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 18, 2020
   2. Appropriation Ordinance
      a. Ordinance #1173

F) APPOINTMENTS:
   1. Greensburg Tree Board: Randy Rinker, Debby Allison and Ann Dixson, for a term to run June 1, 2020-May 31, 2023
   2. Greensburg Planning Commission: Scott Eller, Loren Campbell and Georgina Rodriguez, for a term to end April 30, 2022

G) ITEMS OF BUSINESS
   1. Updates on the COVID-19 Pandemic, Review City Operations
   2. Receive Roger Stotts to Discuss Water System
   3. Resolution 2020-03 Adopting Changes to the Position Classification and Pay Plan Policy
   4. Consider Donation to the Kiowa County Media Center for Meeting Streaming Services
   5. Convene as Greensburg Land Bank: Consider Accepting Donation of 520 N. Walnut to the Greensburg Land Bank

H) CITY STAFF REPORTS

I) GOVERNING BODY COMMENTS

J) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

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

To be placed on future agendas please contact City Administrator Stacy Barnes at administrator@greensburgks.org or call City Offices at 620-723-2751.
A) CALL TO ORDER
Mayor Matt Christenson called the May 18, 2020 meeting to order at 6:00 p.m.

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

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

Christenson requested that Council remove the Cereal Malt Beverage license application for the Triangle Rodeo Club from the Consent Agenda and add it as an Item of Business. Trummel made a motion to approve the agenda with the requested change. Reves seconded, and the motion passed 5-0.

D) CITIZEN COMMENTS
There were no comments submitted by citizens before the meeting. There were no comments from those in the audience.

E) CONSENT AGENDA
Reves asked for information on the check to Cannonball Golf Course on the Appropriation Ordinance. Barnes clarified that the money is an approved request through Tourism to assist with the hosting of golf tournaments throughout the year. Reves made a motion to approve the Consent Agenda. McBeath seconded. The motion passed 5-0.

F) ITEMS OF BUSINESS
1. CMB license for Triangle Rodeo Club
To ensure that all parties involved were on the same page, Barnes gave a brief history of this year’s rodeo event planning issues in regard to the governor’s orders for re-opening phase 1.5 vs 2.0 (COVID-19 pandemic). Council was given additional documents on current plans, provided by Jennifer Greenleaf (Triangle Rodeo Club & Medicine River Rodeo). The County Attorney received word this afternoon from the Governor’s Office that rodeos are permitted under phase 1.5 as they are not considered an organized sporting event. Medicine River Rodeo will host the rodeo. Triangle Rodeo Club will still be doing the alcohol sales. County Commissioners will have a special meeting tonight to review today’s decision to not allow the Rodeo Club to use County property for the event. Previously the event was considered a violation of the Governor’s order. Considering the newly provided guidance from the Governor’s Office, Trummel made a motion to approve a CMB license for the Triangle Rodeo Club. Little seconded. McBeath questioned the event dates listed on the application. Barnes clarified that the event would go until midnight May 23rd. The motion passed 5-0.

2. Updates on the COVID-19 Pandemic, Review City Operations
Barnes provided a breakdown of the Governor’s newly announced re-opening phase 1.5. Kerri Ulrich, Public Health Officer, was present to answer questions. Mass gathering maximums will remain at 10 rather than moving up to 30. Phase 2 is currently slated to begin June 1st. Council was asked about opening City Hall to the public. The County Commission approved a phased re-opening of county facilities beginning tomorrow. Entrance to the courthouse will be by appointment only. The Big Well is not permitted to open in phase 1.5. Progression of the phased approach is at the Governor’s discretion.
Barnes requested Council consider a plan to reopen City facilities as the Governor’s orders allow. City Hall primarily has local traffic. Barnes recommended reopening City Hall to the public tomorrow and the Big Well on June 1st. Following a brief discussion, McBeath made a motion to open City Hall to the public tomorrow morning. Kern seconded, and the motion passed 5-0. Noting that the next Council meeting is June 1st, Barnes asked if Council would prefer to tentatively plan to open the Big Well the morning of June 1st or wait to consider opening at the Council meeting that evening. McBeath made a motion to tentatively open the Big Well to visitors, with the implementation of phase 2, on June 1st. Kern seconded. The motion passed 5-0.

