CITY COMMISSION AGENDA
MONDAY, FEBRUARY 1, 2021
204 W. 11TH ST. – 5:00 P.M.

JOHN GARCIA– MAYOR
AARON THOMPSON – VICE MAYOR
JAY DEE BRUMBAUGH – COMMISSIONER
JJ HOWARD – COMMISSIONER
GARY FARRIS – COMMISSIONER

1. **CALL TO ORDER**
   A. Roll Call
   B. Pledge of Allegiance
   C. Approval of Agenda

2. **PUBLIC COMMENT**

3. **PRESENTATIONS & PROCLAMATIONS**
   A. Property Tax Bill – Rachelle Standley

4. **CONSENT AGENDA**
   A. 01-19-2021 Commission Meeting Minutes
   B. Appropriation Ordinances 2021-03; 2021-03A; 2021-P03
   C. 2020 Utility Charge Offs

5. **FORMAL ACTIONS**
   A. Termination of Lease – King Air Café
   B. New Lease - King Air Café

6. **DISCUSSION ITEMS**
   A. Review of Board Applicants
   B. Home Rehabilitation Program

7. **REPORTS**
   A. City Manager
      (1) Next regular meeting held on Tuesday due to Presidents' Day
   B. City Commissioners
   C. Mayor
   D. Department and Community Reports

8. **ADJOURNMENT**
   A. Next Regular Meeting:
      Tuesday, February 16, 2021

NOTE: Background information is available for review in the office of the City Clerk prior to the meeting. The Public Comment section is to allow members of the public to address the Commission on matters pertaining to any business within the scope of Commission authority and not appearing on the Agenda. Ordinance No. 1730 requires anyone who wishes to address the Commission on a non-agenda item to sign up in advance of the meeting and to provide their name, address, and the subject matter of their comments.

Kansas Senate embraces new restrictions on local property taxes

By **Sherman Smith** - January 14, 2021

Sen. Caryn Tyson, R-Parker, spearheaded legislation through her committee this week to alter restrictions on property tax increases for local governments. (Noah Taborda/Kansas Reflector)

TOPEKA — The Kansas Senate on Thursday passed legislation to require local governments to notify residents by mail and hold public hearings before increasing property tax collections.

The tax bill removes a controversial lid on yearly mill levy increases and instead establishes a "revenue neutral rate," which adjusts the effective tax rate to account for increases in assessed property value. Cities and counties that fail to follow the rules will have to refund taxpayers.

Other provisions in the bill, which passed 34-1, ban counties from increasing property values as a result of normal maintenance and give treasurers the authority to offer a payment plan for property taxes.

Sen. Caryn Tyson, a Republican from Parker who spearheaded the bill through

her committee in the first two days of the session, said she understands the bill represents a dramatic change to property tax policy.

"I love Kansans. I feel like they're very reasonable people," Tyson said. "We understand that we need roads, bridges, we want good schools. We know that takes tax dollars. So let's just be transparent with them and tell them why the increase is coming."

The existing tax lid ties annual mill levy increases to the consumer price index. Sen. Tom Holland, a Democrat from Baldwin City, said the problem is counties now automatically raise taxes every year just in case they ever need the extra revenue.

He supported the decision to eliminate the tax lid as part of the property tax reform.

"It gets rid of a moral hazard for taxpayers," Holland said. "Because now I'm not worrying about if I live in an area that is stagnant or shrinking economic growth. I'm not having to worry about my local units of government grabbing that. I think that's a big deal for taxpayers."

Sen. John Doll, a Republican from Garden City, said the proposed tax changes won't age well. He offered an amendment that would have revived a program to transfer $54 million in state property tax collections to local governments to avoid local property tax increases.

Instead of using a hammer, Doll said, the state should trust local governments.

"Every time we try to put a mandate on county and local government, we always seem to come back because it doesn't age well," Doll said. "Maybe it's because county and local government know what they're doing."

Doll was the lone "no" vote on the tax plan. Four senators were absent, and Sen. Marci Francisco, D-Lawrence, passed.

Sherman Smith

Sherman Smith has written award-winning news stories about the instability of the Kansas foster care system, misconduct by government officials, sexual abuse, technology, education, and the Legislature. He spent 16 years at the Topeka Capital-Journal, where he started on the copy desk, then oversaw digital operations, was the managing editor and reported from the Statehouse. A lifelong Kansan, he graduated from Emporia State University in 2004 as a Shepherd Scholar with a degree in English.

GOODLAND CITY COMMISSION
Regular Meeting

January 19, 2021 **5:00 P.M.**

Mayor John Garcia called the meeting to order with Vice-Mayor Aaron Thompson, Commissioner Jay Dee Brumbaugh, Commissioner J. J. Howard and Commissioner Gary Farris responding to roll call.

Also present were Dustin Bedore – Director of Electric Utilities, Frank Hayes – Chief of Police, Sami Windle – Museum Director, Joshua Jordan – IT Director, Kenton Keith – Director of Streets and Facilities, Neal Thornburg – Director of Water and Wastewater, Danny Krayca – Director of Parks, Mary Volk - City Clerk and Alan Lanning - City Manager.

Mayor Garcia led Pledge of Allegiance

Approval of Agenda – ON A MOTION by Commissioner Howard to approve Agenda as presented **seconded by** Commissioner Brumbaugh. Vice-Mayor Thompson stated, with motion we are approving the agenda, does that mean we cannot amend agenda if we need to later in the meeting? Alan stated, we talked about amending the agenda last meeting. I did not change anything in code, only added approval of agenda in the event we need to amend it. Vice-Mayor Thompson asked, what if we have to amend agenda later in meeting? Alan stated, you amend the agenda if it is an emergency, but if it is something new, it is best to add item to a future agenda. The next meeting I am adding an item for future agenda items under reports to be certain they get discussed. I want to standardize the procedure to get direction on future items from the Commission. Mayor Garcia stated, only discussion we can add without approval is to call an executive session. We can call a session at any time as long as have consensus of Commission. Vice-Mayor Thompson stated, I see what you are saying but feel we are being redundant since we generally do not amend the agenda. **MOTION carried on a VOTE of 5-0.**

PUBLIC COMMENT

PRESENTATIONS & PROCLAMATIONS

A. **Topside Trail Update –** Ben Schears Committee Member stated, I would like to provide an update on trail project and create awareness of signage we are working on for trail. This has been a great project with assistance from the Dane Hansen Foundation, coming out of Strategic Doing process. There were many present with goals to encourage healthy activities, especially from the college perspective. It has been exciting to watch and receive the positive feedback from community members. It is positive aspect of our community especially as we look at the challenges to bring young people to our community. They want something to do. Ben provided an outline of the project with signage on trail. We have sponsors to cover the cost of all signs. We are excited to put them up. Our committee would like to thank the past Commission for approving the process and the current Commission for continued support. You will continue to see grant funding for more improvements. We would like to thank City Crews for helping to lay cement and maintain trail. Mayor Garcia stated, the trail is a great asset for the community. The project has mostly been financed by private contributions and grant funding. We thank the board for their contribution to the project.

CONSENT AGENDA

A. **01/04/21 Commission Meeting Minutes**
B. **Appropriation Ordinances: 2021-02, 2021-02A, and 2021-P02**
   ON A MOTION by Vice-Mayor Thompson to approve Consent Agenda **seconded by** Commissioner Howard. **MOTION carried on a VOTE of 5-0.**

FORMAL ACTIONS

A. **Election of Mayor - ON A MOTION by** Commissioner Howard to nominate Vice-Mayor Thompson as Mayor **seconded by** Vice-Mayor Thompson. **MOTION failed on a VOTE of 2-3 with Commissioner Brumbaugh, Commissioner Farris and Mayor Garcia casting the dissenting votes. ON A MOTION by** Commissioner Farris to nominate Mayor Garcia as Mayor **seconded by** Commissioner Brumbaugh. **MOTION carried on a VOTE of 3-2 with Commissioner Howard and Vice-Mayor Thompson casting the dissenting votes.** Mary administered the Oath of Office to Mayor Garcia.

B. **Election of Vice-Mayor - ON A MOTION by** Commissioner Farris to nominate Commissioner Brumbaugh as Vice-Mayor **seconded by** Vice-Mayor Thompson. **MOTION carried on a VOTE of 4-1 with Commissioner Howard casting the dissenting vote.** Mary administered the Oath of Office to Vice-Mayor Brumbaugh.

