CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
MONDAY, MAY 18, 2020
6:00 PM

Due to the current Kansas Stay at Home order requiring less than 10 people gather and social distancing of a minimum of 6 feet, only 10 people will be allowed in the City Council Chambers. The meeting is available online via the City of Greensburg Facebook page and Kiowa County Media Center YouTube Channel at https://youtu.be/ltm0aLaNNRU

Citizens that wish to give public comment can submit comments in writing to City Hall or to administrator@greensburgks.org prior to 5pm on Monday, May 18th.

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 – May 4, 2020
   2. Appropriation Ordinance
      a. Ordinance #1172
   3. Triangle Rodeo Club Cereal Malt Beverage License

F) ITEMS OF BUSINESS
   1. Updates on the COVID-19 Pandemic, Review City Operations
   2. Swimming Pool 2020 Operations
   3. Consider Local Business Support
   4. Lineman Internship Position
   5. Position Classification and Pay Plan Policy Draft Changes

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.
Greensburg City Council
05.04.20
City Hall

A) CALL TO ORDER
Mayor Matt Christenson called the May 4, 2020 meeting to order at 6:00 p.m.

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

C) ROLL CALL & APPROVAL OF THE AGENDA
Council Present: Mike McBeath, Mark Trummel, Pam Reves, Chance Little, and Haley Kern. Staff present: Administrator Stacy Barnes, Police Chief Aaron Webb, and City Clerk Christy Pyatt.

Christenson requested moving business item 2 to the end of the agenda. Trummel made a motion to approve the agenda with the requested change. McBeath seconded. Motion passed 5-0.

D) CITIZEN COMMENTS
There were no citizen comments submitted in advance, and no comments from the floor.

E) CONSENT AGENDA
Trummel questioned Appropriation Ordinance check number 28489 for security cameras. Barnes explained that cameras have been purchased for city buildings, enabling Chief Webb to keep an eye on facilities during off hours. The total sum of the check was for all current credit card purchases, not just the cameras. Reves made a motion, seconded by Kern, to approve the Consent Agenda as presented. Motion passed 5-0.

F) Appointment
Barnes recommended Council appoint Mary Louise Tucker to the Greensburg Housing Authority Board, to fill an unexpired term through December 31, 2022. Kern made a motion, seconded by Trummel, to approve the appointment as recommended. The motion passed 5-0.

G) ITEMS OF BUSINESS
1. Updates on the COVID-19 Pandemic, Review City Operations
Kerri Ulrich, County Health Officer, was invited to update the Council on the COVID-19 pandemic. Ulrich gave a presentation on the governor’s phased plan and for reopening Kiowa County. She has been working with Dr. Kibar and Ray Stegman, Emergency Management, to specialize the plan. Ulrich discussed guiding principles to be followed through each phase, stressing the wearing of masks in public places, good hand hygiene rather than gloves, and avoiding touching your face, mouth, nose, or eyes. Ulrich went through the specifics of Governor Kelley’s 3 Phase reopening plan. In regard to City parks, Ulrich explained that they have never been closed to the public; however, there is no way to keep the playground equipment sanitized. Staff placed signage at each park location, warning citizens that they were using equipment at their own risk, and encouraging them to practice hand sanitation. The use of facial masks in public is not being enforced, but strongly encouraged when one cannot socially distance. Disposable masks are difficult to find. Ulrich is encouraging the use of homemade masks. The Health Department does have homemade masks available for patrons. Ulrich urges those utilizing homemade masks to wash and air dry them daily. The Health Department has hand sanitizer available for free refills to those who supply their own dispenser.
Discussion was opened for Council to determine if they would like to make any alterations to current City operations. Barnes advised that, under the Governor’s plan, the Big Well cannot reopen at this time. City Hall could reopen to the public, should Council believe it is safe to do so. City Hall foot traffic is primarily local. A cough shield has been ordered for the front desk and Staff could place a mark on the floor for customers to stay behind. Staff has observed no major disruptions in service, being closed to the public. Staff has effectively utilized email, online pay services, and the drop box to continue working with customers. McBeath stated that he would be more comfortable following the county’s lead and keeping City Hall closed to the public for an additional 2 weeks. The consensus of the Council was to keep City operations as they currently stand for an additional 2 weeks.

2. Receive Roger Stotts to Discuss Water lines on His Property

Roger Stotts, owner of the property south of town that formerly housed “FEMAville,” presented a rough diagram of the water system constructed by FEMA for the placement of temporary housing following the 2007 disaster. Stotts has discussed with Barnes and Utility Superintendent Mick Kendall the possibility of adding the water system to the City water system. He believes this would be a great benefit to the community. Stotts mentioned that he thought Block 21 and 22 of the development would be a good location for a potential mobile home park, if city or another party would be interested in developing it. Stotts recently sold a piece of the development to a private party, for the building of a new home. If accepted by the City, the “FEMAville” system could service the new home, rather than the new owner having to drill a well.

Christenson clarified that the property is not in city limits and stated that typically the City only operates utilities in city limits. Last year, Stotts worked with the County to close platted streets, for clarification of who is responsible for maintaining them. A survey would need to be done to establish easements and right of ways if the City were to take over the water system. The water lines have been unused for some time. Stotts pressurized the main lines 2 weeks ago, checking for leaks, and try to locate shut-off valves. There are a few 2-inch lines that he has not located shutoffs for yet, but he did not find any leaks. There are 3 fire hydrants on the system. The development also has a septic system and lift station. Kendall is not interested in connecting those to City utilities.

Kendall advised that the City will have to do high chlorination and water testing to the system, along with hydrant examinations and replacements. If the City were to take over the system, it would have to ensure that the water is drinkable. Kern asked how involved the chlorination and water testing would be. Kendall explained that they would need to dig down and put in a tap close to the entry of water to drop granule chlorine in. Additional valves would be needed and fire hydrants need to be tested. Kendall acknowledged that C900 pipe was used during the system’s installation, but that FEMA would not allow the City utility department on the property during construction, so the City has not been aware of where anything is located on the development. Drawings of the system that Kendall was given have proven to not be completely accurate. Kendall verified for Reves that, if approved, the system would be tied in at Scott Street. A waterline runs behind the houses on South Main Street. Water would run through the City’s water treatment plant. Reves asked how the addition might affect the City’s water rights. Kendall stated that usage would not be significant enough to pose a problem.

Stotts left the meeting after asking Council to consider the proposal. Kendall was asked about the cost of testing the water. Unable to give a specific amount, Kendall stated that it would not be cheap. KDHE would become involved. If the water tested positive for contaminants, the City would have to notify citizens. Trummel asked if it would be a better situation if the development was annexed into the City. Kendall confirmed that the City currently services 2 locations outside of city limits. Kendall asked Council to table the conversation. He estimated $7,000 - $9,000 in repairs that would need to be made and stated that all of the 2-inch lines would be “killed”. Kendall mentioned that ideally the system
would be a looped system, but said that some lines in town aren’t totally looped. Those lines do not get enough flow. City Staff has to periodically run the fire hydrants in those areas to bring up the residual. Trummel questioned how much expense the water fund could handle to bring this online. Kendall suggested creating a contract specifying that Stotts would need to make all necessary repairs before the purchase. Kendall has had City water shut off to the development since FEMA refused to allow the City to be involved in the system’s installation. He stated that if the City doesn’t own the system, he does not want to put water in it.

It was the consensus of the Council to table the discussion.

3. **Ordinance #1096 Amending Ch. 1, Section 1-211 of the City Code Regarding incorporating “Code of Procedure for Kansas Cities”**

Upon review of the City’s code book, Staff discovered that that Section 1-211 regarding the incorporation of the “Code of Procedures for Kansas Cities” is out of date. The Code currently cites the 2006 edition as the adopted version. This document is created by the League of Kansas Municipalities legal staff and incorporates common procedures and statutory requirements for governing body meetings. Staff have received 3 copies of the latest edition, 2017. Proposed Ordinance 1096 updates the version on file and allows for future edition updates by resolution. Reves made a motion to approve Ordinance 1096. McBeath seconded. Christenson called for a roll call vote. Little: yes; McBeath: yes; Trummel: yes; Reves: yes; Kern: yes. The motion passed 5-0.

4. **Consider Purchase of 2016 Dodge Charger from the Kiowa County Sheriff’s Department**

Chief Webb was approached by the Sheriff’s Office regarding the possibility of the City purchasing a white, 2016 Dodge Charger patrol vehicle that they are retiring from their fleet. The vehicle has 107,000 miles on it. The County Commission is asking $7,000 for the vehicle, lighting, sirens, police center console, prisoner partition, and gun rack. Webb provided a price comparison of $21,100 for a 50,000 mile Dodge Charger from the Kansas Highway Patrol that recently sold with emergency lighting. The vehicle did not include a prisoner partition or gun rack, which would be approximately $1,500 to purchase. Additional costs to outfit the Sheriff’s vehicle are approximately $2,200. This would include approximately $1,500 to move equipment (Stalker DSR 2X Radar system, communication radios, and Watchguard 4RE Video system) from the Crown Victoria patrol car to the Charger and adding side emergency lighting for better visibility A low bid of $700 for non-reflective graphics or $1,050 for reflective graphics from Mark’s Signs of Great Bend was received. Webb has test drove the Sheriff’s vehicle and had City Mechanic Danny Trent look it over. The Police budget still has funding available from the budgeted dispatch contract (no longer required).

Trummel asked what would be done with the old car and how long Webb would be down while the transition is made. Kern asked how long the City has had the Crown Vic. The vehicle is a 2011, retired KHP vehicle, with 90,000. It was purchased when the department was started. Webb reported that the vehicle is beginning to show age. The Charger has more law enforcement options. The Crown Vic. could be sold or retained for other use by the City. Kern mentioned that there has been discussion in the past of potentially adding another officer to the department. Trummel asked about previous conversation on replacing the Crown Vic. with a 4WD vehicle. Webb has reached out to Davis Moore in Wichita regarding a new vehicle and provided the cost recently paid by the Sheriff’s Office for a 4WD Dodge Ram pickup. Webb recommended selling the Crown Vic. and using the 2016 Charger for a 2nd officer. A 4WD vehicle could then be purchased for the Chief of Police. Trummel asked if the Crown Vic. should be saved to use as a backup. Webb agreed that he could have the radar and camera removed from the Crown Vic. ($10,000 to replace) and leave the radios in it. In that scenario, radios would need to be purchased for the Charger at approximately $2,500. Lights and sirens would not be reused on another vehicle. The City
would need to remove those items if the car were sold. Kern voiced preference of utilizing reflective graphics for safety purpose, and because they are more noticeable at night.

Trummel made a motion, seconded by Kern, to purchase and outfit the 2016 Dodge Charger. The motion passed 5-0. The Crown Vic. will be parked for the time being, and available as a back-up vehicle.

5. Consider Local Business Support

Barnes has been contemplating ideas of how the City could support local businesses during this challenging COVID-19 pandemic. Barnes proposed the purchase of $10 in Big Well Bucks for each residential household. Big Well Bucks is a Kiowa County Chamber program in which “bucks” can be spent like cash at Kiowa County businesses. The business then deposits the bucks at Greensburg State-SJN Bank where they are turned into cash. There are approximately 425 residential customers. Providing $10 per household, plus approximately $250 in postage, there would be an approximate investment of $4,700 injected into the local economy. This in turn would create sales tax back to the City.

Little asked if Big Well Bucks could be used at City Hall, for utility bills. This would be the case. Trummel asked if the City shouldn’t wait a few weeks to do something like this, allowing additional businesses to re-open. Barnes clarified that the contribution cannot be included in the city bill mailings as a 3rd party produces and mails the bills. Kern pointed out that citizens will probably spend more than their $10 in Big Well Bucks when they patronize a business, creating additional revenue for the business owner. McBeath said that he will ask the Chamber if they would be willing to match the City’s contribution. Trummel suggested waiting for Phase 2 to implement such a program, allowing Staff time to educate businesses on Big Well Bucks and the Chamber time to consider a match. The consensus of the Council was that they liked the idea, but that the conversation should be tabled until the next Council meeting.

H) CITY STAFF REPORTS

Barnes reported to Council on the following topics:

- **Utility Delinquency/Disconnections**: On April 30, 2020 Governor Kelly signed executive order 20-28, reissuing and extending certain previous executive orders including EO 20-05, which temporarily prohibits utility disconnections until May 31, 2020. Staff has continued to follow-up with past due accounts by letter. Last month, the Council approved to waiving the application of the regular 10% late penalty charges for the April 10th bill due date. Barnes provided statistics on the number of delinquent accounts in March and April 2020 as compared to the same months in 2019, noting that some customers have multiple accounts included in the numbers provided. The statistic are very similar from one year to the next, despite the Governor’s suspension of disconnects. Barnes also clarified that, generally, accounts that are late are paid in full before disconnects are ordered. Most of the past due accounts for April 2020 are now current, despite the Governor’s order.

- **KDOT Cost Share Grant**: The City’s KDOT Cost Share Grant application for airport infrastructure improvements was submitted. KDOT hopes to announce awardees by the end of June 2020.