Barnes has been receiving requests as to when and if the swimming pool will open this season. Barnes met with County Health to discuss social distancing and cleaning protocols. Barnes proposed to open the pool on June 15th. Community pools are to be allowed to open once phase 2 is implemented. Groups of 90 people can gather as of Phase 3. Staff will post signage encouraging social distancing. Barnes has had interest in the Pool Manager and Lifeguard positions. An opening of June 15th will allow plenty of time to prep the facility and hire staff. Council may approve a tentative opening of June 15th or wait and revisit the topic at their next meeting. Barnes has been monitoring what other communities are doing, specifically City of Dodge City and their opening of the Longbranch Lagoon. Previously they had planned on opening June 15th. On Friday they pushed the opening back to June 29th. Coldwater and Kinsley are planning openings this season as well. Reves voiced concern that if Greensburg opens on June 15th Ford County citizens may frequent the pool, as they did during the construction of the Longbranch facility. With the increasing number of confirmed COVID cases in Ford County, this is a concern. Barnes stated that the League of Kansas Municipalities (LKM) has been asked if a City can limit who can come to its pool. Banning citizens from a specific geographic area is strongly discouraged by LKM. They recommend pools either open or don’t. Barnes feels that, economically, July 4th is the latest date the pool could be opened this season. Little asked what communities in Ford County who have their own pools, such as Spearville and Cimarron, are planning. Barnes was uncertain, but is aware that Spearville has cancelled summer ball. Following a brief discussion, the consensus was to set a pool opening date of June 15th, baring changes in phases from the Governor’s Office.

4. Consider Local Business Support
Previously Council discussed the option of offering each household $10 in Big Well Bucks, in an effort to help stimulate the local economy. Ulrich confirmed that all businesses are currently open in Kiowa County. McBeath stated that the Chamber of Commerce has not taken any official action on matching the City’s $10 offer, but he has received positive feedback on the topic. Kern made a motion to provide $10 in Big Well Bucks to current residential utility customers. Trummel seconded the motion. The motion was approved 5-0.

5. Lineman Internship Position
Barnes has been approached by Kiowa County Schools graduate, and Haviland native, Cale Thompson regarding a possible lineman internship this summer. Thompson has completed 1 year of lineman training at Pratt Community College. Utility Superintendent Mick Kendall suggested to Barnes that a job description for a lineman intern be created. She has been working with KMU to develop such a position. A draft description was included in the meeting packet. Thompson is potentially interested in hiring on in the fall to begin earning his Apprentice Certification while participating in the KMU lineman program. The City has been looking for such an opportunity with a local student interested in remaining in the area. Reves voiced interest in the agreement, noting that it is very difficult to find lineman interested in hiring on with a municipality. Christenson concurred, voicing hopes that with Thompson being local he would be more likely to follow through with the program and future employment. McBeath made a
motion to approve the Position Classification and Pay Plan addition for a lineman intern as presented. Reves seconded. The motion was approved 5-0.

6. Position Classification and Pay Plan Policy Draft Changes
Council has voiced interest in transitioning Public Works from 2 separate departments to 1. Documents provided in the meeting packet reflect that change to the Organizational Chart and Position Classification and Pay Plan. Reves questioned the paygrade for the Public Works Superintendent. Barnes clarified that the minimum previously established was not altered in the current proposal. Reves questioned if this should be raised since the department head would now be responsible for more people. Concern of the department head quickly reaching the top of the pay grade was also voiced. Barnes discussed the separation in pay scale between a level 10 employee and a level 12 employee, as referenced in the packet documents.

Reves made a motion to approve the proposed changes to the Position Classification and Pay Plan. McBeath seconded. Changes were approved 5-0.