C. **Medical Insurance Consultant Services -** Alan stated, this is continued from our last meeting where it was a 2-2 vote with Vice-Mayor Brumbaugh absent. The suggested motion is the same except to fund at maximum level with updated numbers. The cost to fund at maximum level is $890,276 while funding at expected level is $775,858. The difference between the two levels will not materially change reserve balance. I understand the Commission goal for Self-Funding account is $500,000. The issue is renewing current medical insurance at either expected or maximum level effective March 1, then allow staff to engage in an RFP process for health, property and casualty insurances to determine direction Commission would like to move. Mayor Garcia stated, Commissioner Brumbaugh was absent last meeting. The motion presented is for Commission to approve 2021 insurance renewal as presented with City paying 100% of premium and to maintain PIC services as consultant for next year. Alan stated, yes, I feel this allows us to consolidate the insurance services under one umbrella with an RFP. It will also give us time to monitor progress. Mayor Garcia stated, my main concern is the employees. Commissioner Brumbaugh stated, I have met with Alan and he understands my concerns with insurance, budget constraints and employees. He is asking for more time to look at our insurance as a whole. I am in favor of giving him time to review information. Mayor Garcia stated, I have eluded my main concern is employees keeping insurance with the ability to use doctors from Denver without interruptions. If Alan is asking for more time, I do not have an issue with it so he understands benefits of City. **ON A MOTION by** Commissioner Thompson to authorize the City Manager to work with PIC to complete the March 1 renewal for medical insurance at maximum funding levels, and further authorize the City Manager to develop a comprehensive RFP process for the evaluation of service providers for medical and property and casualty insurance services to recommend a structure for future delivery of said services for fiscal year 2022 **seconded by** Commissioner Howard. Mayor Garcia stated, we try to do the best we can and make decisions for benefit of employees and community. **MOTION carried on a VOTE of 5-0.**

D. **KMEA Board of Directors: Director #1: Dustin Bedore; Director #2 Chris Douglas; Alternate Director: Lukas Wolak –** Alan stated, the appointment to KMEA Board typically has included the City Manager as a Board member but I feel we should have members from the Electric Department as directors. **ON A MOTION by** Commissioner Brumbaugh to appoint Dustin Bedore as Director #1, Chris Douglas as Director #2 and Lukas Wolak as Alternate Director **seconded by** Commissioner Farris. **MOTION carried on a VOTE of 5-0.**

REPORTS

A. **City Manager - 1.** In your packet is the street sealing plan. With current plan we are about where the City wanted to be in 2009. There are three separate issues, replacement, seal of streets and

repair of streets with no base. **2.** There is also information on the City snow routes so you know what is important. Recent discussion has been how to get to airport quicker. Emergency areas and Schools are first, then we get to what we can. **3**. There is information showing a summary of expenditures through December as shown in past. The Treasurer Financial Statement for year end is in your packet. Let me know what other information you want to see so you are prepared for upcoming budget. **4.** Between Friday and today we have four positive cases with staff. We continue working to ensure services are not disrupted.

B. City Commissioners
Vice-Mayor Thompson – 1. No Report
Commissioner Brumbaugh – 1. I appreciate the work on patching streets.
Commissioner Howard - 1. I appreciate the employees and their work.
Commissioner Farris – 1. No Report

C. Mayor – **1.** At Arcade and Fourth Street the sign is tipping. Kenton stated, I believe a new one was installed today.

ADJOURNMENT WAS HAD ON A MOTION Commissioner Brumbaugh **seconded by** Commissioner Farris. **Motion carried by unanimous VOTE, meeting adjourned at 5:30 p.m. Next meeting is scheduled for February 1, 2021.**

ATTEST: **John Garcia, Mayor**

Mary P. Volk, City Clerk

City of Goodland
204 W 11th
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Date : January 25, 2021
To: City Commission
From: Mary Volk, City Clerk
Subject: Sherman County Community Development Board

Gennifer has informed me the bank account for the Board has been set up and they would like the funds transferred. We budgeted $90,000 for 2020. Please note the check to the Board is in the Appropriation Ordinance for the meeting on February 1, to be paid to them after the check is signed. Thank you.

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
		3159 AG-NEWS								
9448	1	1/11/21	18531	ADVERTISING		11-17-2130		255.00	62974	2/01/21

				AG-NEWS				255.00		
		3852 ALMANZAS INTERIOR								
468772	1	1/21/21	18534	DRYWALL ENTRY		38-01-4010		276.00	62975	2/01/21
468772	2	1/21/21	18534	DRYWALL/2019 MATCH DAY		03-01-2140		1924.00	62975	2/01/21

				ALMANZAS INTERIOR				2200.00		
		3784 AMAZON CAPITAL SERVICES								
1CFP-R6TC-YPQT	1	1/22/21		LED OPEN SIGN		11-17-3120		31.99	62976	2/01/21
1CFP-R6TC-YPQT	2	1/22/21		STAPLE REMOVERS		15-44-3120		8.99	62976	2/01/21
1HFK-HVX9-34GR	1	1/20/21	19211	BROTHER PRINTER MFCL3750CDW		11-17-3060		399.99	62976	2/01/21
1NM19G9TLCKR	1	1/18/21		KLEENEX, TOILET PAPER & TOWELS		11-03-3120		247.41	62976	2/01/21
1XW7R3NM41P6	1	1/13/21		OFFICE SUPPLIES		11-03-3120		199.18	62976	2/01/21

				AMAZON CAPITAL SERVICES				887.56		
		2871 AMERICAN FAMILY LIFE								
PR20210115	1	1/15/21		AFLAC CANCER		11-00-0012	N	79.89	3045244	1/22/21 E
PR20210115	2	1/15/21		AFLAC CANCER		15-00-0012	N	49.53	3045244	1/22/21 E
PR20210115	3	1/15/21		AFLAC ACCIDENT		11-00-0012	N	79.68	3045244	1/22/21 E
PR20210115	4	1/15/21		AFLAC ACCIDENT		15-00-0012	N	69.72	3045244	1/22/21 E
PR20210115	5	1/15/21		AFLAC ACCIDENT		23-00-0012	N	14.28	3045244	1/22/21 E
PR20210115	6	1/15/21		AFLAC ST DISB		11-00-0012	N	23.76	3045244	1/22/21 E
PR20210115	7	1/15/21		AFLAC ST DISB		15-00-0012	N	82.92	3045244	1/22/21 E
PR20210115	8	1/15/21		AFLAC ST DISB		23-00-0012	N	17.82	3045244	1/22/21 E
PR20210115	9	1/15/21		AFLAC LIFE RIDR		15-00-0012	N	2.76	3045244	1/22/21 E
PR20210115	10	1/15/21		AFLAC LIFE		11-00-0012	N	9.66	3045244	1/22/21 E
PR20210115	11	1/15/21		SPEC HLTH EVENT		11-00-0012	N	20.10	3045244	1/22/21 E
PR20210115	12	1/15/21		AFLAC HOSP CONF		11-00-0012	N	43.44	3045244	1/22/21 E
PR20210115	13	1/15/21		AFLAC HOSP CONF		21-00-0012	N	26.28	3045244	1/22/21 E

				AMERICAN FAMILY LIFE				519.84		
		1389 AMERICAN FID								
PR20210115	1	1/15/21		AF CANCER AT		11-00-0012	N	23.00	3045241	1/22/21 E
PR20210115	2	1/15/21		AF CANCER AT		15-00-0012	N	16.15	3045241	1/22/21 E
PR20210115	3	1/15/21		AF CANCER AT		21-00-0012	N	9.90	3045241	1/22/21 E
PR20210115	4	1/15/21		AMER FID CANCER		11-00-0012	N	164.64	3045241	1/22/21 E
PR20210115	5	1/15/21		AMER FID CANCER		15-00-0012	N	118.65	3045241	1/22/21 E
PR20210115	6	1/15/21		AMER FID CANCER		21-00-0012	N	26.95	3045241	1/22/21 E
PR20210115	7	1/15/21		AMER FID LIFE		11-00-0012	N	132.41	3045241	1/22/21 E
PR20210115	8	1/15/21		AMER FID LIFE		15-00-0012	N	302.52	3045241	1/22/21 E
PR20210115	9	1/15/21		AMER FID LIFE		21-00-0012	N	110.88	3045241	1/22/21 E
PR20210115	10	1/15/21		AMER FID LIFE		23-00-0012	N	80.25	3045241	1/22/21 E
PR20210115	11	1/15/21		AM FID ACCIDENT		11-00-0012	N	72.80	3045241	1/22/21 E
PR20210115	12	1/15/21		AM FID ACCIDENT		15-00-0012	N	93.10	3045241	1/22/21 E
PR20210115	13	1/15/21		AM FID ACCIDENT		21-00-0012	N	19.95	3045241	1/22/21 E
PR20210115	14	1/15/21		AM FID HOSPITAL		15-00-0012	N	26.99	3045241	1/22/21 E
PR20210115	15	1/15/21		AM FID HOSPITAL		21-00-0012	N	15.93	3045241	1/22/21 E
PR20210115	16	1/15/21		AM FD DISABILTY		11-00-0012	N	67.84	3045241	1/22/21 E