- **Kansas Municipal Safety Group Insurance Rebate**: Staff received the City's annual insurance rebate for being part of the Kansas Municipal Safety Group. This year the City received $14,337.73.

- **Flower and Tree Planting**: Flowers have been planted in some of the lower planter boxes on Main Street, and a tree was planted near Starlight Park, in honor of Arbor Day on April 24th.

- **Disc Golf Basket Update**: The previously approved disc golf baskets, sandblasted and repainted by volunteers, are nearly ready for installation. Staff has purchased the pipe necessary for the poles.

- **Weed Notices**: Staff is working to identify properties that need mowing and will be sending out the first certified weed notices of the season.

- **May 4th Anniversary and Social Media Traffic**: The City has seen increased traffic today to posts
on City social media accounts due to the 13th anniversary of the tornado. Caitlin Matile, Tourism Director, has also been offering some clothing specials at the Big Well Museum, via social media, and shipping out merchandise purchases, which has also increased traffic and sales revenue for the Big Well.

Webb reported on the following topics:
- Police Department statistics for April were provided in the meeting packet. There were not many traffic stops, due to COVID-19 restrictions. Stops have been limited to more serious traffic violations, such as high speeds and disobeying traffic control devices. Webb noted a total of 57 calls for service and 17 traffic stops (resulting in 13 citations). A series of search warrants were issued during the month, resulting in 3 arrests for the City and 3 arrests for the county. Additional search warrants are pending.
- The MOU between the Police Department and the Sheriff’s Office for digiticket services has been signed by the Sheriff and County Commission. The proposed contract from Saltus Technologies was reviewed by the City Attorney, signed, and returned to the company. Saltus will begin creating the solution for the City, which should be implemented over the next 60-120 days. This year, the City will pre-pay for 6 months, which will provide a discount of $237.60.
- Webb has been working with SymbolArts to design a custom badge for the Police Department. Designs for the badge were provided in the meeting packet. Webb prefers version #3. The consensus of the Council was for Webb to move forward with his preference. The badge features an image of the Big Well, which is also part of the previously adopted shoulder patch for the department.
- Webb recommended that he begin returning to a more normal patrol presence as the state re-opens. A backlog of court cases is anticipated. The Sheriff’s Office has chosen to hold off on additional patrol for 2 additional weeks, but has no objections to the City moving forward with its patrol.

Reves asked if the Sheriff’s Offices charges the City for incarcerations. They do not charge the City as cases resulting in arrest are filed with the District Court. Trummel asked if there is a mandate on how far back a stop sign has to be placed off of a curb. Webb stated that there are standard guidelines, but that determination is primarily left up to the City. Trummel recently observed semis not making an attempt to stop at the north bound sign on Main Street, near the school. He stated that the sign is obstructed. Webb confirmed that a ticket for not stopping at a sign that is found to be obstructed would probably be overturned. City Staff will address the issue. McBeath asked about the digital radar signs previously planned by the Sheriff’s Office. Webb advised that the signs have been delivered and are programmed, but the Sheriff has held off on placing them during this time of pandemic.

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
Trummel made a motion, seconded by McBeath, to go into Executive Session until 7:35 p.m. for non-elected personnel. The motion passed 5-0. Council resumed open session at 7:35 p.m. with no action taken.

K) ADJOURNMENT
With nothing further to discuss, Christenson declared the meeting adjourned at 7:35 p.m.
### APPROPRIATION ORD. 1172

<table>
<thead>
<tr>
<th>CHECK #</th>
<th>VENDOR</th>
<th>REFERENCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>28495</td>
<td>KIOWA CO. SHERIFF</td>
<td>2016 DODGE CHARGER</td>
<td>$7,000.00</td>
</tr>
<tr>
<td></td>
<td><em><strong><strong>PRE-PAID TOTAL</strong></strong></em></td>
<td></td>
<td>$7,000.00</td>
</tr>
<tr>
<td>28496</td>
<td>ALLIANCE AG &amp; GRAIN LLC</td>
<td>FUEL</td>
<td>$1,676.52</td>
</tr>
<tr>
<td>28497</td>
<td>ARTISANS, INC.</td>
<td>RETAIL ITEMS</td>
<td>$2,001.69</td>
</tr>
<tr>
<td>28498</td>
<td>CANNONBALL GOLF COURSE</td>
<td>AARON ZADINA</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>28499</td>
<td>COMPLIANCE ONE</td>
<td>MONTHLY CHARGE</td>
<td>$61.50</td>
</tr>
<tr>
<td>28500</td>
<td>GALLS</td>
<td>GUARDIAN GEN 1.5 CARRIER</td>
<td>$397.41</td>
</tr>
<tr>
<td>28501</td>
<td>GOTTCHA COVERED MFG LLC</td>
<td>RETAIL ITEMS</td>
<td>$576.00</td>
</tr>
<tr>
<td>28502</td>
<td>GREENSBURG FARM SUPPLY</td>
<td>SUPPLIES/ PARTS</td>
<td>$186.97</td>
</tr>
<tr>
<td>28503</td>
<td>inteGREEN SERVICES, INC</td>
<td>ICE MACHINE @ PUBLIC WORKS</td>
<td>$782.98</td>
</tr>
<tr>
<td>28504</td>
<td>KANSAS POWER POOL</td>
<td>POWER PURCHASE</td>
<td>$77,132.87</td>
</tr>
<tr>
<td>28505</td>
<td>KERBS LAW OFFICE</td>
<td>LEGAL</td>
<td>$1,184.00</td>
</tr>
<tr>
<td>28506</td>
<td>KIOWA CO. MEDIA CENTER</td>
<td>EDITING BILLBOARD DESIGNS</td>
<td>$225.94</td>
</tr>
<tr>
<td>28507</td>
<td>LEAGUE OF KANSAS MUNICIPS</td>
<td>HAND BOOK</td>
<td>$38.70</td>
</tr>
<tr>
<td>28508</td>
<td>LIGHTHOUSE APPAREL</td>
<td>RETAIL ITEMS</td>
<td>$616.71</td>
</tr>
<tr>
<td>28509</td>
<td>OFFICE SOLUTIONS</td>
<td>LENOVO DESK TOP M75s</td>
<td>$787.40</td>
</tr>
<tr>
<td>28510</td>
<td>PEOPLES INSURANCE</td>
<td>RENEW POLICY BIG WELL</td>
<td>$967.78</td>
</tr>
<tr>
<td>28511</td>
<td>PHILIP MOORE</td>
<td>COURT</td>
<td>$400.00</td>
</tr>
<tr>
<td>28512</td>
<td>PRATT TRIBUNE</td>
<td>LEGAL</td>
<td>$60.00</td>
</tr>
<tr>
<td>28513</td>
<td>STACY BARNES</td>
<td>CLASS TUITION REIMBURSEMENT</td>
<td>$1,250.82</td>
</tr>
<tr>
<td>28514</td>
<td>SUNNY COMMUNICATIONS, INC</td>
<td>MOTOROLA DASH KIT</td>
<td>$1,175.00</td>
</tr>
<tr>
<td>28515</td>
<td>TAYLOR PRINTING, INC</td>
<td>DISC GOLF DECALS</td>
<td>$72.00</td>
</tr>
<tr>
<td></td>
<td><em><strong><strong>PAID TOTAL</strong></strong></em></td>
<td></td>
<td>$92,594.29</td>
</tr>
<tr>
<td></td>
<td><em><strong><strong>REPORT TOTAL</strong></strong></em></td>
<td></td>
<td>$192,188.58</td>
</tr>
</tbody>
</table>
**PARTNERSHIP, FIRM OR ASSOCIATION**

**APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**

(This form has been prepared by the Attorney General's Office)

City or County 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-K133333514-F01

I have registered as an Alcohol Dealer with the TTB. ☐ Yes (required for new application)

<table>
<thead>
<tr>
<th>Name of Partnership/Firm/Association</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triangle Rodeo Club</td>
<td>(620) 369-2349</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place of Business Street Address</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>812 N Bay St.</td>
<td>Greensburg</td>
<td>67054</td>
</tr>
</tbody>
</table>

### SECTION 3 – LICENSED PREMISE

<table>
<thead>
<tr>
<th>DBA Name</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triangle Rodeo Club</td>
<td>Po Box 35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greensburg</td>
<td>KS</td>
<td>67054</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Phone No.</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>620-369-2349</td>
<td>Greensburg</td>
<td>KS</td>
<td>67054</td>
</tr>
</tbody>
</table>

I own the proposed business location. ☑

I do not own the proposed business location. ☐

### SECTION 4 – PARTNER AND FIRM/ASSOCIATION MEMBER INFORMATION

List each partner or member of a firm/association and their spouse*, if applicable. Attach additional pages if necessary.

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

Page 1 of 4

AG CMB Partnership, Firm or Association Application (Rev. 12.27.19)
### SECTION 4 - PARTNER AND FIRM/ASSOCIATION MEMBER INFORMATION (CONTINUED)

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
<th>Residence Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
<th>Residence Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner/Member Name</th>
<th>Title</th>
<th>Date of Birth</th>
<th>Residence Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 or Agent Name
Jennifer Greenleaf
Residence Street Address
1456 E. Street
City
Greensburg
State
KS
Zip Code
07054

Manager or Agent Spousal* Information

Manager or Agent Spouse Name

Phone No. (620) 369-2349
Date of Birth 5-5-20

Residence Street Address

City
State
Zip Code
### SECTION 6 – QUALIFICATION FOR LICENSURE
Applies to each partner or member of a firm or association AND their spouses*.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all persons identified in Sections 4 &amp; 5 are Citizens of the United States*?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have all persons identified in Sections 4 &amp; 5 have been a resident of Kansas for at least one year prior to application*?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have all persons identified in Sections 4 &amp; 5 been residents of this county for at least six months*?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All persons identified in Sections 4 &amp; 5 are at least 21 years old*?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Within 2 years immediately preceding the date of this application, have any of the persons 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.

- Yes □ No □

Does the partnership, firm or association have a manager, officer or director who was an officer, manager, director or stockholder owning in the aggregate more than 25% of the stock of a corporation that had a CMB license revoked or was convicted of a violation of the Club and Drinking Establishment Act or the CMB laws?

- Yes □ No □

Has the spouse of any partner or member ever been convicted of any of the crimes identified in Section 6 during the time the partner or member held a CMB license?

- Yes □ No □

### SECTION 7 – DURATION OF SPECIAL EVENT

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>AM/PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>5-22-2020</td>
<td>1:00</td>
</tr>
<tr>
<td>End Date</td>
<td>5-23-2020</td>
<td>2:00</td>
</tr>
</tbody>
</table>

Proceed to Section 8 on the next page.
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 partnership/firm/association to complete this application. (K.S.A. 52-601)

SIGNATURE

DATE 5-14-20

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR MONTHLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 109 SW 9TH ST, 5TH FLOOR, PO BOX 3506, TOPEKA, KS 66601.

Applicant's spouse is not required to meet citizenship, residency or age requirements. If renewal application, applicant's spouse is not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(6)
To: Mayor and City Council  
From: Stacy Barnes, City Administrator  
Subject: Agenda items G. 1-5

**Agenda Item G.1 Updates on the COVID-19 Pandemic, Review City Operations**

May 14th Governor Kelly implemented Phase 1.5 of the Plan to Reopen Kansas. Included in the packet is Executive Order 20-31 implementing this phase and also the full Ad Astra Reopening Plan document that is revised to include this new phase. The main addition from Phase 1 to 1.5 is allowing personal service businesses to open by appointment such as salons, barbershops and tattoo parlors.

Council may consider reopening City Hall to the public as it is allowed under the current phase. We have installed a sneeze guard and hand sanitizer is available at the front counter. We will also encourage social distancing in the lobby area. Where we see primarily local traffic, there is minimal risk.

The Big Well Museum remains closed and is not allowed to reopen under the Governor’s plan until Phase 2, which at this time is tentatively set to begin June 1st. Phase 2 allows for 30 people in an area. Caitlin has installed sneeze guards at the front desk area, placed signage throughout the museum and gift shop, purchased and prepared cleaning supplies and prepared a cleaning protocol. She also has reusable masks for the employees to wear. On Thursday, May 14th Caitlin and I met with Kerri Ulrich and Nicole Zadina from the Kiowa County Health Department at the museum to review the reopening plan. At this time, we would tentatively recommend reopening the museum on June 1st, dependent on progression of the Governor’s reopening plan and/or other local developments.

**Agenda Item G.2 Swimming Pool 2020 Operations**

On Thursday, May 14th I met with Kerri Ulrich and Nicole Zadina from the Kiowa County Health Department to discuss swimming pool operations for the 2020 season. Per the Governor’s plan for reopening, public swimming pools can open in Phase 2, which is now tentatively planned for June 1st. During this time social distancing would still be in effect and groups of 30 people allowed. Phase 3 is slated to begin June 15th with groups of 90 people allowed and social distancing encouraged.