G) CITY STAFF REPORTS
Barnes reported to Council on the following topics:
• KDOT IKE Projects Announcement: Last week Governor Laura Kelly and Secretary of Kansas Department of Transportation Julie Lorenz announced that 40 highway modernization and expansion projects will move into the development pipeline. These are the first projects to move forward under the Eisenhower Transportation Legacy Program (IKE), which the Kansas Legislature overwhelmingly passed in March. Improvements and new projects announced for Highway 54 in Pratt and Kiowa Counties are: extending existing passing lanes between Wellsford and Cullision; extending existing passing lanes between Greensburg and Haviland; and adding passing lanes between the Ford/Kiowa County line and Mullinville. For additional details or to learn which projects were selected, citizens can visit www.ksdot.org/ike/.
• Disc Golf Baskets Installed: This weekend the disc golf baskets were installed at Davis Park. The Greensburg Tourism Board has approved the purchase of tee box signage for the course.
• 2019 Audit: Kennedy McKee picked up records for the 2019 audit. The majority of the audit will be performed off-site, with an anticipate completion in mid-June.
• Click it or Ticket Program: Beginning today and continuing through Sunday, May 31, 2020, the Greensburg Police Department will join other law enforcement agencies throughout the state in the 2020 Kansas Click It or Ticket campaign.
• Memorial Day Monday: City Facilities will be closed Monday, May 25th in observance of the Memorial Day holiday.

H) GOVERNING BODY COMMENTS
Kern thanked Travis Barnes and Christenson for working on the disc golf course. She also invited everyone to join in the drive-by 8th grade graduation to be held tomorrow night.

Trummel asked how far an easement runs into a property in areas where there is no curb and guttering. He was advised that street easements do not differ for streets without curb and guttering. Trummel voiced concerns over the area near Grant Ave. and Maple St. that has no curb and guttering, as well as along Ohio Ave., and retains water. He asked if the City had easement to be able to clean up the areas to allow water to drain. He has observed that there are drive culverts in some of these locations; however, water is unable to get to the culverts because of a build-up of dirt and debris. Barnes will convey this information and see what can be done to increase drainage.
Reves asked where Staff was with mowing properties that have not yet been maintained this year. Barnes stated that certified letters went out last week to property owners in violation of the City’s weed ordinance. Staff has discovered a COVID related dilemma with processing certified letters, as required by State Statute, and has sought a legal opinion on the matter. In an effort to reduce COVID exposure to its employees, the USPS has directed its delivery staff to sign the return cards themselves, rather than have the customer sign. Without confirmation that the property owner received written notice, Staff questioned if this would allow them to contest any mowing charges that could be assessed to their property. City Attorney Clayton Kerbs has advised Staff to make every effort to notify the property owner. If the property owner lives in town, the notice can be hand-delivered; however, a majority of the violation letters go to out-of-town owners. Kerbs acknowledged that obtaining a personal signature on most of the violations is out of Staff’s control. Barnes believes that the issue of contested fees will most likely not come up. The majority of properties in violation tend to appear on the list each year, and the fees are rarely paid. Mowing Staff was told to hold off on entering properties until Kerbs could provide his legal opinion.

Trummel asked where the City was at with spraying street cracks for weeds and with sealing street cracks. Barnes advised that Staff started spraying cracks again last week.

I) ADJOURNMENT
With nothing further to discuss, Christenson declared the meeting adjourned at 6:41 p.m.

____________________________________         ____________________________________
Matt Christenson, Mayor           Christy Pyatt, City Clerk
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To: Mayor and City Council  
From: Stacy Barnes, City Administrator  
Subject: Agenda items F. 1-2, G. 1-5

**Agenda Item F.1 Greensburg Tree Board: Randy Rinker, Debby Allison and Ann Dixson, for a term to run June 1, 2020-May 31, 2023**  
All three have indicated interest in being reappointed to the Greensburg Tree Board.

**Agenda Item F.2 Greensburg Planning Commission: Scott Eller and Georgina Rodriguez, for a term to end April 30, 2022**  
Both have indicated interest in being reappointed to the Greensburg Planning Commission.

**Agenda Item G.1 Updates on the COVID-19 Pandemic, Review City Operations**  
On midnight of May 26th the Governor’s emergency declaration expired and was not reissued. On Wednesday, she directed COVID-19 related regulation and guidance back to the counties. Included in the council packet is the current guidelines set forth by the Kiowa County Health Department.

**Agenda Item G.2 Receive Roger Stotts to Discuss Water System**  
Roger Stotts will be present at the meeting to further discuss the water line system on his property at the former FEMAville site south of the city limits.