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
			1389 AMERICAN FID							
PR20210115	17	1/15/21		AM FD DISABILTY		15-00-0012	N	18.36	3045241	1/22/21 E
PR20210115	18	1/15/21		AF CRITICAL CR		11-00-0012	N	16.59	3045241	1/22/21 E
PR20210115	19	1/15/21		AF CRITICAL CR		15-00-0012	N	9.74	3045241	1/22/21 E
				AMERICAN FID				1326.65		
			1390 AMERICAN FIDELITY							
PR20210115	1	1/15/21		AF MED REIMBURS		11-00-0012	N	356.25	3045242	1/22/21 E
PR20210115	2	1/15/21		AF MED REIMBURS		15-00-0012	N	177.50	3045242	1/22/21 E
PR20210115	3	1/15/21		AF MED REIMBURS		21-00-0012	N	50.00	3045242	1/22/21 E
PR20210115	4	1/15/21		AF MED REIMBURS		23-00-0012	N	25.00	3045242	1/22/21 E
				AMERICAN FIDELITY				608.75		
			1814 APPLIED CONCEPTS INC							
377820	1	11/11/21		ANT SUCTION CUP MOUNT/SHIELD		11-03-4020		122.00	62977	2/01/21
				APPLIED CONCEPTS INC				122.00		
			374 BLACK HILLS ENERGY							
GEN21-47	1	1/11/21		GAS CHARCHES		11-02-2100		28.51	62973	1/25/21
GEN21-47	2	1/11/21		GAS CHARCHES		11-00-0006		78.55	62973	1/25/21
GEN21-48	1	1/11/21		GAS CHARCHES		11-21-2100		90.97	62973	1/25/21
GEN21-48	2	1/11/21		GAS CHARCHES		11-00-0006		246.73	62973	1/25/21
GEN21-49	1	1/11/21		GAS CHARGES		21-40-2100		96.75	62973	1/25/21
GEN21-49	2	1/11/21		GAS CHARGES		21-00-0006		195.19	62973	1/25/21
GEN21-50	1	1/11/21		GAS CHARGES		15-44-2100		8.52	62973	1/25/21
GEN21-50	2	1/11/21		GAS CHARGES		21-40-2100		8.51	62973	1/25/21
GEN21-50	3	1/11/21		GAS CHARGES		15-00-0006		42.68	62973	1/25/21
GEN21-50	4	1/11/21		GAS CHARGES		21-00-0006		42.68	62973	1/25/21
GEN21-59	1	1/20/21		GAS CHARGES		11-19-2100		131.65	62978	2/01/21
GEN21-59	2	1/20/21		GAS CHARGES		11-00-0006		103.24	62978	2/01/21
GEN21-60	1	1/21/21		GAS CHARGES		11-00-0006		315.72	62978	2/01/21
GEN21-60	2	1/21/21		GAS CHARGES		11-03-2100		458.70	62978	2/01/21
				BLACK HILLS ENERGY				1848.40		
			552 CITY ATTORNEYS ASSOC. OF							
3035	1	1/15/21		KLING/MEMBERSHIP DUES		11-02-2080		35.00	62979	2/01/21
				CITY ATTORNEYS ASSOC. OF				35.00		
			1880 CITY OF GOODLAND-REFUND A							
GEN21-45	1	1/22/21		ELECTRIC REFUND DEPOSIT		20-01-5060		550.00	62980	2/01/21
GEN21-45	2	1/22/21		WATER REFUND DEPOSIT		22-01-5070		150.00	62980	2/01/21
				CITY OF GOODLAND-REFUND A				700.00		
			2015 CONST.NEWENERGY							
3088459-1	1	1/25/21		GAS COST/CITY SHOP		21-00-0006		666.72	62981	2/01/21
3088463	1	1/13/21		GAS COST/CITY BUILDING		15-00-0006		200.67	62981	2/01/21
3088463	2	1/13/21		GAS COST/CITY BUILDING		21-00-0006		200.68	62981	2/01/21

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
				CONST.NEWENERGY				1068.07		
			3534	COPRO EFP LLC						
6332	1	1/22/21		BUNKER GEAR		36-01-4010		2288.04	62982	2/01/21
				COPRO EFP LLC				2288.04		
			3720	DCF-LIEAP						
GEN21-46	1	1/19/21		LARRY THELEMAN OVERPAYMENT		15-44-3180		1538.88	62983	2/01/21
				DCF-LIEAP				1538.88		
			1867	DEMARS PENSION CONSULTING						
0735321	1	1/15/21		FIXED PARTICIPANT FEE		11-02-2140		75.00	62984	2/01/21
				DEMARS PENSION CONSULTING				75.00		
			2623	DIGITAL ALLEY						
1115418-1	1	1/01/21		EVO/FVHD SUB PLAN 5 YR		36-01-4010		14487.00	62985	2/01/21
				DIGITAL ALLEY				14487.00		
			172	EKLUND						
2141	1	12/18/20		VOLK BOND		11-00-0006		175.00	62986	2/01/21
2210	1	1/20/21		BRUMBAUGH/PUBLIC OFFICAL BOND		11-02-2060		100.00	62986	2/01/21
2213	1	1/22/21		WASSEMILLER NOTARY BOND & FEE		11-03-3120		125.00	62986	2/01/21
				EKLUND				400.00		
			3800	EMC INSURANCE COMPANIES						
L-15121646	1	1/12/21				21-40-2060		386.39	62987	2/01/21
L-15121646	2	1/12/21				21-42-2060		386.39	62987	2/01/21
L-15121646	3	1/12/21				23-41-2060		386.39	62987	2/01/21
L-15121646	4	1/12/21				23-41-2060		386.39	62987	2/01/21
L-15121646	5	1/12/21				15-40-2060		5216.25	62987	2/01/21
L-15121646	6	1/12/21				15-42-2060		5216.25	62987	2/01/21
L-15121646	7	1/12/21				15-44-2060		772.78	62987	2/01/21
L-15121646	8	1/12/21				11-02-2060		6568.59	62987	2/01/21
				EMC INSURANCE COMPANIES				19319.43		
			1926	F.E. MORAN INC						
1380127	1	1/15/21	18537	ANNUAL ALARM MONITORING		11-17-2140		234.00	62988	2/01/21
				F.E. MORAN INC				234.00		
			211	FARM PLAN						
1913686	1	1/04/21	19339	1/2 HOSE, PLE FITTING #21		11-11-3060		170.45	62989	2/01/21
1914096	1	1/05/21		72" SNOW PLOW, WINCH SEWER		23-41-3060		1200.00	62989	2/01/21
1914357	1	1/06/21		LATCH #21 MOWER TRACTOR		11-11-3060		21.51	62989	2/01/21
				FARM PLAN				1391.96		
			305	GOODLAND PUBLIC LIBRARY						

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305 GOODLAND PUBLIC LIBRARY										
GEN21-52	1	1/19/21		SH CO DISB/EMP BENEFITS LIB		46-01-5050		27622.98	62990	2/01/21
GEN21-52	2	1/19/21		SH CO DISB/LIBRARY		13-01-5050		103602.67	62990	2/01/21
				GOODLAND PUBLIC LIBRARY				131225.65		
3778 GOODLAND REGIONAL MED										
PR20210115	1	1/15/21		GRMC		11-00-0012	N	324.32	62972	1/22/21
				GOODLAND REGIONAL MED				324.32		
3272 GOODLAND ROTARY CLUB										
GEN21-53	1	11/09/20	18525	WINDLE DUES 2020		11-00-0006		242.00	62991	2/01/21
				GOODLAND ROTARY CLUB				242.00		
3100 GRAINGER										
9765920591	1	1/07/21	19344	QUARTZ LAMP X 6		21-40-3030		1058.88	62992	2/01/21
9766250212	1	1/08/21	19344	INFRARED HEATER		21-40-3030		515.33	62992	2/01/21
				GRAINGER				1574.21		
3610 GUYER, JONI R.										
GEN21-49	1	2/01/21		CEMETERY CARE/FEBRUARY 2021		11-19-2140	M	3708.34	62993	2/01/21
				GUYER, JONI R.				3708.34		
3849 HARVEST AMERICA										
GEN21-53	1	1/19/21		OVERPAYMENT A. PENA		15-44-3180		215.86	62994	2/01/21
				HARVEST AMERICA				215.86		
3850 HOMETOWN FURNITURE LLC										
28	1	12/22/20		SANTA CHAIR		38-00-0006		108.35	62995	2/01/21
				HOMETOWN FURNITURE LLC				108.35		
391 HOOVER LUMBER										
277179	1	1/05/21		PAINT/ROLLER/PAINTER TAPE		11-19-3030		59.16	62996	2/01/21
277237	1	1/06/21		BRUSH, CONCRETE SLIP FREE		11-19-3030		49.84	62996	2/01/21
277240	1	1/06/21		PLIERS, BIT SET, PACKOUT TOTES		11-11-3020		289.19	62996	2/01/21
277297	1	1/07/21		CREDIT		11-19-3030		8.26-	62996	2/01/21
277451	1	1/11/21		SOLID CONCRETE 4X8X16 X 20		21-42-3050		50.20	62996	2/01/21
277673	1	1/15/21		CONNECTOR 25 PC ASSORTED		21-42-3050		3.06	62996	2/01/21
277898	1	1/20/21		GLOVES, CONCRETE 4X8X16 X17		21-42-3050		56.16	62996	2/01/21
278057	1	1/22/21		SCISSORS OFFSET JOBSITE		11-11-3020		17.99	62996	2/01/21
278136	1	1/25/21		HASP HINGE 3"		15-42-3120		4.63	62996	2/01/21
				HOOVER LUMBER				521.97		
1733 IN THE CAN LLC										
GEN21-59	1	2/01/21		SOLID WASTE FEBRUARY 2021		30-01-2220		38545.00	62997	2/01/21
				IN THE CAN LLC				38545.00		