The CDC has provided guidelines for cleaning and water sanitation for pools. Kansas Parks and Recreation Association and League of Kansas Municipalities have also given guidance for pool operations. Kerri and Nicole suggested an attendance log to have patrons sign in and out each day. We would be able to sell concessions but nothing that is self-serve. We will have signage asking patrons to practice social distancing.
We have had interest and applications from potential pool management and lifeguards but I have told them at this time the city is not sure if and when the pool will open for the season.

At this time, contingent on changes to the Governor’s Plan for Reopening timeline, evolution of the local conditions or local regulation it would be my recommendation to tentatively plan to open the pool June 15th during Phase 3. This date can be evaluated as time progresses and may be adjusted accordingly. In my opinion, July 4th should be the end date for consideration of opening the pool for the 2020 season.

**Agenda Item G.3 Consider Local Business Support**

At the last meeting I presented the idea of $10 in Big Well Bucks to each residential household in the city limits. Council was supportive of this idea but wanted to wait until more businesses were open and would potential be impacted by this effort.

Big Well Bucks are a program of the Kiowa County Chamber and can be spent like cash at local businesses, then the business deposits them at Greensburg State Bank-SJN to be turned back into cash. This would encourage residents to do some local shopping and inject a little money into the local economy.

We have about 425 residential customers. With about $250 in postage, this would be approximately a $4,500 investment at $10 per household. We have sufficient funds ($137,522) in our donation fund to cover this program.

**Agenda Item G.4 Lineman Internship Position**

We have had interest from Cale Thompson regarding a summer lineman internship with the city. He is currently a student in the lineman program at Pratt Community College. He needs 400 internship hours for the program. I have discussed this with Mick Kendall, Utilities Superintendent, and we are agreeable to hire him as a seasonal employee for this internship. This is not a position previously held with the city, so included in the packet is a draft Electric Lineman Intern job description for your consideration. We have sufficient budget in the electric fund for this internship position.

Mr. Thompson has also expressed interest in hiring on with the city full time in the fall as a lineman apprentice. He will still have 6 hours each semester next school year with PCC but could also begin the lineman apprentice program with Kansas Municipal Utilities. We will review this position through the summer and budget time for the 2021 budget.

It is recommended council approve the Electric Lineman Internship position creation and job description.

**Agenda Item G.5 Position Classification and Pay Plan Policy Draft Changes**

As requested by council, included in the agenda packet for consideration are draft changes to the Position Classification and Pay Plan Policy that reflect a change to one public works department for the city. This includes a change to the organizational chart and to public works
department job descriptions to reflect this change. Draft changes include position changes to Public Works Superintendent, Public Works Foreman, and the combination of Public Works Maintenance Worker and Public Utilities Maintenance Worker to one position description.
WHEREAS, securing the health, safety, and economic well-being of residents of the State of Kansas is this Administration's top priority;

WHEREAS, Kansas is facing a crisis—the pandemic and public health emergency of COVID-19—resulting in illness, quarantines, school closures, and temporary closure of businesses resulting in lost wages and financial hardship to Kansas citizens;

WHEREAS, the United States Departments of Health and Human Services declared a public health emergency for COVID-19 beginning January 27, 2020, with now more than 1,364,000 cases of the illness and more than 82,000 deaths as a result of the illness across the United States;

WHEREAS, the World Health Organization declared a pandemic on March 11, 2020;

WHEREAS, a State of Disaster Emergency was proclaimed for the State of Kansas on March 12, 2020;

WHEREAS, on March 13, 2020, the President of the United States declared the ongoing COVID-19 pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to Section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121-5207 (the "Stafford Act");

WHEREAS, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, et seq. and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020;

WHEREAS, as of this date, in Kansas there have been 7,468 reported positive cases of COVID-19 spread among 84 counties, including 164 deaths;

WHEREAS, in order to mitigate the spread of COVID-19, Executive Order 20-15 established the Kansas Essential Function Framework (KEFF).

WHEREAS, in order to mitigate the spread of COVID-19, Executive Order 20-16 established a statewide “stay home” order in conjunction with the Kansas Essential Function Framework;

WHEREAS, in order to mitigate the spread of COVID-19, Executive Order 20-25 prohibited mass
gatherings of more than 10 individuals subject to certain exceptions;

WHEREAS, the State of Kansas must remain flexible to account for the evolving nature and scope of the unprecedented public health emergency posed by COVID-19, while also simultaneously beginning the process of safely, strategically, and incrementally reopening business and facilitating economic recovery and revitalization;

WHEREAS, for the aforementioned and other reasons, and in recognition and furtherance of my responsibility to provide for and ensure the health, safety, security, and welfare of the people of the State of Kansas, I have determined that the evolving public health and economic threats posed by COVID-19 require a proactive approach to both incrementally re-opening businesses and activities while still mitigating the further spread of COVID-19;

WHEREAS, I have announced that Kansas will follow “Ad Astra: A Plan to Reopen KANSAS” to re-open businesses and activities in phases as appropriate after considering key health metrics and other data regarding readiness, risk of resurgence, and threats to the most vulnerable;

WHEREAS, the public health metrics identified in “Ad Astra: A Plan to Reopen Kansas”—disease spread, hospital admissions, and deaths as a result of COVID-19—indicate that Kansas is not ready to move to Phase Two; and

WHEREAS, in these challenging times, this Administration will do whatever it can to avoid immediate dangers to the health, safety, and welfare of Kansans, including providing guidance and support for local authorities who are making difficult and important decisions to protect the health and safety of their populations.

NOW, THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, including the authority granted me by K.S.A 48-924 and K.S.A 48-925, in order to begin the process of safely, strategically, and incrementally reopening businesses and facilitating the economic recovery of Kansas while still mitigating the spread of COVID-19, I hereby direct and order the following during Phase One of “Ad Astra: A Plan to Reopen KANSAS”:

1. Executive Order 20-29 (Ad Astra Phase One) is rescinded and replaced by this order.

2. Mass Gatherings:
   a. Mass gatherings of more than 10 individuals are prohibited.
      i. Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain a 6-foot distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.

3. Guidance for Individuals: Individuals are strongly encouraged to follow guidance attached to this order.
4. **Guidance for Employers/Businesses:** Employers and businesses are strongly encouraged to follow guidance attached to this order.

5. **Business Restrictions:**

   a. All businesses not addressed in subparagraph 5.c. or prohibited in subparagraph 5.d. below can open if they comply with the following:

      i. Maintain at least 6 feet of distance between customers or groups of customers;

         1. Restaurants or dining establishments may meet this requirement by using physical barriers sufficient to prevent virus spread between seated customers or groups of seated customers;

      ii. Follow fundamental cleaning and public health practices detailed on [covid.ks.gov](http://covid.ks.gov); and

      iii. Avoid any instances in which groups of more than 10 individuals are in one location and unable to maintain a 6-foot distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a business, but requires that businesses limit mass gatherings in areas and instances in which physical distancing cannot be maintained, such as at tables or in entrances, lobbies, break rooms, check-out areas, etc.

   b. All businesses in operation should follow industry-specific guidelines as provided on [covid.ks.gov](http://covid.ks.gov). Following any additional best practices guidance from each business sector is strongly encouraged.

   c. The following businesses may open if they comply in all areas of the business with the requirements of paragraph 5.a. of this order but only to the extent described in this subparagraph:

      i. Nail salons, barber shops, hair salons, tanning salons, tattoo parlors and other personal service businesses where close contact cannot be avoided may open, but only for pre-scheduled appointments or online check-in.

      ii. Fitness centers and health clubs may open, but in-person group classes may not occur and locker rooms must be closed except as necessary to use restroom facilities.

   d. The following, unless they are repurposed for use in an essential function under the KEFF as determined under the provisions of paragraph 7 below, shall be closed to the public:

      i. Bars and night clubs, excluding already operating curbside and carryout services.
ii. Casinos (non-tribal)

iii. Theaters, museums, and other indoor leisure spaces (trampoline parks, arcades, etc.)

6. **Education, Activities, and Venue Restrictions:**

   a. **Educational Facilities:**

      i. K-12 facilities remain subject to the provisions of EO 20-07 regarding school closures, including the requirement that fewer than 10 students, instructors, or staff be present for normal operations. K-12 facilities should continue to follow the guidelines of the Continuous Learning Plan developed by the Kansas State Department of Education. Districts with facilities in more than one county or city should follow any applicable directives issued by the county and city in which their district office is located.

      ii. Higher education facilities that are closed before May 18th should remain closed for in-person learning or events involving groups of more than 10 individuals present at a time.

      iii. Licensed childcare facilities may continue operations pursuant to state and local regulations.

b. All activities and venues not addressed in subparagraph 6.c. or prohibited in subparagraph 6.d. below can open if they comply with the following:

   i. Maintain at least 6 feet of distance between individuals or groups (not including individuals who reside together);

   ii. Follow fundamental cleaning and public health practices (compliance with any additional sector-specific best practices guidance is strongly encouraged); and

   iii. Avoid any instances in which groups of more than 10 individuals are in one location and are unable to maintain a 6-foot distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a facility, but requires that facilities limit mass gatherings in areas and instances in which physical distancing cannot be maintained such as in entrances, lobbies, locker rooms, etc.

c. The following activities or venues may open but only to the extent described in this subparagraph:

   i. In-person commencement or graduation ceremonies may occur with no more than 10 individuals in a room, gymnasium, or facility at one time and only if those 10 individuals maintain a 6-foot distance between individuals
(not including individuals who reside together) with only infrequent or incidental moments of closer proximity. Outdoor drive-through graduation ceremonies during which no more than 10 individuals are in the same area outside of their vehicles at a time (i.e. school administration, graduate, family members, etc.) are allowed. Individuals who remain within an enclosed motor vehicle do not count toward the maximum number of attendees allowed in the same area.

d. The following, unless they are repurposed for use in an essential function under the KEFF as determined under the provisions of paragraph 7 below, shall remain closed to the public:

i. Community centers;

ii. Outdoor and indoor large entertainment venues with capacity of 2,000 or more;

iii. Fairs, festivals, carnivals, parades;

iv. Swimming pools (other than backyard pools);

v. Organized sports facilities, sports tournaments, sports games, and sports practices (meaning no team practices, regardless of location); and

vi. Summer camps.

7. Essential Functions:

a. While local governments may implement more restrictive orders or provisions regarding businesses, mass gatherings, or stay-home requirements, local governments must continue to allow the performance of essential functions identified in the Kansas Essential Functions Framework. However, such local orders or provisions may affect or regulate essential functions only so long as they do not significantly disrupt performance of the essential function. The applicable list of essential functions was outlined in Executive Order 20-16 prior to its expiration; while the substantive provisions of that order no longer apply, the KEFF functions listed in Executive Order 20-16 are the essential functions local governments must continue to allow.

b. During the re-opening phases, whether an individual or organization performs an essential function under the KEFF is a decision left to local governments, but any individual or business with previous confirmation from the State that it performs essential functions under Executive Order 20-16 (prior to its expiration) will continue to have those functions deemed essential.

8. If any business, facility, or venue involves or operates more than one activity or function, each activity or function must follow any provisions of this order specifically addressing that activity or function. For example, a community center that includes a fitness center, a
pool, and an event space may open the fitness center but may not open the pool or event space (regardless of capacity).

9. Nothing in this order shall restrict, limit, or supersede the Secretary of Health and Environment’s authority to make isolation, quarantine, or other orders restricting movement as necessary to respond to escalating or worsening conditions in any local jurisdiction.

10. Local governments retain authority to issue and enforce equally or more restrictive orders or provisions and retain any authority to issue or enforce isolation or quarantine orders or other orders restricting movement as necessary to respond to escalating or worsening conditions in any local jurisdiction.

11. As currently permitted pursuant to state law, law enforcement officers enforcing this order should use their discretion, consult with their legal counsel, and consider the totality of the circumstances as they determine appropriate enforcement actions.

12. In order to more accurately track and assess statewide status of COVID-19 cases, private labs conducting testing for COVID-19 shall report both positive and negative tests to the Kansas Department of Health and Environment.

13. The Four Tribes of Kansas (Iowa Tribe, Kickapoo Nation, Prairie Band Potawatomie Nation, and Sac & Fox Nation) retain any authority to regulate through their respective tribal councils for the health and welfare of their population.

14. This order should be read in conjunction with other executive orders responding to the COVID-19 pandemic that are still in effect and supersedes any contrary provisions of previous orders.

This document shall be filed with the Secretary of State as Executive Order No. 20-31. It shall become effective as of 12:00 a.m. on May 18, 2020, and remain in force until rescinded or until the statewide State of Disaster Emergency proclaimed on April 30, 2020, relating to COVID-19 expires, whichever is earlier. This order may be extended or modified as circumstances dictate.