**Agenda Item G.3 Resolution 2020-03 Adopting Changes to the Position Classification and Pay Plan Policy**  
At the last council meeting, council approved changes to the Position Classification and Pay Plan regarding reorganizing to one public works department. Included in the packet are those related changes. Resolution 2020-03 formally adopts these changes in the policy manual.

**Agenda Item G.4 Consider Donation to the Kiowa County Media Center for Meeting Streaming Services**  
Council member McBeath asked to have this agenda item for consideration. The Kiowa County Media Center has offered their services to stream the city council meetings free of charge during the recent pandemic limiting our meeting attendance capacity. Council member McBeath would like the council to consider a donation to Kiowa County Media Center for their time, equipment and expertise to provide this service to the community.

**Agenda Item G.5 Convene as Greensburg Land Bank: Consider Accepting Donation of 520 N. Walnut to the Greensburg Land Bank**  
Wylan and Mia Fleener have submitted the included application to donate 520 N. Walnut to the Greensburg Land Bank. Also included is a map highlighting the property location.
PURPOSE AND INTRODUCTION

Kiowa County Health Department’s top priority has always been the safety and well-being of our county residents. We are always committed to protecting our communities, especially during this Pandemic and Public Health Crisis. We are here to help!

This is a critical time to be thoughtful and mindful about our choices going forward to prevent us from having to take any steps back in our plan.

All CDC & KDHE disease investigation requirements, isolation & quarantine guidelines and contact tracing will continue as needed for positive Covid-19 cases.

All Kiowa County entities and individuals are encouraged to adhere to the following guidance:

Edited to add: if an outbreak occurs at any time in Kiowa County, the Health Officer may impose different guidelines

Updated 5-26-2020
When in a group setting or public place, each individual is responsible for managing their own preparedness.

- The virus has not weakened or gone away
- Remain vigilant and exercise caution when in public

*Please remember this is not only to protect yourself, but to protect our entire community!*
GUIDING PRINCIPLES TO BE FOLLOWED THROUGH EACH PHASE

- STAY 6 FEET AWAY FROM OTHERS THAT DO NOT LIVE IN THE SAME HOUSEHOLD AS YOU
- BE DILIGENT ABOUT WASHING YOUR HANDS FOR AT LEAST 20 SECONDS
- LIMIT ALL NON-ESSENTIAL TRAVEL.
GUIDING PRINCIPLES TO BE FOLLOWED THROUGH EACH PHASE

Masks should be worn in all public places.

Practice good hand hygiene by washing hands with soap and water or using hand sanitizer frequently.

Avoid touching your face, mouth, nose, or eyes.

Symptoms of COVID-19 include (but are not limited to) fever, cough, shortness of breath, sore throat, headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting, diarrhea.

Vulnerable/High risk individuals and senior citizens should stay home as much as possible. They should not congregate with others who are not members of their immediate household.
Guidance for Wearing a Mask

In Public:
• If you are at high risk for any reason, a mask should be worn in public at all times.
• If social distancing of 6 ft. can be maintained, and it is your personal private space (your desk, your office), or if you are in the room alone, no mask is needed.
• If social distancing cannot be maintained (looking over the same document or at the same computer) a mask should be worn.
• If you are going to an office that is not your own, a mask should be worn.
• If you are in the hallway, stairway or bathroom (any common space) a mask should be worn.

At home or in your car, no mask is needed.