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
			663	JD FINANCIAL-ORSCHELN						
2205	1	1/06/21		WRENCH, SCREWDRIVER SET, TOOLS		11-11-3020		158.87	62998	2/01/21
3249	1	1/15/21		GLOVES		21-42-3120		22.18	62998	2/01/21

				JD FINANCIAL-ORSCHELN				181.05		
			613	KANSAS MUNICIPAL UTILITIE						
15775	1	1/11/21		2021 KMU ELECTRIC MEMBERSHIP		15-40-2080		11323.00	62999	2/01/21

				KANSAS MUNICIPAL UTILITIE				11323.00		
			1072	KANSAS PAYMENT CENTER						
PR20210115	1	1/15/21		INCOME WITHOLD		11-00-0012	N	497.08	3045240	1/22/21 E
PR20210115	2	1/15/21		INCOME WITHOLD		15-00-0012	N	392.31	3045240	1/22/21 E

				KANSAS PAYMENT CENTER				889.39		
			2184	KIWANIS CLUB OF GOODLAND						
GEN21-51	1	2/01/21		FLAG PROJECT 2021		11-02-3120		420.00	63000	2/01/21

				KIWANIS CLUB OF GOODLAND				420.00		
			3392	KLING,JAKE D.						
GEN21-47	1	2/01/21		ATTY FEES/FEBRUARY 2021		11-02-2140	M	4000.00	63001	2/01/21

				KLING,JAKE D.				4000.00		
			523	KS PUBLIC EMP. RETIREMENT						
PR20210115	1	1/15/21		KPERS		11-00-0012	N	1975.23	3045239	1/22/21 E
PR20210115	2	1/15/21		KPERS		15-00-0012	N	1797.87	3045239	1/22/21 E
PR20210115	3	1/15/21		KPERS		21-00-0012	N	812.39	3045239	1/22/21 E
PR20210115	4	1/15/21		KPERS		23-00-0012	N	273.26	3045239	1/22/21 E
PR20210115	5	1/15/21		KPERS II		11-00-0012	N	1541.48	3045239	1/22/21 E
PR20210115	6	1/15/21		KPERS II		15-00-0012	N	1139.36	3045239	1/22/21 E
PR20210115	7	1/15/21		KPERS II		21-00-0012	N	81.09	3045239	1/22/21 E
PR20210115	8	1/15/21		KPERS II		23-00-0012	N	81.09	3045239	1/22/21 E
PR20210115	9	1/15/21		KPERS III		11-00-0012	N	3607.96	3045239	1/22/21 E
PR20210115	10	1/15/21		KPERS III		15-00-0012	N	1095.47	3045239	1/22/21 E
PR20210115	11	1/15/21		KPERS III		21-00-0012	N	533.93	3045239	1/22/21 E
PR20210115	12	1/15/21		KPERS III		23-00-0012	N	190.34	3045239	1/22/21 E
PR20210115	13	1/15/21		KPERS D&D		11-00-0012	N	475.35	3045239	1/22/21 E
PR20210115	14	1/15/21		KPERS D&D		15-00-0012	N	271.21	3045239	1/22/21 E
PR20210115	15	1/15/21		KPERS D&D		21-00-0012	N	96.01	3045239	1/22/21 E
PR20210115	16	1/15/21		KPERS D&D		23-00-0012	N	36.63	3045239	1/22/21 E

				KS PUBLIC EMP. RETIREMENT				14008.67		
			726	MARTY ELECTRIC						
604	1	1/27/21	18536	LIGHTING ENTRY REMODEL		38-00-0006	M	4960.00	63002	2/01/21

				MARTY ELECTRIC				4960.00		
			3050	MES, INC						
IN1539022	1	2/12/21		SCBA FLOW TEST		11-07-3060		75.00	63003	2/01/21

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
			3050 MES, INC							
				MES, INC				75.00		
			2918 MURRAY'S CUSTOM BODY & PA							
5890	1	1/12/21		TINT WINDOWS UNIT #2		11-03-3170		185.00	63004	2/01/21
				MURRAY'S CUSTOM BODY & PA				185.00		
			2104 NATIONWIDE TRUST CO. FSB							
PR20210115	1	1/15/21		NATIONWIDE TRST		11-00-0012	N	325.00	3045243	1/22/21 E
PR20210115	2	1/15/21		NATIONWIDE TRST		15-00-0012	N	265.00	3045243	1/22/21 E
				NATIONWIDE TRUST CO. FSB				590.00		
			3646 ND CHILD SUPPORT DIVISION							
PR20210115	1	1/15/21		ND CHILD SUPPOR		15-00-0012	N	114.93	3045245	1/22/21 E
				ND CHILD SUPPORT DIVISION				114.93		
			30 P I C							
2226	1	1/13/21		CONSULTING FEE/FEBRUARY		11-02-2140		166.68	63006	2/01/21
2226	2	1/13/21		CONSULTING FEE/FEBRUARY		11-03-2140		250.02	63006	2/01/21
2226	3	1/13/21		CONSULTING FEE/FEBRUARY		11-04-2140		27.78	63006	2/01/21
2226	4	1/13/21		CONSULTING FEE/FEBRUARY		11-07-2140		27.78	63006	2/01/21
2226	5	1/13/21		CONSULTING FEE/FEBRUARY		11-09-2140		27.78	63006	2/01/21
2226	6	1/13/21		CONSULTING FEE/FEBRUARY		11-11-2140		250.02	63006	2/01/21
2226	7	1/13/21		CONSULTING FEE/FEBRUARY		11-15-3120		55.56	63006	2/01/21
2226	8	1/13/21		CONSULTING FEE/FEBRUARY		11-17-2140		27.78	63006	2/01/21
2226	9	1/13/21		CONSULTING FEE/FEBRUARY		21-40-2140		27.78	63006	2/01/21
2226	10	1/13/21		CONSULTING FEE/FEBRUARY		21-42-2140		83.34	63006	2/01/21
2226	11	1/13/21		CONSULTING FEE/FEBRUARY		23-41-2140		27.78	63006	2/01/21
2226	12	1/13/21		CONSULTING FEE/FEBRUARY		23-43-2140		27.78	63006	2/01/21
2226	13	1/13/21		CONSULTING FEE/FEBRUARY		15-40-2140		194.46	63006	2/01/21
2226	14	1/13/21		CONSULTING FEE/FEBRUARY		15-42-2140		194.46	63006	2/01/21
2226	15	1/13/21		CONSULTING FEE/FEBRUARY		15-44-2140		111.00	63006	2/01/21
				P I C				1500.00		
			2401 PAW WASH							
GEN21-54	1	2/01/21		ANIMAL CONTRACT AGREEMENT		11-05-2140		2250.00	63007	2/01/21
				PAW WASH				2250.00		
			3759 PRAIRIESPRINGS HOSPITALIT							
GEN21-55	1	2/01/21		REIMB SALES TAX		28-01-2050		3176.72	63008	2/01/21
				PRAIRIESPRINGS HOSPITALIT				3176.72		
			1683 PRINCIPAL MUTUAL LIFE INS							
PR20210115	1	1/15/21		PRIN. MUTUAL		11-00-0012	N	95.93	62970	1/22/21
PR20210115	2	1/15/21		PRIN. MUTUAL		15-00-0012	N	241.80	62970	1/22/21
PR20210115	3	1/15/21		PRIN. MUTUAL		21-00-0012	N	41.97	62970	1/22/21