THE GOVERNOR’S OFFICE

BY THE GOVERNOR

DATED 5.14.2020

FILED
MAY 14 2020
SCOTT SCHWAB
SECRETARY OF STATE

Secretary of State

Assistant Secretary of State

EO 20-31
Guidance for Individuals and Employers/Businesses

1. Guidance for Individuals:

   a. Individuals are strongly encouraged to wear cloth masks in public settings as appropriate and especially when using mass transit. Employees should follow industry-specific guidance on mask use in workplaces.

   b. When in public (e.g. parks, outdoor recreation areas, shopping areas) all individuals (not including individuals who reside together) should maintain a 6-foot distance from others with only infrequent or incidental moments of closer proximity.

   c. Avoid socializing in person with groups of more than 10 individuals in both indoor and outdoor settings, especially in circumstances that do not allow for a physical distance of 6-feet or more between individuals or groups with only infrequent or incidental moments of closer proximity (e.g., receptions, trade shows).

   d. All high-risk or vulnerable individuals should continue to stay home except for essential needs.

   e. Minimize or eliminate non-essential travel and adhere to CDC and KDHE guidelines regarding isolation or quarantine following travel to high-risk areas. Essential travel includes travel for urgent family, medical, and business-related needs as determined by the individual or business.

2. Guidance for Employers/Businesses:

   a. Continue to strongly encourage telework for all employees when possible.

   b. Avoid gatherings of employees in groups of more than 10 individuals where 6-foot distances between individuals cannot be maintained except for infrequent or incidental moments of closer proximity.

   c. Gradually phase in employees on-site as possible while maintaining 6 feet between employee workstations.

   d. Any employees exhibiting symptoms should be required to stay at home and asked to call their health care provider.

   e. Minimize or eliminate non-essential travel and adhere to CDC and KDHE guidelines regarding isolation or quarantine following travel to high-risk areas. Essential travel includes travel for urgent family, medical, and business-related needs as determined by the individual or business.

   f. Strongly consider special accommodations for personnel who are members of a vulnerable population.
AD ASTRA: A PLAN TO REOPEN KANSAS
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MESSAGE FROM THE GOVERNOR</td>
<td>1</td>
</tr>
<tr>
<td>OVERVIEW</td>
<td>2</td>
</tr>
<tr>
<td>PHASE ONE</td>
<td>6</td>
</tr>
<tr>
<td>PHASE 1.5</td>
<td>12</td>
</tr>
<tr>
<td>PHASE TWO</td>
<td>18</td>
</tr>
<tr>
<td>PHASE THREE</td>
<td>24</td>
</tr>
<tr>
<td>PHASE OUT</td>
<td>29</td>
</tr>
<tr>
<td>FUNDAMENTAL PUBLIC HEALTH GUIDELINES</td>
<td>31</td>
</tr>
</tbody>
</table>
My fellow Kansans,

We have been through quite an ordeal these last two months. The breadth of change we’ve all been forced to accept in a matter of weeks has been drastic, disorienting, and utterly disruptive.

In some ways, this crisis has brought out the best in us as Kansans. It has reminded us what truly matters in life, and how much we need each other, despite what this polarized world would have us believe. It has redefined everyday heroism and humanity and taught us to notice these acts, and give thanks for them, more intentionally.

In other ways, the coronavirus pandemic has placed a glaring spotlight on the fractures of our society, on our public health infrastructure, and on our politics. It has expedited numerous crises that were in the making long before COVID-19 turned our world upside down. And it will force us to confront those vulnerabilities and pressure points before this emergency subsides.

I want to thank you all for the tremendous sacrifices you have made to embrace these painful changes.

As we prepare for the future, everyone has a responsibility to do their part in protecting their fellow Kansans. This framework is not a return to the life we knew just a few short months ago. Until a vaccine is developed, we must continue to adhere to the fundamental mitigation practices that have kept us alive up to this point.

Moving forward, we will measure our progress by monitoring our testing rates, COVID-19 hospitalizations, ability to contact trace, and availability of personal protective equipment. Our testing rate needs to increase, and we will work diligently to improve it. We will do all we can to avoid setbacks in our reopening process and here are some things you can do to help:

- **Follow your county’s restrictions.** Not all counties may choose to open at the same time.
- **Stay home if you’re sick.**
- **Wear masks in public settings.**
- **Maximize physical distance (6 ft or more) in public settings.**
- **Avoid socializing with large groups.**
- **High-risk individuals should only leave the house for essential needs.**
- **Minimize nonessential travel.**
- **Check in (via phone/letter/text/email) with friends and family who are isolated.**
- **Wash your hands frequently.**

I have faith in Kansans, and it is because of that faith that I can promise you, our state will return to a “new normal.” After all, in Kansas we don’t just say they’ll be brighter days ahead, we create them.

**Ad Astra Per Aspera.**

Laura Kelly,
Governor of Kansas
On May 4, 2020, Governor Laura Kelly lifted the statewide “Safer at Home” order and allow Kansas communities to begin phased reopening by issuing a statewide executive order (EO) to begin Phase One of the “Ad Astra: A Plan to Reopen Kansas”.

The State will set the regulatory baseline in each phase of this framework, with Kansas local governments retaining authority to impose additional restrictions that are in the best interest of the health of their respective residents, consistent with the de-centralized public health system outlined in Kansas law. For example, if a county decides to impose a local order or impose additional restrictions not outlined in the EO, they are permitted to do so under certain conditions. Local governments do not have to apply or submit requests to the state to institute any equal or more restrictive standards. Local governments that choose not to impose any additional restrictions are required to operate within the regulatory baseline of the Governor’s EO for each phase.

The Governor will evaluate the state’s disease spread, testing rates, death rates, hospitalizations, ability of state and local public health authorities to contain outbreaks and conduct contact tracing, and availability of personal protective equipment when determining if the state should move to the next “Phase.” Regardless of phase, the State Health Officer retains the authority to impose additional public health interventions in any area that contains an emergent and significant public health risk as determined by the Officer. Specific business and activity restrictions in each phase were determined by assessing the contact intensity of the service provided, the number of contacts generally possible, and the ability to modify the risk of activities and services.

Throughout all these phases, Kansans should maintain social distancing, practice good hygiene, remain home when sick, follow isolation and quarantine orders issued by state or local health officers, use cloth face masks when leaving their homes, and continue to clean and disinfect surfaces. These are basic public health guidelines that will slow the spread of this disease as we slowly re-open Kansas. Individuals are strongly encouraged to resume seeking medical services while following safety guidelines issued by each respective medical facility.

Mass gathering limits for each phase were determined by considering the growing capacity of our public health infrastructure and a measured, gradual approach for loosening restrictions. The Governor reserves the right to loosen or strengthen these restrictions in subsequent phases based on the state’s health progress.
Throughout Phase One, the Governor will continue evaluating the state’s progress and, if appropriate, issue a new executive order moving the statewide baseline to Phase 1.5. Phase 1 began on May 4, 2020.

Throughout Phase 1.5, the Governor will continue evaluating the state’s progress and, if appropriate, issue a new executive order moving the statewide baseline to Phase Two. Phase 1.5 will begin on May 18, 2020.

Throughout Phase Two, the Governor will continue evaluating the state’s progress and, if appropriate, issue a new executive order moving the statewide baseline to Phase Three. This will occur no sooner than June 1, 2020.

Throughout Phase Three, the Governor will continue evaluating the state’s progress and, if appropriate, issue a new executive order moving the statewide baseline to Phase Out. This will occur no sooner than June 15, 2020.

Once the state is in Phase Out, the Governor will issue additional guidelines to explain the health metrics that will trigger an elimination of all statewide restrictions. This will occur no sooner than June 29, 2020.
RESPONSIBILITIES OF THE STATE OF KANSAS AND LOCAL GOVERNMENTS

As stated previously, the State will set the regulatory baseline for Kansas local governments in each phase of this framework, allowing local governments to retain the ability to impose additional restrictions that are in the best interest of the health of their residents. Any specific guidelines not outlined in this document are the jurisdiction of each local government. The State will not force communities to reopen. However, the Kansas Department of Health and Environment recommends that local governments monitor the following health criteria when determining if they should continue respective “stay-at-home” mandates or impose any additional restrictions:

- **DISEASE SPREAD**: Stable or declining over a 14-day period.
  - Rate of COVID-19 cases per 100,000 population.
- **HOSPITALS**: Decreasing number of new COVID-19 admissions.
  - Stable (flat) or a downward trajectory of the COVID-19 in-patient counts within a 14-day period.
- **DEATHS**: Decreasing number of deaths.
  - Downward trajectory of COVID-19 deaths within a 14-day period.

KDHE will publish routine data on these metrics by county.

THE KANSAS ESSENTIAL FUNCTIONS FRAMEWORK (KEFF)

While local governments may implement more restrictive orders regarding businesses, mass gatherings, or stay-home requirements, throughout each reopening phase local governments must continue to allow the performance of essential functions identified in the Kansas Essential Functions Framework (see Executive Order 20-16). However, such local orders may affect or regulate essential functions so long as they do not significantly disrupt performance of the essential function. Local governments may decide whether an individual or organization performs an essential function under the Kansas Essential Function Framework (KEFF), but any individual or business with confirmation of its KEFF status from the State is to remain deemed essential.
THE GOVERNOR’S CONTINUING COMMITMENT TO KANSAS COMMUNITIES

The Governor continues to make the following commitments to Kansas communities in order to aid the reopening efforts:

- Secure testing capabilities to ensure the State can continue to effectively monitor its progress.

- Work with private industry, local, and county governments to provide adequate personal protective equipment for frontline workers fulfilling critical functions necessary to protect Kansans from COVID-19.

- Provide the state and local public health infrastructure with the resources needed to effectively track outbreaks, isolate infected individuals, and conduct contact-tracing to mitigate virus spread.

- Conduct ongoing analysis and evaluation of the plan outlined within this document, while making assessments available to the public and taking necessary steps to reconfigure as lessons are learned, new trends emerge, or as unforeseen circumstances arise.
PHASE ONE

BEGINNS MAY 4, 2020 AS DIRECTED BY EXECUTIVE ORDER 20-29

**GATHERINGS**
- Mass gatherings of no more than 10 individuals allowed.

**INDIVIDUALS**
- Masks are strongly encouraged in public settings.
- Maintain 6 foot social distance.

**EMPLOYERS**
- Telework is strongly encouraged when possible.
- Any employee exhibiting symptoms should be required to stay home.

**TRAVEL**
- Minimize or avoid nonessential travel.
- Follow KDHE travel and quarantine guidelines for travel to high-risk areas.

**ACTIVITIES NOT ALLOWED TO OPEN**
- Community centers
- Large entertainment venues with capacity of 2,000 +
- Fairs, festivals, parades, & graduations
- Public swimming pools
- Organized sports facilities
- Summer camps

**ESTABLISHMENTS NOT ALLOWED TO OPEN**
- Bars and nightclubs excluding already operating curbside and carryout services
- Casinos (non-tribal)
- Indoor leisure spaces
- Fitness centers and gyms
- Personal service businesses where close contact cannot be avoided

**EDUCATION, ACTIVITIES, & VENUES ALLOWED TO OPERATE**
- Childcare facilities
- Libraries
The previous statewide Stay-at-Home and mass gatherings orders are lifted and mass gatherings of more than 10 individuals are prohibited. Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.

Industries or functions that are already in operation pursuant to KEFF may continue to function while, if possible, avoiding gatherings of more than 10 individuals where social distancing measures are difficult to maintain.

Any local government that decides to impose equal or more stringent restrictions during this phase is permitted to do so, except with regards to essential functions in KEFF.

Any federal restrictions imposed and still in effect must be followed.

**Masks:** Individuals are strongly encouraged to wear cloth masks in public settings as appropriate.

**Outdoor Activities:** When in public (e.g., parks, outdoor recreation areas, shopping areas), individuals and family units should consistently maintain 6 feet of distance from others with only infrequent or incidental moments of closer proximity.

**Social Gatherings:** Avoid socializing in person with groups of 10 or more individuals in both indoor and outdoor settings, especially in circumstances that do not allow for a physical distance of 6 feet or more between individuals or groups with only infrequent or incidental moments of closer proximity. (e.g., receptions, trade shows).

**High-Risk Individuals***: High-risk individuals are advised to continue to stay home except when conducting essential functions.

**Travel:** Minimize or eliminate nonessential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. Essential travel includes travel for urgent family, medical, and business-related needs as determined by the individual or business.

*High-risk individuals include those with underlying medical conditions, including, chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised.
GUIDANCE FOR EMPLOYERS

- **Telework**: Strongly encouraged for all employees when possible.
- **On-site Operations**: Avoid large gatherings of employees of 10 or more where social distancing protocols cannot be maintained except for infrequent or incidental moments of closer proximity and phase in employees on-site as possible while maintaining 6 feet of distance between employee workstations.
- **Potentially Sick Employees**: Any employees exhibiting symptoms should be required to stay at home and asked to call their health care provider.
- **Business Travel**: Minimize or eliminate nonessential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. Essential travel includes travel for urgent and necessary family, medical, and business-related needs as determined by the individual or business.
- **Visits to Long-term Care Facilities or Correctional Facilities**: In-person visits to these facilities should be prohibited. Those who must interact with residents must adhere to strict protocols regarding hygiene and screening.
BUSINESS RESTRICTIONS

All businesses not prohibited to the right MAY OPEN IF:

✓ They can maintain at least 6 feet of distance between consumers (individuals or groups). Restaurants or dining establishments may meet this requirement by using physical barriers sufficient to prevent virus spread between seated customers or groups of seated customers.