Fabric masks should be washed regularly for sanitation purposes. Disposable masks should be thrown away when visibly soiled.
<table>
<thead>
<tr>
<th>Kiowa County Plan</th>
<th>Previous</th>
<th>Phase 1 – May 4, 2020 earliest date possible</th>
<th>Phase 2 – May 18, 2020 earliest date possible</th>
<th>Phase 3 – June 8th 2020 earliest date possible</th>
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<td>Mass Gatherings Limitations</td>
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<td>10 or less</td>
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<td>• 30 or less in a group • Please maintain social distancing</td>
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<td>Essential Businesses</td>
<td>• Screen workers for fevers and any symptoms of COVID at workplace. • Employees must wear masks at all times, when social distancing cannot be maintained, unless prohibited by other safety equipment. • Stagger work shifts and keep work cohorts consistent • Telecommuting/Working from home should be maximized</td>
<td>• Screen workers for fevers and any symptoms of COVID at workplace. • Employees should wear masks when social distancing cannot be maintained, unless prohibited by other safety equipment. • Telecommuting/Working from home should be maximized • Common areas, such as breakrooms and lobbies, should be closed</td>
<td>• Screen workers for fevers and any symptoms of COVID at workplace. • Employees should wear masks when social distancing cannot be maintained, unless prohibited by other safety equipment. • Telecommuting/Working from home should be maximized • Common areas can be reopened</td>
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<td>Retail Businesses</td>
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<td>• Hand sanitizer should be readily available throughout the premises.</td>
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<td>• Marks should be applied to the floor around the cash register to indicate where to wait in line.</td>
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<td>• No gatherings or classes are allowed.</td>
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<td>Kiowa County Plan</td>
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| Restaurants       | • Delivery and take-out/curbside service only  
• Beverages not in their original container (ex. fountain drinks and coffee) must be served by an employee | • In restaurant dining is allowed and must adhere to mass gathering and social distancing guidelines.  
• Enhanced cleaning and sanitation should be done throughout the workday  
• Hand sanitizer should be readily available throughout the premises  
• Reservations are encouraged where applicable  
• Marks should be applied to the floor around the cash register to indicate where to wait for in line.  
• Beverages not in their original container (ex. fountain drinks and coffee) must be served by an employee | • In restaurant dining in is allowed and must adhere to mass gathering and social distancing guidelines.  
• Enhanced cleaning and sanitation should be done throughout the workday  
• Hand sanitizer should be readily available throughout the premises  
• Reservations are encouraged where applicable  
• Marks should be applied to the floor around the cash register to indicate where to wait for in line.  
• Self-serve beverages are allowed  
• Buffets and salad bars are allowed at this time | • In restaurant dining in is allowed and must adhere to mass gathering and social distancing guidelines.  
• Enhanced cleaning and sanitation should be done throughout the workday  
• Hand sanitizer should be readily available throughout the premises  
• Reservations are encouraged where applicable  
• Marks should be applied to the floor around the cash register to indicate where to wait for in line.  
• Self-serve beverages are allowed  
• Buffets and salad bars are allowed |