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
				PRINCIPAL MUTUAL LIFE INS				379.70		
			1682	S & B MOTELS						
GEN21-56	1	2/01/21		REIMB SALES TAX		28-01-2040		3550.81	63009	2/01/21
				S & B MOTELS				3550.81		
			407	SALINA SUPPLY COMPANY						
S100185992.002	1	1/14/21	17338	10" BOLTED COUPLING		21-42-3050		544.43	63010	2/01/21
S100186307.001	1	1/14/21	17338	10" MJ 45 DEGREE		21-42-3050		124.54	63010	2/01/21
				SALINA SUPPLY COMPANY				668.97		
			2265	SCHERMERHORN,KATHY						
GEN21-48	1	2/01/21		ANIMAL CONTROL/FEBRUARY 2021		11-05-2140	M	1500.00	63011	2/01/21
				SCHERMERHORN,KATHY				1500.00		
			413	SCHLOSSER, INC.						
7506	1	1/20/21		INDUSTRIAL PARK PROJECT		21-42-3050		972.00	63012	2/01/21
7509	1	1/21/21		INDUSTRIAL PARK PROJECT		21-42-3050		432.00	63012	2/01/21
				SCHLOSSER, INC.				1404.00		
			3851	SHERMAN CO COMM DEVELOP						
GEN21-55	1	2/01/21		2021 FUNDING		11-21-2140		90000.00	63013	2/01/21
				SHERMAN CO COMM DEVELOP				90000.00		
			425	SHERMAN COUNTY TREASURER						
GEN21-55	1	2/01/21		13 INTL TK/001ETE		15-42-3120		717.25	63014	2/01/21
GEN21-56	1	2/01/21		17 KW TK/366KGK		15-42-3120		487.25	63014	2/01/21
GEN21-57	1	2/01/21		96 PJ TRL/002ETE		15-42-3120		47.25	63014	2/01/21
				SHERMAN COUNTY TREASURER				1251.75		
			427	SHORES NAPA						
191689	1	1/04/21	19356	TOWELS,PAINT,CALETIES,BOLTS		11-15-3120		57.28	63017	2/01/21
191689	2	1/04/21	19356	DRILL BITS, CHIPPING BRUSHES		11-15-3020		16.95	63017	2/01/21
191689	3	1/04/21	19356	WOOD SCREWS & HANGAR BRAKETS		11-15-3030		38.60	63017	2/01/21
191704	1	1/04/21	19335	2.5 GALLON DEF		11-11-3060		43.24	63017	2/01/21
191704	2	1/04/21	19335	TOOLS		11-11-3020		155.71	63017	2/01/21
191705	1	1/04/21	19336	U-NUT PD #3		11-03-3170		4.78	63017	2/01/21
191712	1	1/04/21	19337	OIL/AIR FILTERS #81 82 10 30 1		11-11-3060		124.55	63017	2/01/21
191714	1	1/04/21	19338	OIL FILTER/OIL UNIT 7		11-03-3170		37.55	63017	2/01/21
191721	1	1/04/21		ROPE		15-40-3030		62.42	63017	2/01/21
191831	1	1/05/21	19161	GLOVES		23-41-3120		24.08	63017	2/01/21
191886	1	1/05/21		TOOLS/SHOP SUPPLIES		11-11-3120		85.95	63017	2/01/21
191888	1	1/05/21		CREDIT		11-11-3120		11.40-	63017	2/01/21
191951	1	1/06/21		LED STRIPS BLK & WHITE		11-03-4020		61.13	63017	2/01/21
191959	1	1/06/21	19341	OIL/AI/CABIN AIR, WIPER #1		11-02-3170		42.15	63017	2/01/21
191960	1	1/06/21	19341	SYNTHETIC 5W30 OIL UNIT #1		11-02-3170		44.52	63017	2/01/21
191961	1	1/06/21		TOOLS		11-11-3020		148.17	63017	2/01/21
191962	1	1/06/21	19357	POP RIVET GUN		11-15-3020		18.99	63017	2/01/21

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
		427 SHORES NAPA								
191962	2	1/06/21	19357	RIVETS/EPOXY/3/4 PVC PIPE		11-15-3120		23.90	63017	2/01/21
192023	1	1/07/21	19358	RUBBER STRAPS & HOSE CLAMPS		11-15-3120		28.21	63017	2/01/21
192083	1	1/07/21	19359	PULLY-FLAG POLE BALL PARK		11-23-3030		11.99	63017	2/01/21
192108	1	1/07/21	19345	VACUUM TUBING		11-11-3060		6.40	63017	2/01/21
192184	1	1/08/21	19360	RUBERR STRAPS & BOLTS		11-15-3120		4.79	63017	2/01/21
192211	1	1/08/21		HANGAR IRON & TRASH BAGS		11-15-3120		36.48	63017	2/01/21
192398	1	1/11/21	19348	LIGHT BULB LOADER #1		11-11-3060		13.73	63017	2/01/21
192412	1	1/11/21		PHOTOCELL		15-42-3050		39.22	63017	2/01/21
192745	1	1/13/21		OIL & FUEL FILTERS #41		15-42-3060		70.78	63017	2/01/21
192916	1	1/15/21		PRY BAR/WIRE STRIPPER/TOOLS		21-42-3020		395.35	63017	2/01/21
193010	1	1/15/21		FUEL FILTER UNIT #49		15-42-3060		36.80	63017	2/01/21
193074	1	1/16/21		TAPE, LED STRIP, SCREW/NUT		11-03-4020		27.26	63017	2/01/21
193234	1	1/19/21	19349	OIL & AIR FILTERS UNIT #34 &35		21-40-3170		41.05	63017	2/01/21
1932361	1	1/11/21	19347	WIRE CAP BRUSH/WELDING MAGNET		11-11-3020		43.26	63017	2/01/21
1932361	2	1/11/21	19347	ELECTRIC TAPE, TRASH BAGS		11-11-3120		63.96	63017	2/01/21
193413	1	1/20/21		PHOTOCELL SWITCH		15-42-3010		19.61	63017	2/01/21
193553	1	1/21/21	19451	BOLT NUT WASHER SCREW UNIT 56		11-07-3020		24.17	63017	2/01/21
193623	1	1/21/21		WOOD SCREWS		21-42-3050		11.38	63017	2/01/21
193672-1	1	1/22/21		CRIMPER		11-11-3020		23.62	63017	2/01/21
193763	1	1/22/21	19454	BACK UP ALARM		11-06-3170		25.39	63017	2/01/21
193782	1	1/22/21	19364	VANGOGH SHELTER LIGHT PLUG		11-15-3030		6.98	63017	2/01/21
193925	1	1/25/21		BLACK ICE, TOWELS, INT DETAIL		21-42-3120		13.73	63017	2/01/21
				SHORES NAPA				1922.73		
		438 STANION WHOLESALE ELECTRI								
5051849-00	1	1/19/21	19431	RAB 230 WATT LED FIXTURES		15-00-0006		8672.58	63018	2/01/21
				STANION WHOLESALE ELECTRI				8672.58		
		1736 THYSSENKRUPP ELEVATOR								
3005674611	1	1/01/21		ELEVATOR MAINT.		11-02-2140		480.00	63019	2/01/21
				THYSSENKRUPP ELEVATOR				480.00		
		3698 TITAN LABRATORIES								
10354916	1	1/12/21	19273	OIL SAMPLE KITS		15-40-3060		121.67	63020	2/01/21
				TITAN LABRATORIES				121.67		
		2784 USD # 352								
GEN21-58	1	2/01/21		SCHOOL TAX/JANUARY 2021		11-02-2050		24693.82	63021	2/01/21
				USD # 352				24693.82		
		2895 VISION CARE DIRECT ADM.								
PR20210115	1	1/15/21		VISION CARE DIR		11-00-0012	N	103.85	62971	1/22/21
PR20210115	2	1/15/21		VISION CARE DIR		15-00-0012	N	96.79	62971	1/22/21
PR20210115	3	1/15/21		VISION CARE DIR		23-00-0012	N	9.78	62971	1/22/21
				VISION CARE DIRECT ADM.				210.42		
		3537 VLS COMMUNICATIONS INC								

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
			3537	VLS COMMUNICATIONS INC						
2211	1	1/20/21		RADIOS, RESCUE1 HAZMAT1 BRUSH5		11-07-3020		3100.00	63022	2/01/21
				VLS COMMUNICATIONS INC				3100.00		
			640	WAL*MART						
03167	1	1/06/21		LED 24 LIGHTS		11-03-4020		139.09	63023	2/01/21
03167	2	1/06/21		DESKPADS X 5		11-03-3120		24.85	63023	2/01/21
03535	1	1/11/21		OFFICE & CLEANING SUPPLIES		15-44-3120		94.27	63023	2/01/21
03535	2	1/11/21		BUNGEE CORD		11-06-3120		7.84	63023	2/01/21
05620	1	1/11/21		SCREEN PROTECTORS X 9		11-03-3120		43.92	63023	2/01/21
05716	1	1/04/21		OFFICE & CLEANING SUPPLIES		15-40-3120		101.65	63023	2/01/21
06201	1	1/13/21		EPS XP5100 PRINTER		23-43-3120		59.00	63023	2/01/21
06215	1	1/13/21		ONN SD READER		11-03-3120		9.88	63023	2/01/21
08399	1	1/13/21		OFFICE SUPPLIES		11-11-3120		69.76	63023	2/01/21
				WAL*MART				550.26		
				***** REPORT TOTAL *****				407951.75		