✓ AND fundamental cleaning and public health practices are followed. Businesses should follow industry-specific guidelines as provided on covid.ks.gov. Any additional best practices guidance from each business sector is strongly encouraged.

✓ AND businesses must avoid any instances in which groups of more than 10 individuals are in one location and are unable to consistently maintain 6 feet of distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a business, but requires that businesses limit areas and instances in which consistent physical distancing cannot be maintained, such as tables, entrances, lobbies, break rooms, check-out areas, etc.

The following businesses DO NOT OPEN open in this phase:

x Bars and night clubs, excluding already operating curbside and carryout services.

x Casinos (non-tribal)

x Theaters, museums, and other indoor leisure spaces (trampoline parks, arcades, etc.)

x Fitness centers and gyms

x Nail salons, barber shops, hair salons, tanning salons, tattoo parlors and other personal service businesses where close contact cannot be avoided.

Local governments retain authority to impose equal or more stringent restrictions on businesses during this phase, except as to essential functions in KEFF.
EDUCATIONAL FACILITIES

• K-12 facilities remain subject to the provisions of EO 20-07 regarding school closures, including the requirement that fewer than 10 students, instructors, or staff be present for normal operations. K-12 facilities should continue to follow the guidelines of the Continuous Learning Plan developed by the Kansas State Department of Education. Districts with facilities in more than one county or city should follow any applicable directives issued by the county and city in which their district office is located.

• Higher education facilities that are closed before May 4th should remain closed for in person learning or events involving groups of more than 10 individuals present at a time.

• Licensed childcare facilities may continue operations pursuant to state and local regulations.
ACTIVITIES AND VENUES

All activities and venues not prohibited to the right **MAY OPEN IF:**

✓ They can maintain at least 6 feet of distance between individuals or groups.

✓ AND fundamental cleaning and public health practices are followed. Follow industry specific guidelines as provided on covid.ks.gov.

✓ AND avoid any instances in which more than 10 individuals are in one location and are unable to maintain 6 feet of distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a facility, but requires that facilities limit mass gatherings in areas and instances in which physical distancing cannot be maintained such as in entrances, lobbies, locker rooms, etc.

The following activities and venues **DO NOT OPEN** in this phase:

✓ Community centers

✓ Outdoor and indoor large entertainment venues with capacity of 2,000 or more

✓ Fairs, festivals, carnivals, parades, and graduations

✓ Swimming pools (other than backyard pools)

✓ Organized sports facilities and tournaments

✓ Summer camps

Local governments retain authority to impose any equal or additional restrictions on educational facilities, activities, and venues, except as to essential functions in KEFF.
PHASE 1.5

BEGINS MAY 18, 2020 AS DIRECTED BY EXECUTIVE ORDER 20-32

### GATHERINGS
- Mass gatherings of no more than **10** individuals allowed.

### INDIVIDUALS
- Masks are strongly encouraged in public settings.
- Maintain 6 foot social distance.

### EMPLOYERS
- Telework is strongly encouraged when possible.
- Any employee exhibiting symptoms should be required to stay home.

### TRAVEL
- Minimize or avoid nonessential travel.
- Follow KDHE travel and quarantine guidelines for travel to high-risk areas.

### ACTIVITIES NOT ALLOWED TO OPEN
- Community centers
- Large entertainment venues with capacity of 2,000 +
- Fairs, festivals, parades
- Swimming pools
- Organized sports facilities, tournaments, and practices
- Summer camps

### ESTABLISHMENTS NOT ALLOWED TO OPEN
- Bars and nightclubs excluding already operating curbside and carryout services
- Casinos (non-tribal)
- Indoor leisure spaces

### ESTABLISHMENTS, EDUCATIONAL FACILITIES, ACTIVITIES, & VENUES ALLOWED TO OPERATE WITH RESTRICTIONS
- Childcare facilities
- Libraries
- Commencement ceremonies
- Personal service businesses
- Fitness center and health clubs
The previous statewide Stay-at-Home and mass gatherings orders are lifted and mass gatherings of more than 10 individuals are prohibited. Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.

Industries or functions that are already in operation pursuant to KEFF may continue to function while, if possible, avoiding gatherings of more than 10 individuals where social distancing measures are difficult to maintain.

Any local government that decides to impose equal or more stringent restrictions during this phase is permitted to do so, except with regards to essential functions in KEFF.

Any federal restrictions imposed and still in effect must be followed.

Masks: Individuals are strongly encouraged to wear cloth masks in public settings as appropriate.

Outdoor Activities: When in public (e.g., parks, outdoor recreation areas, shopping areas), individuals and family units should consistently maintain 6 feet of distance from others with only infrequent or incidental moments of closer proximity.

Social Gatherings: Avoid socializing in person with groups of 10 or more individuals in both indoor and outdoor settings, especially in circumstances that do not allow for a physical distance of 6 feet or more between individuals or groups with only infrequent or incidental moments of closer proximity. (e.g., receptions, trade shows).

High-Risk Individuals*: High-risk individuals are advised to continue to stay home except when conducting essential functions.

Travel: Minimize or eliminate nonessential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. Essential travel includes travel for urgent family, medical, and business-related needs as determined by the individual or business.

*High-risk individuals include those with underlying medical conditions, including, chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised.
GUIDANCE FOR EMPLOYERS

- **Telework:** Strongly encouraged for all employees when possible.

- **On-site Operations:** Avoid large gatherings of employees of 10 or more where social distancing protocols cannot be maintained except for infrequent or incidental moments of closer proximity and phase in employees on-site as possible while maintaining 6 feet of distance between employee workstations.

- **Potentially Sick Employees:** Any employees exhibiting symptoms should be required to stay at home and asked to call their health care provider.

- **Business Travel:** Minimize or eliminate nonessential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. Essential travel includes travel for urgent and necessary family, medical, and business-related needs as determined by the individual or business.

- **Visits to Long-term Care Facilities or Correctional Facilities:** In-person visits to these facilities should be prohibited. Those who must interact with residents must adhere to strict protocols regarding hygiene and screening.
BUSINESS RESTRICTIONS

All businesses not prohibited to the right **MAY OPEN IF:**

✔ They can maintain at least 6 feet of distance between consumers (individuals or groups). Restaurants or dining establishments may meet this requirement by using physical barriers sufficient to prevent virus spread between seated customers or groups of seated customers.

✔ AND fundamental cleaning and public health practices are followed. Businesses should follow industry-specific guidelines as provided on covid.ks.gov. Any additional best practices guidance from each business sector is strongly encouraged.

✔ AND businesses must avoid any instances in which groups of more than 10 individuals are in one location and are unable to consistently maintain 6 feet of distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a business, but requires that businesses limit areas and instances in which consistent physical distancing cannot be maintained, such as tables, entrances, lobbies, break rooms, check-out areas, etc.

The following businesses **MAY OPEN IF** they comply with the requirements to the left and **ONLY** to the extent described below:

- Nail salons, barber shops, hair salons, tanning salons, tattoo parlors and other personal service businesses where close contact cannot be avoided may open, but only for pre-scheduled appointments or online check-in.
- Fitness centers and health clubs may open, but in-person group classes may not occur and locker rooms must be closed except as necessary to use restroom facilities.

The following businesses **DO NOT OPEN** open in this phase:

- Bars and night clubs, excluding already operating curbside and carryout services.
- Casinos (non-tribal)
- Theaters, museums, and other indoor leisure spaces (trampoline parks, arcades, etc.)

Local governments retain authority to impose equal or more stringent restrictions on businesses during this phase, except as to essential functions in KEFF.
EDUCATIONAL FACILITIES

- K-12 facilities remain subject to the provisions of EO 20-07 regarding school closures, including the requirement that fewer than 10 students, instructors, or staff be present for normal operations. K-12 facilities should continue to follow the guidelines of the Continuous Learning Plan developed by the Kansas State Department of Education. Districts with facilities in more than one county or city should follow any applicable directives issued by the county and city in which their district office is located.

- Higher education facilities that are closed before May 4th should remain closed for in person learning or events involving groups of more than 10 individuals present at a time.

- Licensed childcare facilities may continue operations pursuant to state and local regulations.
ACTIVITIES AND VENUES

All activities and venues not prohibited to the right MAY OPEN IF:
✓ They can maintain at least 6 feet of distance between individuals or groups.
✓ AND fundamental cleaning and public health practices are followed. Follow industry specific guidelines as provided on covid.ks.gov.
✓ AND avoid any instances in which more than 10 individuals are in one location and are unable to maintain 6 feet of distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a facility, but requires that facilities limit mass gatherings in areas and instances in which physical distancing cannot be maintained such as in entrances, lobbies, locker rooms, etc.

The following activities and venues MAY ONLY OPEN IF they comply with the requirements below:
• In-person commencement or graduation ceremonies may occur with no more than 10 individuals in a room, gymnasium, or facility at one time and only if those 10 individuals maintain a 6-foot distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.
• Outdoor drive-through graduation ceremonies during which no more than 10 individuals are in the same area outside of their vehicles at a time (i.e. school administration, graduate, family members, etc.) are allowed. Individuals who remain within an enclosed motor vehicle do not count toward the maximum number of attendees allowed in the same area.

The following activities and venues DO NOT OPEN in this phase:
✓ Community centers
✓ Outdoor and indoor large entertainment venues with capacity of 2,000 or more
✓ Fairs, festivals, carnivals, and parades
✓ Swimming pools (other than backyard pools)
✓ Organized sports facilities, tournaments, and practices
✓ Summer camps

Local governments retain authority to impose any equal or additional restrictions on educational facilities, activities, and venues, except as to essential functions in KEFF.
PHASE TWO

BEGINNS NO EARLIER THAN JUNE 1, 2020

At a date determined by the Governor based on the overall progress of the State on outlined health metrics. The Governor will issue an Executive Order to move the State into this phase.

ACTIVITIES
NOT ALLOWED TO OPEN

• Large entertainment venues with capacity of 2,000+  
• Fairs, festivals, and parades  
• Summer camps

ESTABLISHMENTS
ALLOWED TO OPEN

• Bars and nightclubs at 50% total occupancy  
• Casinos (non-tribal) if compliant with guidelines approved by the KDHE.  
• Indoor leisure spaces

EDUCATION, ACTIVITIES, & VENUES
ALLOWED TO OPERATE

• Childcare facilities  
• Libraries  
• Swimming pools  
• Community centers  
• Organized sports facilities, tournaments, and practices with some exceptions

GATHERINGS

• Mass gatherings of no more than 30 individuals allowed.

INDIVIDUALS

• Masks are strongly encouraged in public settings.  
• Maintain 6 foot social distance.

EMPLOYERS

• Telework is strongly encouraged when possible.  
• Any employee exhibiting symptoms should be required to stay home.

TRAVEL

• Minimize or avoid nonessential travel.  
• Follow KDHE travel and quarantine guidelines for travel to high-risk areas.

INDIVIDUALS

• Masks are strongly encouraged in public settings.  
• Maintain 6 foot social distance.

EMPLOYERS

• Telework is strongly encouraged when possible.  
• Any employee exhibiting symptoms should be required to stay home.

TRAVEL

• Minimize or avoid nonessential travel.  
• Follow KDHE travel and quarantine guidelines for travel to high-risk areas.
GENERAL PROVISIONS

- Mass gatherings of more than 30 individuals are prohibited. Mass gatherings are defined as instances in which individuals are in one location and unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.

- Businesses or functions that are already in operation pursuant to KEFF may continue to function while, if possible, avoiding gatherings of more than 30 individuals where social distancing measures are difficult to maintain.

- Local governments retain authority to impose equal or more stringent restrictions during this phase is permitted to do so, except with regards to essential functions in KEFF.

- Any federal restrictions imposed and still in effect must be followed.

GUIDANCE FOR INDIVIDUALS

- **Masks:** Individuals are encouraged to wear cloth masks in public settings as appropriate.

- **Outdoor Activities:** When in public (e.g., parks, outdoor recreation areas, shopping areas), individuals (not including individuals who reside together) should maintain 6 feet of distance from others with only infrequent or incidental moments of closer proximity.

- **Social Gatherings:** Avoid socializing in person with groups of more than 30 individuals in both indoor and outdoor settings, especially in circumstances that do not allow for a physical distance of 6 feet or more between individuals or groups with only infrequent or incidental moments of closer proximity (e.g., receptions, trade shows).

- **High-Risk Individuals**: High-risk individuals are advised to continue to stay home except for essential needs.

- **Travel:** Minimize nonessential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. Essential travel includes travel for urgent and necessary family, medical, and business-related needs as determined by the individual or business.

*High-risk individuals include those with underlying medical conditions, including, chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised.
GUIDANCE FOR EMPLOYERS

- **Telework:** Strongly encouraged for all employees when possible.

- **On-site Operations:** Avoid large gatherings of employees in groups of more than 30 where social distancing protocols cannot be maintained except for infrequent or incidental moments of closer proximity AND continue to phase in employees on-site as possible while maintaining 6 feet of distance between employee workstations.

