deadline
Proposals should include:
- Company Introduction
- Experience & Qualifications
- Design proposal with drawings, specifications, and colors available
- Cost Proposal including cost of equipment, fall zone material, and labor
- Anticipated construction schedule

Any questions regarding the RFP and proposals should be submitted as one PDF document by email or hard copy by 5 pm on Monday, November 30, 2020 to:
Stacy Barnes
City Administrator
300 S. Main St.
Greensburg, KS 67054
620-723-2751
administrator@greensburgks.org