JRNL ID/ ACCOUNT NUMBER	OTHER NUMBER/ ACCOUNT TITLE	OTHER REFERENCE/ REFERENCE	DEBIT	CREDIT	BANK #
PAYROLL					
11-00-0011	GENERAL EMP TAX A/P	SS/MED EMPE GEN	3,995.55		
11-00-0001	GENERAL OPERATING CASH	SS/MED EMPE GEN		3,995.55	1
15-00-0011	ELECTRIC EMP TAX A/P	SS/MED EMPE ELE	2,026.25		
15-00-0001	ELECTRIC CASH	SS/MED EMPE ELE		2,026.25	1
21-00-0011	WATER EMP TAX A/P	SS/MED EMPE WAT	772.97		
21-00-0001	WATER CASH	SS/MED EMPE WAT		772.97	1
23-00-0011	SEWER EMP TAX A/P	SS/MED EMPE SEW	276.46		
23-00-0001	SEWER CASH	SS/MED EMPE SEW		276.46	1
11-00-0011	GENERAL EMP TAX A/P	SS/MED EMPR GEN	3,995.55		
11-00-0001	GENERAL OPERATING CASH	SS/MED EMPR GEN		3,995.55	1
15-00-0011	ELECTRIC EMP TAX A/P	SS/MED EMPR ELE	2,026.25		
15-00-0001	ELECTRIC CASH	SS/MED EMPR ELE		2,026.25	1
21-00-0011	WATER EMP TAX A/P	SS/MED EMPR WAT	772.97		
21-00-0001	WATER CASH	SS/MED EMPR WAT		772.97	1
23-00-0011	SEWER EMP TAX A/P	SS/MED EMPR SEW	276.46		
23-00-0001	SEWER CASH	SS/MED EMPR SEW		276.46	1
11-00-0011	GENERAL EMP TAX A/P	FED TAX GEN	3,817.87		
11-00-0001	GENERAL OPERATING CASH	FED TAX GEN		3,817.87	1
15-00-0011	ELECTRIC EMP TAX A/P	FED TAX ELE	1,817.01		
15-00-0001	ELECTRIC CASH	FED TAX ELE		1,817.01	1
21-00-0011	WATER EMP TAX A/P	FED TAX WAT	694.91		
21-00-0001	WATER CASH	FED TAX WAT		694.91	1
23-00-0011	SEWER EMP TAX A/P	FED TAX SEW	232.34		
23-00-0001	SEWER CASH	FED TAX SEW		232.34	1
11-00-0011	GENERAL EMP TAX A/P	STATE TAX GEN	1,941.79		
11-00-0001	GENERAL OPERATING CASH	STATE TAX GEN		1,941.79	1
15-00-0011	ELECTRIC EMP TAX A/P	STATE TAX ELE	1,066.03		
15-00-0001	ELECTRIC CASH	STATE TAX ELE		1,066.03	1
21-00-0011	WATER EMP TAX A/P	STATE TAX WAT	406.78		
21-00-0001	WATER CASH	STATE TAX WAT		406.78	1
23-00-0011	SEWER EMP TAX A/P	STATE TAX SEW	132.70		
23-00-0001	SEWER CASH	STATE TAX SEW		132.70	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS 01/19	890.03		
07-00-0001	SELF INSUR CASH	STOP LOSS 01/19		890.03	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS01/26	4,266.73		
07-00-0001	SELF INSUR CASH	STOP LOSS01/26		4,266.73	1
		Journal Total :	29,408.65	29,408.65	
		Sub Total	29,408.65	29,408.65	
		** Report Total **	29,408.65	29,408.65	

FUND	NAME	DEBITS	CREDITS
07	SELF INSURANCE	5,156.76	5,156.76
11	GENERAL	13,750.76	13,750.76
15	ELECTRIC UTILITY	6,935.54	6,935.54
21	WATER UTILITY	2,647.63	2,647.63
23	SEWER UTILITY	917.96	917.96
	TOTALS	29,408.65	29,408.65

** Transactions affected cash may need to be entered in Bank Rec! **
** Review transactions that have a number in the Bank # column. **

ACCOUNT NUMBER	ACCOUNT TITLE	DEBITS	CREDITS	NET
07-00-0001	SELF INSUR CASH	.00	5,156.76	5,156.76-
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	5,156.76	.00	5,156.76
11-00-0001	GENERAL OPERATING CASH	.00	13,750.76	13,750.76-
11-00-0011	GENERAL EMP TAX A/P	13,750.76	.00	13,750.76
15-00-0001	ELECTRIC CASH	.00	6,935.54	6,935.54-
15-00-0011	ELECTRIC EMP TAX A/P	6,935.54	.00	6,935.54
21-00-0001	WATER CASH	.00	2,647.63	2,647.63-
21-00-0011	WATER EMP TAX A/P	2,647.63	.00	2,647.63
23-00-0001	SEWER CASH	.00	917.96	917.96-
23-00-0011	SEWER EMP TAX A/P	917.96	.00	917.96
	TRANSACTION TOTALS	29,408.65	29,408.65	.00

PAYROLL REGISTER

ORDINANCE #2021-P03

1/22/2021

DEPARTMENT	GROSS PAY
GENERAL	53,106.51
ELECTRIC	27,119.70
WATER	10,216.70
SEWER	3,662.89
TOTAL	94,105.80

PASSED AND SIGNED THIS _____ DAY OF_____, 2021

_____ _____

CITY CLERK MAYOR

AGENDA ITEM

CITY COMMISSION COMMUNICATION FORM

FROM: **Mary Volk, City Clerk**

DATE: **January 25, 2021**

ITEM: **Utility Charge Offs**

NEXT STEP: Commission Motion

_____ORDINANCE
__X__MOTION
_____INFORMATION

I. **REQUEST OR ISSUE:** Attached are the 2020 charge offs for utilities. Unfortunately the amount is higher than in past years because we reviewed all bad debt accounts to include older accounts where we have lost contact. As in the past, we continue to monitor these customers for collection. The customers may return to hookup utilities or we may determine they have returned to Goodland.

II. **RECOMMENDED ACTION / NEXT STEP:** Motion to approve the 2020 Utility Charge Off list.

III. **FISCAL IMPACTS:** Impact is $38,311.16 in utility revenue that we are writing off. However, we continue to monitor accounts for future collection.

IV. **BACKGROUND INFORMATION:** Annually we charge off utility accounts we have lost contact with for collections. This is the list for 2020.

V. **LEGAL ISSUES:** None

VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** None

VII. **SUMMARY AND ALTERNATIVES:**

I would ask the Commission to make the motion to approve the 2020 Utility Charge Off list.

CITY OF GOODLAND
CHARGE OFF LIST
6/1/2020

NAME	SERVICE ADDRESS	AMOUNT	LAST CONTACT	ACCT NUMBER	COMMENTS
Aaron, Monica	421 Cherry Ave	$ 1,092.67	10/6/2014	1417670019	
Aguirre, Reagina	610 w 13th	$ 517.58	2/13/2013	2643690026	
Ault, Marco Jr	1319 Cherry	$ 506.99	4/9/2014	708910017	
Bandy, Braden	516 W Highway 24 Lot 308	$ 253.30	12/10/2014	3253120021	
Bandy, Brian	516 W Highway 24 Lot 514	$ 669.80	3/18/2015	3253440011	
Bunting, Lillian	516 W Highway 24 Lot 518	$ 342.04	5/26/2015	3253400021	
Burris, Scott	903 W 9th Street	$ 431.78	10/24/2019	2136240003	Bankruptcy
Bustillos, Rogellio	1504 Syracuse	$ 564.68	3/5/2015	2745320016	
Cardenas, Rachael	2810 Commerce Road Lot 33	$ 100.64	2/3/2015	3254020022	
Castillo, Leticia	211 Main Ave	$ 348.82	8/29/2014	1621030053	
Clark, Charles	518 W 15th Street	$ 397.76	7/8/2014	2541110014	
Clark, Jeffery	1526 Kansas Ave	$ 261.68	1/9/2015	2440260035	
Cobb, Forest	2810 Commerce Road Lot 3	$ 132.69	11/13/2014	3253720043	
Copley, Patricia	417 W 13th Street	$ 75.66	9/9/2014	2338590007	
Denny, Michelle	319 Grand Ave	$ 46.75	1/22/2015	2033160037	
Diaz, Juan	821 Harrison Ave	$ 525.78	10/17/2014	1113430006	
Diaz, Juan	516 W Highway 24 Lot 515	$ 178.73	10/29/2014	3253430006	
Dobbs, Joel	804 Eustis Ave	$ 139.44	8/29/2014	1012280024	
Dominguez, Jose	411 Cherry Ave	$ 272.76	7/26/2013	1417680028	
Duesburg, Deena	923 Caldwell Ave	$ 433.12	9/2/2014	1214650003	
Eddleman, Cathy	1018 Main	$ 854.09	6/6/2014	303550008	
Edwards, Donald	2810 Commerce Road Lot 33	$ 201.93	8/29/2014	3254020025	
Espinoza, Marisol	1220 Main Apt 2	$ 593.14	4/10/2015	404287033	
Eversole, Kyle	619 Washington	$ 36.29	8/29/2014	1316080045	
Faivre, Amanda	516 W Highway 24 Lot 518	$ 387.47	3/26/2014	3253400018	
Fieger, Micheal	409 W 5th	$ 430.18	10/29/2013	2033610035	
Fisher, Marlene	516 W Highway 24 Lot 518	$ 453.36	6/8/2015	3253400023	
Fix, Katie	1120 1/2 Main Apt 1	$ 20.80	7/6/2015	303930064	
Flores, Alejandro	2810 Commerce Rd Lot 13	$ 196.08	11/21/2013	3253820017	
Flores, Elena	621 Center	$ 174.44	7/22/2015	1931910023	
Floyd, Chad	1223 Colorado	$ 390.35	8/19/2017	2643850009	Bankruptcy
Fry, Kyle	321 Broadway	$ 72.29	9/22/2015	1620810029	
Fuhs, Crystal	117 Main Ave	$ 216.25	3/21/2014	1721070023	
Gabaldon, Damion	517 E 10th	$ 54.58	3/23/2015	910890010	
Gabaldon, Damon	1112 Main Apt 2	$ 88.21	7/21/2015	303865006	
Gabel, Kyle	613 E 10th	$ 212.78	11/16/2015	911170060	