- **Potentially Sick Employees:** Any employees exhibiting symptoms should be required to stay at home and asked to call their health care provider.

- **Business Travel:** Minimize nonessential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. Essential travel includes travel for urgent and necessary family, medical, and business-related needs as determined by the individual or business.

- **Visits to Long-term Care Facilities or Correctional Facilities:** In-person visits to these facilities should be prohibited. Those who must interact with residents must adhere to strict protocols regarding hygiene.
BUSINESS RESTRICTIONS

All businesses otherwise specified MAY OPEN IF:

✓ They can maintain at least 6 feet of distance between consumers (individuals or groups). Restaurants or dining establishments may meet this requirement by using physical barriers sufficient to prevent virus spread between seated customers or groups of seated customers.

✓ AND fundamental cleaning and public health practices are followed. Businesses should follow industry specific guidelines as provided on covid.ks.gov. Compliance with any additional best practices guidance from each business sector is strongly encouraged.

✓ AND businesses must avoid any instances in which groups of more than 30 individuals are in one location and are unable to maintain 6 feet of distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a facility, but requires that facilities limit mass gatherings in areas and instances in which physical distancing cannot be maintained, such as in tables, entrances, lobbies, break rooms, checkout areas, etc.

The following businesses MAY OPEN IF they comply with the requirements to the left and ONLY to the extent described below:

- Bars and nightclubs may open at 50% total occupancy and can otherwise continue operating curbside and carryout services.
- Casinos (non-tribal), but only if they comply with uniform guidelines approved by the Kansas Department of Health and Environment.

Local governments retain authority to impose equal or more stringent restrictions on businesses during this phase, except as to essential functions in KEFF.
EDUCATIONAL FACILITIES

- K-12 facilities remain subject to the provisions EO 20-07 regarding school closures, except that up to 30 students, instructors, or staff may be present for normal operations. K-12 facilities should continue to follow the guidelines of the Continuous Learning Plan developed by the Kansas State Department of Education. Districts with facilities in more than one county or city should follow any applicable directives issued by the county or city in which their district office is located.

- Higher education facilities that are closed before May 4th should remain closed for in person learning or events involving groups of more than 30 individuals present at a time.

- Licensed childcare facilities may reopen or continue operations pursuant to state and local regulations.
ACTIVITIES AND VENUES

All activities and venues not prohibited to the right **MAY OPEN IF:**

✓ They can maintain at least 6 feet of distance between individuals or groups.

✓ AND fundamental cleaning and public health practices are followed. Compliance with any additional sector specific best practices guidance is strongly encouraged.

✓ AND avoid any instances in which more than 30 individuals are in one location and are unable to maintain 6 feet of distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a facility, but requires that facilities limit mass gatherings in areas and instances in which physical distancing cannot be maintained, such as in entrances, lobbies, locker rooms, etc.

The following activities and venues **DO NOT OPEN** in this phase:

❌ Outdoor and indoor large entertainment venues with capacity of 2,000 or more

❌ Fairs, festivals, carnivals, and parades

❌ Summer camps

Local governments retain authority to impose any equal or additional restrictions on educational facilities, activities, and venues, except as to essential functions in KEFF.

The following activities and venues **MAY OPEN IF** they comply with the requirements to the above and **ONLY** to the extent described below:

- Organized sports facilities and tournaments, except that concessions must not include self-service food or beverages
PHASE THREE

BEGINNS NO EARLIER THAN JUNE 15, 2020
At a date determined by the Governor based on the overall progress of the State on outlined health metrics. The Governor will issue an Executive Order to move the State into this phase.

BUSINESS AND ACTIVITY RESTRICTIONS
All education, activities, venues and establishments may operate pursuant to mass gathering guidelines.

GATHERINGS
• Mass gatherings of no more than 90 individuals allowed.

INDIVIDUALS
• Adhere to personal hygiene guidelines.
• Remain home if you feel sick.

EMPLOYERS
• On-site staffing is unrestricted.

TRAVEL
• Nonessential travel may resume.
GENERAL PROVISIONS

• Mass gatherings of more than 90 individuals are prohibited. Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.
• Businesses or functions that are already in operation pursuant to the Kansas Essential Functions Framework (KEFF) may continue to function while, if possible, avoiding gatherings of more than 90 individuals where social distancing measures are difficult to maintain.
• Local governments retain authority to impose equal or more stringent restrictions during this phase, except as to essential functions in KEFF.
• Any federal restrictions imposed and still in effect must be followed.

GUIDANCE FOR INDIVIDUALS

• **Masks:** Individuals may choose to wear cloth masks in public settings as appropriate.
• **Outdoor Activities:** When in public (e.g., parks, outdoor recreation areas, shopping areas), individuals (not including individuals who reside together) should maintain 6 feet of distance from others with only infrequent or incidental moments of closer proximity.
• **Social Gatherings:** Avoid socializing in person with groups of more than 90 individuals in both indoor and outdoor settings, especially in circumstances that do not allow for a physical distance of 6 feet or more between individuals or groups with only infrequent or incidental moments of closer proximity (e.g., receptions, trade shows).
• **High-Risk Individuals**: High-risk individuals may resume public interactions but should practice physical distancing and minimize exposure to large social settings when precautionary measures may be difficult.
• **Travel:** Engage in nonessential travel but follow KDHE travel and quarantine guidelines for travel to high-risk areas.

*High-risk individuals include those with underlying medical conditions, including, chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised.
GUIDANCE FOR EMPLOYERS

- **Telework**: Employers may begin reducing telework and start bringing employees back to work in an office setting.

- **On-site Operations**: Avoid large gatherings of employees in groups of more than 90 where social distancing protocols cannot be maintained except for infrequent or incidental moments of closer proximity AND phase in employees on-site as possible while maintaining 6 feet of distance between employee workstations.

- **Potentially Sick Employees**: Any employees exhibiting symptoms should be required to stay at home and asked to call their health care provider.

- **Business Travel**: Engage in nonessential travel but follow KDHE travel and quarantine guidelines for travel to high-risk areas.

- **Visits to Long-term Care Facilities or Correctional Facilities**: In person visits to these facilities may be gradually reinstated. Screening measures for all visitors can be continued. Those who must interact with residents must adhere to strict protocols regarding hygiene and screening.
BUSINESS RESTRICTIONS

All businesses may open if:

✓ They can maintain at least 6 feet of distance between consumers (individuals or groups). Restaurants or dining establishments may meet this requirement by using physical barriers sufficient to prevent virus spread between seated customers or groups of seated customers.

✓ AND fundamental cleaning and public health practices are followed as designated by KDHE. Businesses should follow industry specific guidelines as outlined on covid.ks.gov. Following additional best practices guidance from each business sector are strongly encouraged.

✓ AND avoid any instances in which groups of more than 90 individuals are in one location and are unable to maintain 6 feet of distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a business, but requires that businesses limit mass gatherings in areas and instances in which physical distancing cannot be maintained such as in tables, entrances, lobbies, break rooms, checkout areas, etc.

Local governments retain authority to impose equal or more stringent restrictions on businesses during this phase, except as to essential functions in KEFF.
EDUCATIONAL FACILITIES

- K-12 facilities remain subject to the provisions EO 20-07 regarding school closures, except that up to 90 students, instructors, or staff may be present for normal operations. K-12 facilities should continue to follow the guidelines of the Continuous Learning Plan developed by the Kansas State Department of Education. Districts with facilities in more than one county or city should follow any applicable directives issued by the county or city in which their district office is located.

- Higher education facilities that are closed before May 4th should remain closed for in-person learning or events involving groups of more than 90 individuals present at a time.

- Licensed childcare facilities may reopen or continue operations pursuant to state and local regulations.

ACTIVITIES AND VENUES

All activities and venues **MAY OPEN IF:**

- They can maintain at least 6 feet of distance between individuals or groups.

- AND fundamental cleaning and public health practices are followed. Any additional sector specific best practices guidance from each are strongly encouraged.

- AND avoid any instances in which more than 30 individuals are in one location and are unable to maintain 6 feet of distance with only infrequent or incidental moments of closer proximity. This does not limit the total occupancy of a facility, but requires that facilities limit mass gatherings in areas and instances in which physical distancing cannot be maintained, such as in entrances, lobbies, locker rooms, etc.

Local governments retain authority to impose any equal or additional restrictions on activities and venues, except as to essential functions in KEFF.
PHASE OUT

BEGIN NO EARLIER THAN JUNE 29, 2020

At a date determined by the Governor based on the overall progress of the State on outlined health metrics. The Governor will issue an Executive Order to move the State into this phase.

GATHERINGS
- Maintain social distance where applicable.

INDIVIDUALS
- Adhere to personal hygiene guidelines.
- Remain home if you feel sick.

EMPLOYERS
- Follow any additional guidance for businesses and employees that is released.

TRAVEL
- Unrestricted.
Stay-At-Home orders are lifted and mass gathering limits are significantly relaxed. Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent incidental moments of closer proximity.

Once the state is in Phase Out the Governor will issue additional guidelines to explain what health metrics will trigger an elimination of all statewide restrictions.

Local governments retain authority to impose equal or more stringent restrictions during this phase, except as to essential functions in KEFF.

All businesses and activities should follow mass gatherings guidelines and institute appropriate public health measures.

Individuals should continue hygiene protocols and practice social distancing when applicable. High-risk individuals should still exercise additional caution.

Any federal restrictions imposed and still in effect must be followed.

*High-risk individuals include those of all ages with underlying medical conditions, including, chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised.
FUNDAMENTAL PUBLIC HEALTH GUIDELINES

These recommendations are a broad outline of public health measures that need to be taken during steps of the reopening process. More specific guidelines for individual industries have been compiled by the Department of Commerce and the Governor’s Office based on discussions with industry leaders and can be found at covid.ks.gov.
INDIVIDUALS

• Stay home as much as possible.

• Wash hands frequently with soap and water for at least 20 seconds. If soap and water is not available, use hand sanitizer with at least 60% alcohol.

• Avoid touching your eyes, nose and mouth.

• Distance yourself from others when in public, especially if you have a medical condition that puts you in a high-risk category.

• Cover your mouth and nose with a cloth mask when in public. Learn more about children and masks.

• Cover coughs and sneezes into an elbow or tissue. Throw the used tissue away and immediately wash your hands.

• Clean and disinfect frequently touched surfaces daily, including phones, keyboards, doorknobs, handles and light switches.

INDIVIDUALS FEELING SICK

• If you are experiencing any of the following symptoms, seek medical care: fever (>100 F or 38 C), headache, cough, sore throat, rash, shortness of breath, chest pain, joint or muscle aches, weakness, vomiting, diarrhea, stomach or abdominal pain, and lack of appetite.

• Stay home except to get medical care.

• Separate yourself from other people in your home.

• Wash your hands often & avoid touching your face.

• Designate someone to routinely clean high-touch surfaces.

HOUSEHOLDS WITH SICK FAMILY MEMBERS

• Give sick members their own room if possible and keep interactions limited.

• Consider providing additional protections or more intensive care for high-risk household members.

• Have only one family member care for them.
EMPLOYERS

- Develop and implement appropriate policies in accordance with federal, state, and local regulations and guidance and share with employees.
- Continue to use telework if possible and consider use of variable work schedules.
- Use nonmedical cloth masks.
- Frequent handwashing of employees and/or use of gloves. *Use of gloves does not take the place of good handwashing, and gloves must be changed frequently to be effective.*
- Incorporate engineering controls such as physical barriers where possible.
- Reconfigure space to enable people to be located at least 6 feet apart.
- Support and enable employees to remain at home if they are unwell or have been in close contact with someone who is sick.
- Establish strict routine cleanings by sanitizing frequently touched surfaces in between customer exchanges.
- Provide signage at public entrances to inform all employees and customers of social distancing guidelines mandated within your business.
- Create a plan for a potential outbreak or exposure in your community. If an employee tests positive for the virus, immediately contact your local health department and follow their instructions.
HIGH-RISK POPULATION

High-risk individuals include those with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or who are otherwise immunocompromised.

- Wear face masks when traveling outside of your household or interacting with other individuals.
- Monitor health and potential symptoms closely and report any signs of COVID-19.
- Limit all travel; telework if possible.
- Limit attending gatherings of any number of people outside of your household or residence.
- Do not visit nursing homes or other residential care facilities if possible.
- Those who are, or work with, high-risk populations should undergo daily screenings/symptom monitoring and should be tested if they develop symptoms.
- Households with high-risk individuals should consider providing more intensive precautions and should conduct themselves as if they are a significant risk to the high-risk individual, including wearing a face covering and washing hands frequently.
CITY OF GREENSBURG, KANSAS - JOB DESCRIPTION
ELECTRICAL LINEMAN INTERN

Department: Public Works
Reports to: Public Works Superintendent
FLSA: Non-exempt (eligible for overtime pay)
Salary Grade: 00
Retirement: N/A
OSHA: Bloodborne Pathogens
        Hazard Communication

POSITION SUMMARY
Works at the direction of the Public Works Superintendent. The Lineman Intern shall
adhere to safety and specification requirements while assisting, learning, and performing
the construction, maintenance, or repair of the City’s electric distribution system to
ensure the utility customers an adequate and reliable supply of electric energy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Obtains directions and assignments from assigned supervisor and cooperates with
  them in performing the tasks assigned.
• Assists and learns all duties required for construction, maintenance, or repair of
  either energized or de-energized overhead and underground distribution plant.
• Complies with the proper construction safety measures and work methods.
• Ensures proper care and use of City vehicles, equipment and tools.
• Promotes and presents a positive professional image when performing his/her
  duties.
• Attends safety meetings and other training sessions when required.
• Assist with duties of groundman, equipment operator and/or lineman.
• Performs other duties as assigned.