• Self-serve beverages are allowed  
• Buffets and salad bars are allowed at this time
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<th>Phase 1 – May 4, 2020 earliest date possible</th>
<th>Phase 2 – May 18, 2020 earliest date possible</th>
<th>Phase 3 – June 8th 2020 earliest date possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>• Not allowed per state Guidelines</td>
<td>• Not allowed per state guidelines</td>
<td>• Services may be provided by appointment only</td>
<td>• Walk-ins are allowed</td>
</tr>
<tr>
<td>(salons, barber shops)</td>
<td></td>
<td></td>
<td>• Both service provider and customer are encouraged to wear masks</td>
<td>• Both service provider and customer are encouraged to wear masks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• The business must keep a record of all customers</td>
<td>• The business must keep a record of all customers</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Enhanced cleaning and sanitizing should take place between clients.</td>
<td>• Enhanced cleaning and sanitizing should take place between clients.</td>
</tr>
<tr>
<td>Recreation Activities/Rec Center</td>
<td>• Not allowed</td>
<td>• Not allowed</td>
<td>• Rec Centers and gyms can be open with special attention to cleaning and sanitization after use.</td>
<td>• Rec Centers and gyms can be open with special attention to cleaning and sanitization after use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Rec sports, practices and classes can resume</td>
<td>• Rec sports, practices and classes can resume</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Parents/Guardians should be reminded that participation in activities is acknowledging the risks of exposure to Covid-19</td>
<td>• Parents/Guardians should be reminded that participation in activities is acknowledging the risks of exposure to Covid-19</td>
</tr>
<tr>
<td>Kiowa County Plan</td>
<td>Current</td>
<td>Phase 1 – May 4, 2020 earliest date possible</td>
<td>Phase 2 – May 18, 2020 earliest date possible</td>
<td>Phase 3 – June 8th 2020 earliest date possible</td>
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</tr>
<tr>
<td>Parks, Public Spaces, and Playground Equipment</td>
<td>• Parks and public spaces are open, but use of playground equipment and picnic tables is prohibited</td>
<td>• Parks and public spaces are open. Playground equipment should be used by only one household at a time. The household will be responsible for disinfecting the equipment themselves.</td>
<td>• Parks and public spaces are open. Persons are responsible for disinfecting the equipment themselves. Parents/Guardians should be reminded that they assume the risks and liability of exposure to Covid-19</td>
<td>• Parks and public spaces are open. Persons are responsible for disinfecting the equipment themselves. Parents/Guardians should be reminded that they assume the risks and liability of exposure to Covid-19</td>
</tr>
<tr>
<td>Public Swimming Pools</td>
<td>• Per State Guidelines</td>
<td>• Closed</td>
<td>• Able to open • Enhanced cleaning and sanitizing should be done throughout the workday • Visitors to the pool need to sign in and out each day • Visitors to the pool acknowledge the risk of Covid-19</td>
<td>• Able to open • Enhanced cleaning and sanitizing should be done throughout the workday • Visitors to the pool need to sign in and out each day • Visitors to the pool acknowledge the risk of Covid-19</td>
</tr>
<tr>
<td>Kiowa County Plan</td>
<td>Current</td>
<td>Phase 1 - May 4, 2020 earliest date possible</td>
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<td>Phase 3 - June 8th 2020 earliest date possible</td>
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<tr>
<td>Community Events</td>
<td>• Must adhere to mass gathering and social distancing guidelines</td>
<td>• Must adhere to mass gathering and social distancing guidelines</td>
<td>• Must adhere to mass gathering and social distancing guidelines</td>
<td>• Must adhere to mass gathering and social distancing guidelines</td>
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<tr>
<td></td>
<td>• The entity organizing the event is responsible for ensuring that all guidelines are being followed</td>
<td>• Hand sanitizer should be readily available throughout the premises for the duration of the event</td>
<td>• The entity organizing the event is responsible for ensuring that all guidelines are being followed</td>
<td>• Hand sanitizer should be readily available throughout the premises for the duration of the event</td>
</tr>
<tr>
<td>Churches</td>
<td>• Social distancing recommended-one household must set 6 ft. apart from the next household • No hand shaking, sharing of microphone, passing of clipboard or offering plate</td>
<td>• Social distancing recommended-one household should set 6 ft. apart from the next household • No hand shaking, sharing of microphone, passing of clipboard or offering plate</td>
<td>• Social distancing recommended-one household should set 6 ft. apart from the next household • No hand shaking, sharing of microphone, passing of clipboard or offering plate</td>
<td>• Social distancing recommended-one household should set 6 ft. apart from the next household • Hand sanitizer should be available</td>
</tr>
<tr>
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</tr>
<tr>
<td>Museums/Soda Fountain</td>
<td>• closed</td>
<td>• Closed</td>
<td>• Limit the number of customers in the store.</td>
<td>• Limit the number of customers in the store.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Maintain social distancing</td>
<td>• Maintain social distancing</td>
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<td></td>
<td></td>
<td></td>
<td>• Employees should wear mask when social</td>
<td>• Employees should wear mask when social</td>
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<td></td>
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<td>distancing cannot be maintained.</td>
<td>distancing cannot be maintained.</td>
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<td>• Hand sanitizer should be readily available</td>
<td>• Hand sanitizer should be readily available</td>
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<td>throughout the premises</td>
<td>throughout the premises</td>
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<td></td>
<td>• Marks should be applied to the floor around</td>
<td>• Marks should be applied to the floor around</td>
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<td>the cash register to indicate where to wait</td>
<td>the cash register to indicate where to wait</td>
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<td>for in line.</td>
<td>for in line.</td>
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<td></td>
<td>• Enhanced cleaning and sanitizing should be</td>
<td>• Enhanced cleaning and sanitizing should be</td>
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<td>done throughout the workday</td>
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<tr>
<td>Library</td>
<td>• closed</td>
<td>• Closed</td>
<td>• Plan pending Board approval</td>
<td>• Employees and patrons should wear mask when social distancing cannot be maintained.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Employees and patrons should wear mask when social distancing cannot be maintained.</td>
<td>• Hand sanitizer should be readily available throughout the premises</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Hand sanitizer should be readily available throughout the premises</td>
<td>• Marks should be applied to the floor around the check-out counter to indicate where to wait in line.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Marks should be applied to the floor around the check-out counter to indicate where to wait in line.</td>
<td>• Enhanced cleaning and sanitizing should be done throughout the day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Enhanced cleaning and sanitizing should be done throughout the day</td>
<td>• Users of library materials acknowledge the risks of exposure to Covid-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Users of library materials acknowledge the risks of exposure to Covid-19</td>
<td>• Users of library materials acknowledge the risks of exposure to Covid-19</td>
</tr>
</tbody>
</table>
City of Greensburg