Gessner, David	1530 Caldwell	$ 290.65	12/18/2015	608030036	
Goodner, Tamara	516 W Highway 24 Lot 313	$ 562.81	4/10/2015	3253070025	
Hamby, Stephen	216 E Highway 24 Lot A5	$ 89.15	3/26/2014	3152380019	
Hamby, Stephen	216 E Hwy 24 Lot A7	$ 533.08	3/26/2014	3152400032	
Harley, Christopher	208 E 1st	$ 308.84	7/2/2015	1721470043	
Hazelbaker, Jackie	1207 Caldwell Ave	$ 72.54	3/7/2014	709370025	
Herchberger, Michelle	1307 Harrison Ave	$ 195.02	9/1/2015	809560009	
Hernandez, Rhonda	1716 Montana Ave	$ 91.58	3/5/2015	2845530005	
Hernandez, Rhonda	1716 Montana Ave	$ 127.57	9/8/2015	2845530006	
Hutchison, Erica Elaine	1108 Center Ave Apt 1	$ 130.96	1/9/2015	2237850049	
Jackson, Peggy	1608 Sherman Ave	$ 384.79	7/6/2015	2439780027	
Jennings, Jeremy	321 E 9TH ST	$ 45.47	6/2/2015	202590015	
Jueneman, Adam	1004 W 12th	$ 50.01	9/9/2010	2642970009	
Kramme, William	1207 Caldwell Ave	$ 303.35	5/5/2014	709370027	
Krisle, Robert	1319 Cherry	$ 104.75	3/5/2015	708910016	
Lacy, Lancy	323 Grand Ave	$ 212.03	7/6/2015	20331500122	
Larison, Zach	502 Grand	$ 93.63	6/6/2014	2033630012	
Lindsey, Kelly	319 E 10th	$ 856.16	4/4/2014	202720009	
Lucas, Rochelle	1534 Syracuse	$ 216.55	3/23/2015	2745380035	
Lucero, Angela	815 Eastridge Ave	$ 72.13	5/13/2014	1012160030	
Lutz, Austin	516 W Highway 24 Lot 518	$ 338.38	8/5/2014	3253400019	
Mark, Random	124 E 1st St	$ 198.04	8/29/2014	1721490030	
McGinnis, Jack	218 Caldwell	$ 281.99	11/14/2013	1519560031	
Medrana, Lukius	804 W 17th St	$ 742.72	11/14/2013	2846220041	
Merchant, Asmita	811 E Highway 24	$ 10,631.59	5/22/2015	3051250005	
Merchant, Asmita	717 E Highway 24	$ 189.89	3/11/2014	3051290003	
Montgomery, Ryne Lee	1207 Caldwell Ave	$ 631.75	12/10/2014	709370030	
Moore, Ryan	1516 Colorado Ave	$ 499.96	11/14/2013	2846480005	
Morgan, Jesse	1502 Caldwell	$ 1,034.63	3/11/2014	608100012	
Morgan, Monte	1616 Wyoming	$ 56.51	8/5/2014	2846870052	
Muse, Degadrian	1534 Syracuse	$ 313.08	4/24/2014	2745380034	
Nix, Roy	516 W Highway 24 Lot 416	$ 127.18	1/23/2014	3253370014	
Palmer, Roy	1122 1/2 Main Apt 4	$ 125.97	5/6/2014	303960022	
Pena, Juan	2810 Commerce Road Lot 12	$ 265.06	5/26/2015	3253810011	
Phillips, Ann	1116 Caldwell	$ 250.27	6/8/2015	506890023	
Piccone, Frank	117 Center Ave	$ 384.10	5/11/2020	1822850007	Bankruptcy
Redmond, Janece	1502 1/2 Syracuse	$ 377.22	4/9/2009	2745311034	
Restaurant Panaderia #3	1002 W HWY 24	$ 1,511.68	9/9/2014	2948880005	
Reyes, Irma	521 W 15th Street	$ 177.21	8/29/2014	2441060021	
Rivera, Christina	516 W Hwy 24 Lot 308	$ 200.42	8/7/2013	3253120017	

Salinas, Gloria	519 W 9TH ST	$ 62.12	8/29/2014	2136860003	
Sanders, Todd	216 E Highway 24 Lot E6	$ 117.84	3/5/2014	3152710006	
Satterlee, Rebecca	516 W Highway 24 Lot 513	$ 201.65	5/6/2015	3253450015	
Schiltz, Eric	815 Eastridge Ave	$ 208.66	8/4/2014	1012160033	
Schroeder, Carlena	1530 Kansas Ave	$ 278.54	6/3/2014	2440270029	
Sheats, James	1319 Cherry	$ 300.80	12/10/2014	708910018	
Shinette, Clarence	618 W 9th Street	$ 125.33	4/10/2015	2135010040	
Smith, Erik	308 W 9th Street	$ 257.40	3/23/2015	2034600006	
Smith, James	1108 Center Apt 4	$ 60.29	5/29/2012	2237880049	
Smith, William	790 D'Lao Dr Apt	$ 89.81	7/24/2019	2135956041	Deceased
Soderstrom, Brandon	1602 Caldwell	$ 302.66	10/5/2015	608000025	
Sonnier, Wesley III	1108 Center Ave Apt 1	$ 57.20	6/6/2014	2237850048	
Standridge, Jennifer	1115 Walnut Ave	$ 94.89	5/12/2014	911060006	
Vigil, Jose	1620 Cherry	$ 587.55	2/28/2017	608370022	Deceased
Walker, Geraldine	1207 Caldwell Ave	$ 211.90	8/29/2014	709370028	
Wallen, John	1502 Kansas Ave	$ 215.59	8/5/2014	2440210004	
Webb, Betty	515 Grand Ave	$ 155.39	7/6/2015	2033990001	
Weber, Zach	1527 Grand	$ 229.91	5/21/2014	2339140008	
		$ 38,311.16			

AGENDA ITEM # 4A-B

CITY COMMISSION COMMUNICATION FORM

FROM: Alan Lanning, City Manager

DATE: 2/1/2021

ITEM: King Air Lease

NEXT STEP: Council Motion

_____ORDINANCE
__X___MOTION
_____INFORMATION

I. REQUEST OR ISSUE:

The current Lessee of the restaurant space at Brenner Field has asked to be removed from the current lease. This packet contains two documents, a **MUTUAL AND VOLUNTARY TERMINATION OF AIRPORT RESTAURANT LEASE** and a new **AIRPORT RESTAURANT LEASE**. The request is for the Commission to approve the voluntary separation and also approve the new lease.

II. RECOMMENDED ACTION / NEXT STEP:

Recommendation: Approve the **MUTUAL AND VOLUNTARY TERMINATION OF AIRPORT RESTAURANT LEASE.** This action will remove Donald and Robin Valdez and lessees of the Airport Restaurant, known as the King Air Cafe.
Recommendation: Approve the **AIRPORT RESTAURANT LEASE**, for the King Air Café, with Miguel Montelongo and Carrie Rico.

III. FISCAL IMPACTS:

The terms of the new lease are the same terms of the old lease and therefore, the fiscal impact will be identical. The City of Goodland will continue to receive $400 per month for the space. All other terms are the same.

IV. BACKGROUND INFORMATION:

The Valdez's wish to remove themselves from actively operating the King Air Café and to that end have worked with Mr. Montelongo and Ms. Rico over the past months to transition the operation and management of the restaurant. At this time, both parties are agreeable to the transition and therefore, the actions are intended to terminate the lease of the Valdez's and approve a new lease for Montelongo and Rico under the same terms and conditions.