Position Abilities & Skills:
• Ability to learn and understand the principles involved and proper methods for
  overhead and underground distribution.
• Must be able to climb poles and work at high elevations.
• Must be able to work independently as well as a team player.
• Must have the ability to multitask, work under pressure and meet required
  deadlines.

Position Qualifications:
• High school Diploma or equivalent
• Must be enrolled in an approved electric distribution training program.

Physical Demands: While performing the duties of this job, the employee is regularly
required to handle objects, tools, or controls; reach with hands and arms; and talk and
hear. The employee frequently is required to stand; walk; climb or balance; and stoop,
kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds;
frequently lift and/or move up to 100 pounds; and occasionally must lift and/or move
more than 100 pounds.
Working Conditions: This position will report Monday through Friday, 8:00 a.m. to 4:30 p.m. This position may be required to work hours outside normal working hours and weekends to support the utility during events or emergencies. Most of the work will be done outdoors under constant adverse weather conditions. While performing the duties of this job, this position regularly works near moving mechanical parts; in high, precarious places; and in outside weather conditions, and is regularly exposed to risk of electrical shock. This position is frequently exposed to fumes or airborne particles. This position is occasionally exposed to toxic or caustic chemicals, wet and/or humid conditions and vibration.

Other Duties: Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time or without notice. This position description is not deemed an employment contract and does not waive the employment at-will doctrine governed by the state of Kansas. Failure to fulfill the requirements of this position description, changes in economic conditions, changes in operational policies or procedures, and/or other conditions or reasons may result in the elimination of this position and/or employee termination.
Department: Public Works  
Reports to: City Administrator  
FLSA Status: Non-exempt (eligible for overtime pay)  
Salary Grade: 12  
Retirement: KPERS  
OSHA: Electric Distribution  
Bloodborne Pathogens  
Hazard Communication

POSITION SUMMARY
Under the administrative direction of the City Administrator, the Public Works Superintendent is 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. The successful functioning of the City rests with the ability of this department to provide a high level of public service. This employee consults with the City Administrator to determine the operating needs of the City’s public works functions and directs personnel and resources to meet immediate and long-term operational goals. This employee establishes the work schedules for all employees within the Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• 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.
• Recommends improvement programs to the City Administrator and the City Council.
• Operates all the equipment used by the Utility Department as necessary and directs the care and maintenance of the same.
• Confers and consults with the City Mechanic on the maintenance and care of all city equipment.
• Leads, directs and supervises a crew of skilled, semi-skilled and unskilled workers engaged in construction of the City's utility system.
• Trouble shoots electric distribution problems.
• Builds and maintains electrical distribution lines.
• Directs the building and maintenance of the City’s street lighting system.
• Trains employees in repair, installation and safety procedures.
• Maintains records on departmental work assignments and activities.
• Assists with electrical inspections.
• Supervises the repairing and replacement of water lines and meters.
• Supervise the repair and upkeep of sewer lines.
• Able to read and revise blueprints.
• Directs maintenance of city owned parks, land bank properties, airport, business park and any other city owned property.
• Directs maintenance of city roadways, including repair projects, snow and ice removal, and street markings.
• Directs trash removal from public receptacles.
• Directs repairs and maintenance of the municipal swimming pool and other recreational facilities such as ball fields and tennis courts.
• Has effective oral communications with the general public, City Administrator and elected officials, peers and subordinates to resolve problems.
• Maintains a schedule of “on-call” employees.

MARGINAL FUNCTIONS
• Complies with city ordinances and city policies
• Assists other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS
Experience: A minimum of ten years of experience in electrical distribution, construction, and maintenance along with knowledge and experience of municipal water and sewer systems. This employee is expected to perform the duties and responsibilities of the position upon employment.

Education: High School Diploma or GED is required. Post high school training and progressive technical training and on the job training in varied aspects of electrical distribution, water distribution, sewer collection and treatment systems is preferred.

License/Certification: Requires possession of a valid Kansas Commercial Driver's License (CDL). Must be insurable by the City's insurance carrier. Must have Confined Space Entry, Competent Person Training, Class I Wastewater Treatment Certification, Class I Water Certification, CPR and first aid instruction and any electrical utility safety training available.

Knowledge, Skills and Abilities: Thorough knowledge of electricity, mathematics, electrical maintenance and safety procedures. The ability to operate a bucket truck, hydraulic compression tools, wire tensioner, hand tools, and other related equipment. Thorough knowledge of practices, materials and equipment used in water distribution and sewer systems. Needs to be knowledgeable in operation of televised sewer inspection systems and other inspection methods. The ability to communicate in person and by telephone with the public and other city employees, the ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public, use professional judgment, honesty and integrity in decision making.

Problem Solving: Problem solving is fundamental to managing the City of Greensburg Public Works Department. Problem solving requirements include scheduling and completion of simultaneous work assignments in a timely manner, assessing equipment
problems and defects, responding to failures in the public utility system, analyzing possible courses of corrective action and implementing solutions.

**Decision Making:** The choice of decisions and inclusiveness in the decision-making process is vital to the long-term success of the City’s Public Works department. Planning for current and future personnel, operating and equipment needs, recommending periodic rate studies to support and maintain current budgetary needs and future growth are a part of the Public Works Superintendent’s management role. Independent decision making is often required on a daily basis when prioritizing multiple tasks; allocation of available resources for satisfactory performance outcomes, determining appropriate choices for use of equipment, and following required safety procedures.

**Supervision:** Limited daily supervision is required of this position. An employee in this position should maintain frequent communication with the City Administrator as to the departmental work schedule, discussion of priorities, and the management of budget. The Public Works Superintendent has supervisory and management responsibility for all employees in the Public Works function.

**Financial Accountability:** An employee in this position assists in preparation of the annual operating budget for the departments within his management control. The Public Works Superintendent manages the use of financial resources throughout the budget year to achieve the goals and objectives determined by the collaborative efforts of the department head, the City Administrator, the Mayor and City Council.

**Personal Relations:** This employee has day to day contact with all employees under his supervision. Frequent contact is involved with the City Administrator, City Clerk/Treasurer, Billing Clerk, Tourism Director and Police Chief. The employee must maintain a positive and cooperative working relationship with supervisors, peers and subordinates and relate to the public in a positive manner. This employee, may on occasion, be called upon to make written and verbal presentations to the City Council.

**Working Conditions:** Working conditions often include working in the field to supervise projects and work activities. Considerable time can also be devoted to working in the office, attending meetings with the public, contractors and City officials. Time is also required to manage operations aspects of the department, including preparing purchase orders, reviewing or preparing plans and specifications for projects or seeking equipment bids, budget planning and evaluating personnel. Working in adverse weather conditions, exposure to fuels, chemicals and hazardous waste and dangerous equipment are also involved in this position.

**Physical Requirements:** Must be physically fit and capable of working in rough terrain and extreme weather conditions. Must be capable of lifting seventy-five (75) pounds or more in the execution of duties. Requires mobility, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as necessary.
CITY OF GREENSBURG, KANSAS - JOB DESCRIPTION
PUBLIC WORKS FOREMAN

Department: Public Works
Reports to: Public Works Superintendent
FSLA Status: Non-exempt (eligible for overtime pay)
Salary Grade: 10
Retirement: KPERS
OSHA: Hazard Communication
Blood borne Pathogen

POSITION SUMMARY
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. The employee in this position determines the maintenance and construction needs for City public works operations in consultation with the Public Works/Utilities Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- In the absence of the Public Works Superintendent, schedules, supervises and trains subordinate personnel, including skilled and unskilled workers in the performance of assigned maintenance functions.
- Must be able to use a transit to determine relative elevations and to check work performed by others.
- Must understand and supervise operation level maintenance on assigned equipment.
- Consults and confers with the City Mechanic on the maintenance and care of Public Works Department equipment.
- Acts as inspector and liaison to contractors for projects involving Streets and Parks or drainage projects.
- Performs removal of snow and ice from roadways.
- Performs the painting of street markings, crosswalks, parking stalls, skip-lines, etc.
- Performs disposal of refuse from public receptacles in city parks and other locations.
- Works with boards and committees assisting with community sanctioned events and festivals as well as groups such as the City Tree Board, local flower clubs, and other groups working with the City to beautify Greensburg.
- Installs, maintains, paints, repairs and inspects to ensure the safety of park equipment.
- Performs repairs and maintenance of the municipal swimming pool and other recreational facilities such as ball fields and tennis courts.
- Assists other Public Works department employees in the operations and maintenance of water, sewer and electric systems.
• Operates a variety of motorized equipment, including but not limited to, self-propelled tractor mowers, backhoes, frontend loaders, street sweepers, dump trucks, tampers, rollers, pickup trucks, and snow removal equipment.
• Completes mowing on public property and on private property when assigned in accordance with proper legal authority or agreement between a property owner and the City.
• Performs general construction work related to the operation and maintenance of the streets, parks and drainage systems, including setting forms for drainage inlets, curb and gutters, mixing and placing concrete, cutting holes and placing asphalt.

MARGINAL FUNCTIONS
• Complies with city ordinances and city policies.
• Assists other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS
Experience: A minimum of three years’ experience in Public Works, street, drainage and park maintenance is required. Supervisory experience, project management and municipal budget knowledge is preferred. Employee is expected to have acquired the necessary skill and knowledge to perform at an acceptable level within six to twelve months of being awarded the position.

Education: High School Diploma or GED is required. Post high school training and progressive technical training relative to the construction, maintenance and inspections aspects of the position is preferred.

License/Certification: Requires possession of a valid Kansas Commercial Driver's License (CDL). Must be insurable by the City's insurance carrier. Arborist certification and commercial herbicide certification are preferred.

Knowledge, Skills and Abilities: Must have the ability to give clear direction and instruction, to understand the goals and objectives of the department and see those goals and objectives brought to reality through sound management practices. Must have knowledge of street construction and maintenance, drainage control and maintenance, park, landscape, streetscape and public recreational facilities design, maintenance and repair. General knowledge of welding and carpentry is useful. The ability to receive, understand and comply with written and verbal instructions is required. The ability to operate and maintain equipment normally assigned to and used by the Public Works Department, is required. The ability to read and interpret diagrams and blueprints is required. The ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public and to use professional judgment, honesty and integrity in decision making.

Problem Solving: Problem solving requirements include scheduling and completion of simultaneous work assignments in a timely manner, assessing equipment problems and
defects, analyzing possible courses of corrective action, and implementing corrective action.

**Decision Making:** The choice of decisions and inclusiveness in the decision-making process is critical to the long-term success of the Public Works Department. Independent decision making is required on a daily basis when prioritizing multiple tasks, allocation of available resources for satisfactory performance outcomes, determining appropriate choices for use of equipment, and following required safety procedures.

**Supervision:** In the absence of the Public Works Superintendent, the Public Works Foreman has supervisory responsibility for employees in the public works functions. An employee in this position should maintain frequent communication with the Public Works Superintendent as to the departmental work schedule and discussion of priorities.

**Financial Accountability:** Employee is not responsible for budgetary control. However, input may be requested in the city budget development process by the Public Works Superintendent and/or City Administrator.

**Personal Relations:** The employee must maintain positive and cooperative working relationships with supervisors, peers and subordinates and relate to the public in a positive manner. The employee may, on occasion, be called upon to make written and verbal presentations to the City Council.

**Working conditions:** Working conditions include working in the field on projects and work activities. Working in adverse weather conditions, exposure to fuels, chemicals and hazardous equipment are also involved in this position. Must be able to work at heights well above ground and in confined spaces.