Resolution 2020-03

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

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

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

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

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

• Amending the organizational chart to reflect adoption of one Public Works Department.
• The Pay Tables be amended to reflect job title changes: Removal of Public Utilities Superintendent position and Public Utilities Maintenance Worker position. Addition of Public Works Forman position to Grade 10, Public Works Superintendent to Grade 12 and Electric Lineman Intern position to Grade 00.
• Rescind the previously adopted Position Classification and Pay Plan.

BE IT FURTHER RESOLVED that amendments to the City of Greensburg Position Classification and Pay Plan are hereby adopted effective immediately.

Passed and adopted this 1st day of June 2020.

________________________
Matthew Christenson, Mayor

________________________
Christy Pyatt, City Clerk
### City of Greensburg Pay Ranges
#### For Classified Employees

<table>
<thead>
<tr>
<th>Grade</th>
<th>Pay Range</th>
<th>Positions</th>
</tr>
</thead>
</table>
| **Grade 00:** | **$9.11-$15.87** | Unskilled, Seasonal, Temporary, Part-Time  
Electric Lineman Intern |
| **Grade 01:** | **$12.04-$17.52** | Billing Clerk/Receptionist  
Custodian |
| **Grade 02:** | **$12.65-$18.42** | Public Works Maintenance Worker |
| **Grade 03:** | **$13.31-$19.36** |  |
| **Grade 04:** | **$13.97-$20.34** |  |
| **Grade 05:** | **$14.70-$22.22** | Mechanic  
Police Officer |
| **Grade 06:** | **$15.47-$22.63** |  |
| **Grade 07:** | **$16.25-$23.85** |  |
| **Grade 08:** | **$17.10-$25.06** |  |
| **Grade 09:** | **$17.98-$26.30** | Chief of Police  
City Clerk/City Treasurer  
Convention and Tourism Director |
| **Grade 10:** | **$18.85-$27.67** | Public Works Foreman  
Electrical Lineman |
| **Grade 11:** | **$19.86-$29.12** |  |
| **Grade 12:** | **$20.85-$30.61** | Public Works Superintendent |
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 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.
CITY OF GREENSBURG - JOB DESCRIPTION
MECHANIC

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 distributions 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.

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.
Land Bank  
City of Greensburg  
300 S. Main  
Greensburg, KS 67054

Section 1: Personal Information.
1. Applicant's Name: Wyler & Mia Fleener  
Spouse (if applicable):  
2. Name of Corporation (if applicable):  
3. Street Address: 917 S Main St  
4. City, State, Zip: Greensburg KS 67054  
5. Home Phone #: 620 255 6589  
Work phone #:  
6. E-Mail Address:  

Section 2: Proposed land Bank Donation.
1. Common Address(s) of Property: 520 N. Walnut  
   [Vacant Land? ]  [Structure?]  
2. Legal Description(s) of Property (a copy of current deed may be attached)  
   Lot 1 Block 6 of the Original Town of Greensburg KS  
   See attachment  
3. Does the property being donated have any Code Enforcement violations?  
   Yes   No X  
4. Have all taxes/abatement costs been paid on the property?  
   Yes X   No   If no, how much is remaining? $ 530.00  
5. What is the current County Appraised Value of the Property? $ 530.00
Section 3: Additional Comments & Terms of Proposal.

Persons gifting property to the Land Bank may request confirmation or receipt from the Land Bank as to the property value for tax deductible contribution purposes. Such value statement shall use the County Fair Market Value Appraisal. If desired, a third party, independent appraisal can be obtained at the applicant’s expense, subject to Land Bank approval.

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

Applicant’s Signature: Mia Fleener
Print Your Name: Mia Fleener Date: 05.26.20

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