**Physical Requirements:** Must be physically capable of working in rough terrain and extreme weather conditions. Must be capable of lifting seventy-five (75) pounds or more in the execution of duties. Requires mobility, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as necessary.
CITY OF GREENSBURG – JOB DESCRIPTION
ELECTRICAL LINEMAN

Department: Public Works
Reports to: Public Works Superintendent
FLSA Status: Non-Exempt (eligible for overtime pay)
Salary Grade: 10
Retirement: KPERS
OSHA Electrical Distribution
Blood borne Pathogens

POSITION SUMMARY
Under the supervision of Public Works Superintendent, the Electrical Lineman performs skilled work in the construction and maintenance of the electric distribution system for the City of Greensburg. The employee in this position is responsible for exercising judgment as to the details of assigned work within prescribed operating procedures. The Electrical Lineman is responsible for maintenance of power lines, electrical equipment and transformers. Work is conducted in potentially hazardous conditions due to the presence of energized electrical conductor and accessories. Work is performed according to departmental procedures, practices, and safety regulations of the City of Greensburg and industry standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Takes charge of situations and the crew when the need arises.
- Makes firm decisions that affect the safety of the crew and equipment.
- Works on all single phase to three phase application in the electrical distribution system.
- Trims trees and climbs poles where not accessible to bucket truck.
- Drives bucket truck and operates/works from bucket truck/climbs and works from ladder.
- Operates chain saws, tree pruners and ladder.
- Works with high voltage using hot stick and/or rubber gloves.
- Trouble shoots electric distribution problems.
- Builds and connects transformer banks.
- Must wire according to color code.
- On-call duty required.
- Sets and replaces electric poles.
- Sets pad mounts and hangs transformers.
- Builds single phase and three phase meters.
- Makes stress cones for underground primary.
- Installs underground primary and secondary.
- Operates trencher and backhoe for installation.
- Installs street light poles, street lights and wiring.
MARGINAL FUNCTIONS
- Complies with city ordinances and policies.
- Assists other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS
Experience: A minimum experience of five years with a construction crew on electrical distribution, four of which must be in an approved Apprentice Program. Completion of the Apprentice Program will be a required for employment.

Education: High School diploma or GED is required.

License/Certification: Requires possession of a valid Kansas Commercial Driver's License (CDL). Must be insurable by the City’s insurance carrier.

Knowledge, Skills and Abilities: Ability to provide leadership to other electrical crew members in a safe manner. Ability to make decisions that will affect crews and equipment. Ability to take charge of a crew when on call nights and weekends. Thorough knowledge of all primary circuit feeds, load consumption, metering ratios, electrical hook-ups, safety procedures and all types of transformer banks. The ability to operate a bucket truck, tension equipment, electrical test equipment and meters, fault locators and other related equipment. Full knowledge of all circuits and circuit breakers and switches for switching safely. The ability to communicate by phone or in person to the public and other city employees. The ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public and use professional judgment, honesty and integrity in decision-making.

Problem Solving: Problem solving is a fundamental requirement of this position. For example, problems may include repairing lines and poles in adverse weather conditions and determining when electrical wires are hot.

Decision Making: Extensive decision making is a factor in this position. Decisions include determining that all connections are proper and tight, when to shut down electricity for maintenance and repair, what safety equipment is used in a particular operation.

Supervision: Supervision is provided by the City Public Works Superintendent when applicable. Job related decisions are reviewed by the Public Works Superintendent. Employee will have supervisory responsibilities over other employees on occasion.

Financial Accountability: This employee is not responsible for budgetary control of the department and does not participate in the annual departmental budget process.

Personal Relations: Frequent contact with other City departments and the general public.

Working Conditions: Adverse weather conditions and working with live power lines and electricity are factors in this position.
**Special Conditions:** Employee must have a personal phone and make their phone number available so they may be contacted when necessary.

**Physical Requirements:** This position operates primarily in the field. Requires physical ability to get into easements not accessible by trucks, climb poles, pull wire, lift up to one hundred (100) pounds, and move in and out of a bucket or ditch. Required ability to operate various types of motorized vehicles. Requires mobility, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.
Department: Public Works
Reports to: Public Works Superintendent
FLSA Status: Non-exempt (eligible for overtime pay)
Salary Grade: 05
Retirement: KPERS
OSHA: Hazard Communication
        Blood Borne Pathogens

POSITION SUMMARY
Works at the direction of the Public Works Superintendent. The Mechanic performs skilled mechanical work on a wide variety of vehicles and other mechanical equipment. The employee in this position is required to have mechanical skills related to troubleshooting and repair of gasoline and diesel-powered equipment. Maintenance functions are provided to all City of Greensburg operating departments. The Mechanic is responsible for the maintenance and custodial care of the City shop vehicle service area.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Must be knowledgeable of mechanical diagnostic equipment, methods and procedures.
• Understand and be capable of making, or scheduling, necessary repairs on vehicles and various other mechanical equipment.
• Keep records related to maintenance activities; must complete and maintain detailed records related to maintenance performed, including cost.
• Be capable of operating all City wheeled mechanical equipment.
• Be capable of going into “the field” to perform maintenance on City equipment.
• Diagnoses mechanical and electrical defects in various equipment and determines alternative methods of repair.
• Maintains an inventory of repair parts, oil, lubricants and ordering replacement stock as necessary.
• Performs minor body repair, painting, and other cosmetic maintenance as time permits.
• Coordinates contracted mechanical work for maintenance beyond the City’s capability.
• Maintains security of personally-owned tools.
• Controls security of tools which are the property of the City of Greensburg.

MARGINAL FUNCTIONS
• Complies with city ordinances and city policies
• Assists other departments and performs other duties as deemed necessary or assigned.
POSITION REQUIREMENTS

Experience: Three or more years' experience as a mechanic in a similar position is required. Employee is expected to have acquired the necessary skill and knowledge to perform at an acceptable level within six months of being employed.

Education: High School Diploma or GED required.

License/Certification: Requires M.A.C.E. proficiency certification for CFC-12 and R134a refrigerant recycling. Mechanical/automotive (A.S.E.) certification preferred. Possession of a valid Kansas Commercial Driver's License (CDL) is required. Must be insurable by the City's insurance carrier. Completion of technical training courses related to assigned duties is preferred.

Knowledge, Skills and Abilities: The ability to receive, understand and comply with written and oral instructions is required. Thorough knowledge and understanding of automotive and heavy equipment mechanics, including diagnostic equipment and methods, electrical systems, gasoline and diesel engines, transmissions and clutches, brake systems, hydraulics, and heating and air conditioning systems is required as is a thorough knowledge of welding skills. The demonstrated ability to operate and maintain all equipment normally assigned to the mechanical shop and to operate vehicles and equipment owned by the City of Greensburg is required. Requires effective verbal skills to report to the general public, supervisors and others in order to resolve problems. The ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public, and use of sound professional judgment, honesty and integrity in decision making.

Problem Solving: Problem solving requirements include trouble shooting and assessing equipment problems and defects, analyzing possible courses of corrective action, and implementing corrective action in a timely manner. Timely reporting and resolution of problems perceived by the general public is also necessary.

Decision Making: Decision making is necessary in this position. Decisions include prioritization and scheduling of necessary repairs and routine maintenance, methods of repair and maintenance, and use of appropriate resources and safety practices and equipment.

Supervision: Limited supervision is required and job-related decisions made by the employee are periodically reviewed by the Public Works Superintendent, as this is the primary department provided service by the Mechanic. Employee has no supervisory responsibility.

Financial Accountability: Employee is not responsible for budgetary control. However, input may be requested in the city budget development process.

Personal Relations: Employee routinely has contact with all City employees and with the general public. Maintaining a cooperative working relationship with supervisory, peers and the public is important to this position.
**Working Conditions:** Manual labor is required. Adverse weather conditions including prolonged exposure to temperature and precipitation extremes are a factor, as is exposure to fuels, exhaust, chemicals and hazardous implements and equipment. Must be able to work at heights above ground level.

**Physical Requirements:** Must be capable to negotiate rough terrain on foot to access maintenance problems. Must be capable of lifting seventy-five (75) pounds or more in confined spaces during execution of duties. Requires mobility to run errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.
CITY OF GREENSBURG, KANSAS - JOB DESCRIPTION
PUBLIC WORKS MAINTENANCE WORKER

Department: Public Works
Reports to: Public Works Superintendent
FLSA: Non-exempt (eligible for overtime pay)
Salary Grade: 02
Retirement: KPERS
OSHA: Bloodborne Pathogens
Hazard Communication

POSITION SUMMARY
Works at the direction of the Public Works Superintendent. The Public Works Maintenance Worker performs street repair and maintenance, drainage control and maintenance, maintenance of city parks, planting and maintenance of grasses and trees, maintenance and repairs of the municipal swimming pool, mowing, streetscape maintenance, and maintenance and repair of sprinkler systems. The employee in this position operates vehicles and equipment, and will use hand tools to accomplish various tasks including mowing city-owned properties as directed, paint or install street signs and markings, perform street repairs including patching and sealing, grading, ditching, snow removal, and other maintenance of driving surfaces, and assist as directed in weed and pest control operations. Performs semi-skilled physical work in the construction and maintenance of the electrical distribution system, the construction and maintenance of the water distribution system, the sewer system for the City of Greensburg.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates a variety of motorized equipment, including but not limited to, self-propelled tractor mowers, backhoes, frontend loaders, street sweepers, dump trucks, tampers, rollers, pickup trucks, and snow removal equipment. Operates air tools and jack hammers.
- Understands and performs basic operator level maintenance on equipment used.
- Negotiates rough terrain on foot to access maintenance problems.
- Performs general construction work related to the operation and maintenance of the streets, parks and drainage systems, including setting forms for drainage inlets, curb and gutters, mixing and placing concrete, cutting holes and placing asphalt. Performs minor carpentry work.
- Paints traffic lines, crosswalks and parking stalls.
- Plants, prunes, cuts and removes trees as directed, including removal of dead and dangerous trees, removing stumps, removing debris on public property and on private property when assigned in accordance with proper legal authority or agreement between a property owner and the City.
- Completes mowing on public property and on private property when assigned in accordance with proper legal authority or agreement between a property owner and the City.
- Completes lawn care and landscaping activities, including chemical application and pest control.
- Paints and repairs playground equipment and recreation facilities, structures, and outdoor furniture.
- Cleans public restroom facilities and disposes of refuse in public receptacles on City property.
- Hauls snow and otherwise assists to remove snow and ice from roadways as directed.
- Hauls rock, asphalt and concrete for street repairs and other purposes.
- Operates and works from bucket truck or climbs and works from a ladder.
- Frames and sets electric poles.
- Strings new conductors.
- Sets pole mounts and assists in hanging transformers. Sets pad mounts and prepares transformers.
- Assists making stress cones for de-energize underground residential distribution primary.
- Assists in installation of underground residential distribution primary and secondary conductors.
- Assists in installation of street light poles street lights and wiring.
- Wears rubber gloves when doing electrical work.
- Assists in the construction of new water lines and sewer lines. Repairs broken water mains.
- Reads electric and water meters.
- Makes taps for new water service lines. Installs and replaces water meters.
- Cleans and repairs sewer lines. Climbs in and out of sewer manholes.
- Maintains and repairs waste water treatment lagoons.
- Notifies Public Works Superintendent of need for maintenance or repair of equipment.
- Be available for on-call duty when required and always have a telephone number or a location in order to be contacted.
- Be available to work extended hours or weekends.
- Communicates by telephone and/or in person to the public and other City employees. Prepares written reports if required.

MARGINAL FUNCTIONS
- Complies with city ordinances and city policies.
- Assists other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS
Experience: This is a position requiring a person who may be untrained but has innate skills to work with equipment and materials to perform quality work. While no initial experience is required, one to three years of experience is preferred. The employee is expected to have acquired the necessary basic skills and knowledge to perform at an acceptable level within six months after being awarded the position.

Education: High School Diploma or GED required.
License/Certification: Possession of a valid Kansas Commercial Driver’s License (CDL) is required. Must be insurable by the City’s insurance carrier. Arborist certification and commercial herbicide certification are preferred.

Technical Knowledge, Skills and Abilities: The ability to receive, understand and comply with and carry out written and oral instructions is required. General knowledge of grounds maintenance is required, as are general carpentry skills. The ability to operate and maintain equipment is required. The ability to work well with fellow employees and maintain successful working relationships with entities, City officials, businesses and the public and use of good professional judgment, honesty, and integrity in decision making is required. Must have adequate verbal and written communication skill with general public, supervisors, peers and subordinates to resolve problems.

Problem Solving: Limited independent problem solving is required. Problem solving requirements include completion of work assignments in a timely manner, assessing equipment problems or defects, analyzing possible courses of corrective action, and implementing corrective action. Timely reporting of problems expressed by the general public is also required.

Decision Making: Independent decision making exists in this position. Decisions include methods of equipment use and repair and maintenance; use of appropriate safety practices and equipment.

Supervision: Periodic supervision is provided and job-related decisions made by the employee are approved by the Public Works Superintendent. The employee does not have supervisory responsibility for subordinate personnel.

Financial Accountability: Employee is not responsible for budgetary control, and has limited input in the budgetary process.

Personal Relations: Employee routinely has contact with all City employees and the general public. It is a necessity that the employee shall maintain cooperative working relationships with supervisors and peers, and shall relate to the public in a positive manner.

Working Conditions: Manual labor is required. Adverse weather conditions, including prolonged exposure to temperature and precipitation extremes are to be expected. Exposure to fuels, chemicals and hazardous implements also exist. Must be able to work at heights well above ground and in confined spaces.

Physical Requirements: This position functions primarily on the job site. The ability to operate a variety of motorized equipment, ability to negotiate rough terrain on foot to access maintenance problems, ability to climb in and out of confined spaces, ability to lift objects weighing seventy-five (75) pounds or more in confined spaces during the execution of duties, mobility to run errands, flexibility of body, manual dexterity and hand/eye coordination adequate to operate equipment as assigned.