V. LEGAL ISSUES:

Terms and Conditions of the Lease.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None.

VII. SUMMARY AND ALTERNATIVES:

Commission may take one of the following actions:

1. Move forward as requested.
2. Reject the proposal and process.
3. Direct staff to pursue an alternative approach.

MUTUAL AND VOLUNTARY TERMINATION OF
AIRPORT RESTAURANT LEASE
CITY OF GOODLAND, KANSAS

LESSOR and **LESSEE** entered into a five (5) year Lease Agreement whereby **LESSEE** was to occupy and operate the restaurant located inside the Goodland Municipal Airport. The initial lease agreement was made and entered into on the 1st day of October, 2018. The Lease remains in effect and is set to terminate on the expiration date of October 1st, 2023.

WHEREAS, the **LESSEE** has requested the **LESSOR** allow it to be released from the current lease terms and enter into a new lease agreement with a new party to occupy and operate the restaurant under the same terms as the original lease agreement.

WHEREAS, the **LESSOR** finds that it would be to the best interest of the community to allow LESSEE to be released from the current lease agreement for the purpose above stated.

NOW, THEREFORE, both **LESSOR** and **LESSEE** mutually and voluntarily deem the lease agreement entered into between them on October 1, 2018 will cease to be in effect and shall terminate on February 28, 2021.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR this ___ day of February, 2021.

ATTEST:

_____
LESSEE: KING AIR CAFE
Donald Valdez, Owner/ Operator

_____
LESSOR: City of Goodland
John Garcia, Mayor

_____
LESSEE: KING AIR CAFE
Robin Valdez, Owner/ Operator

ATTEST:

_____
Mary P. Volk, City Clerk

IN THE MATTER OF THE TERMINATION OF
AIRPORT RESTAURANT LEASE
CITY OF GOODLAND, KANSAS

LESSOR and **LESSEE** entered into a five (5) year Lease Agreement whereby **LESSEE** was to occupy and operate the restaurant located inside the Goodland Municipal Airport. The initial lease agreement was made and entered into on the 1st day of October, 2018. The Lease remains in effect and is set to terminate on the expiration date of October 1st, 2023.

WHEREAS, the **LESSEE** has requested the **LESSOR** allow it to be released from the current lease terms and enter into a new lease agreement with a new party to occupy and operate the restaurant under the same terms as the original lease agreement.

WHEREAS, the **LESSOR** finds that it would be in the best interest of the community to allow **LESSEE** to be released from the current lease agreement for the purpose above stated.

NOW, THEREFORE, both **LESSOR** and **LESSEE** mutually and voluntarily agree the lease agreement entered into between them on October 1, 2018 will cease to be in effect and shall terminate on February 28, 2021.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR this ___ day of February, 2021.

ATTEST:

LESSEE: KING AIR CAFE Donald Valdez, Owner/Operator	LESSOR: City of Goodland John Gardin, Mayor

LESSEE: KING AIR CAFE
John Valdez, Owner/Operator

ATTEST:

Mary P. Vail, City Clerk

AIRPORT RESTAURANT LEASE
CITY OF GOODLAND, KANSAS

This lease, made and entered into this _____day of February, 2021, between the City of Goodland, Kansas, a Municipal Corporation, hereinafter referred to as **LESSOR**, and KING AIR CAFE, Miguel Montelongo and Carrie Rico, Goodland, Kansas, hereinafter referred to as **LESSEE**, shall be in effect until the expiration date of October 1, 2023. **LESSEE** shall herein upon giving **LESSOR** 90 days notice, have the right to a renewal option for an additional five (5) year term. The renewal option being exercisable on the 1st day of July 2023.

WHEREAS, the **LESSOR** now owns the Goodland Municipal Airport with the Terminal Building, as referred in attahced Exhbit "A"; and

WHEREAS, the **LESSEE** has requested that the **LESSOR** lease to it rooms #1, #3, #7 and #8 of the Terminal Building, as referred in attached Exhibit "B", at said airport for the purpose of operating a restaurant; and

WHEREAS, the **LESSOR** finds that it would be to the best interest of the community to lease said rooms of the Terminal Building to **LESSEE** for the purpose above stated.

NOW, THEREFORE, in consideration of the covenants hereinafter set out the parties agree as follows:

The **LESSOR** hereby leases to the above named **LESSEE** the following described rooms located in the Terminal Building at the Goodland Municipal Airport, to-wit:

Specific Rooms of the Terminal Building - Goodland Municipal Airport

Room #1 – Restaurant;
Room #3 – Basement Storage;
Room #7 – Storage; and
Room #8 – Office.

More specifically, each of the listed rooms as depicted and referred in attached Exhibit "B".

RENTAL RATE AND TERM

The **LESSEE** shall pay rent to the **LESSOR** in the amount of $400.00 per month for the remainder of this lease agreement and continue in the event **LESSEE** exercises the optoin to extend this lease agreement for an additonal five (5) year term. The monthly rental shall begin on the first day of March, 2021, and be due to be paid to **LESSOR** within five (5) calendar days of the first day of each month thereafter.

LESSEE shall not have the right to sublease any of the property herein without the prior written approval of **LESSOR**.

The **LESSEE** assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall, on the grounds of race, creed, color, national origin, or sex, be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The **LESSEE** assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity

AIRPORT RESTAURANT LEASE
CITY OF GOODLAND, KANSAS

This lease, made and entered into this _____ day of February, 2021, between the City of Goodland, Kansas a Municipal Corporation, hereinafter referred to as "LESSOR", and KIMO ATR CALL, Miguan Montalongo and Laura Rios, Goodland, Kansas, hereinafter referred to as "LESSEE", shall be in effect until the expiration date of October 1, 2021. LESSEE shall begin upon giving LESSOR 90 days notice, have the right to a renewal option for an additional five (5) year term. The renewal option being exercisable on the 1st day of July 2021.

WHEREAS, the LESSOR now owns the Goodland Municipal Airport with the Terminal Building, as referred to attached Exhibit "A"; and

WHEREAS, the LESSEE has requested that the LESSOR lease to it rooms #1, #3, #7 and #8 of the Terminal Building, as referred to attached Exhibit "B", at said airport, for the purpose of operating a restaurant; and

WHEREAS, the LESSOR finds that it would be to the best interest of the community to lease said rooms of the Terminal Building to LESSEE for the purpose above stated.

NOW, THEREFORE, in consideration of the covenants hereinafter set out the parties agree as follows:

The LESSOR hereby leases to the above named LESSEE the following described rooms as used in the Terminal Building at the Goodland Municipal Airport, to-wit:

Specific Rooms of the Terminal Building - Goodland Municipal Airport

Room #1 – Restaurant;
Room #3 – Restroom Storage;
Room #7 – Storage; and
Room #8 – Office.

More specifically, each of the listed rooms as depicted and referred to attached Exhibit "B".

RENTAL RATE AND TERM

The LESSEE shall pay rent to the LESSOR in the amount of $400.00 per month for the remainder of this lease agreement and continue in the event LESSEE exercises the option to extend this lease agreement for an additional five (5) year term. The monthly rental shall begin on the first day of March, 2021, and be due to be paid to LESSOR within five (5) calendar days of the first day of each month thereafter.

LESSEE shall not have the right to sublease any of the property herein without the prior written approval of LESSOR.

The LESSEE assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall, on the grounds of race, creed, color, national origin, or sex, be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The LESSEE assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity

covered by this subpart. The **LESSEE** assures that it will require that its covered sub-organizations provide assurance to the **LESSOR** that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organization, as required by 14 CFR Part 152, Subpart E, to the same effect.

LESSEE further agrees to the following covenants:

UTILITIES

LESSOR agrees that **LESSEE** shall not be charged for or pay city utilities, specifically being electricity, water and sewer. It shall be the sole responsibility of the **LESSEE** to pay for any other utilities used or consumed by the **LESSEE**, including those provided by Black Hills Energy.

DANGEROUS SIGNS

No sign, light or device shall be permitted which, through illumination at night or glare during the day, could create a hazard to aircraft. No sign over 200 square feet shall be constructed. No sign shall project over 25 feet above ground level. Signs are to be restricted to those identifying the name, business and products of the person or firm occupying the premises. Signs shall be located on the building except for small signs not to exceed 20 square feet, which may be located off the building.

BUILDING MAINTINANCE AND IMPROVEMENTS

LESSOR shall be responsible for all general maintenance of the Terminal Building's interior and fixtures on the leased premises at the time of enteirng into this lease agreement. **LESSOR** shall be responsible for all exterior maintenance.

LESSEE shall not make any structural or cosmetic changes to the leased premises without prior approval by **LESSOR**.

At the end of the Lease period, as hereinbefore set out, the said **LESSEE** shall have the right to remove all improvements placed upon the premises by **LESSEE**, and in the event of such removal, **LESSEE** agrees and covenants that it will replace the premises in a like condition as when the premises were taken.

LESSEE agrees to admit the City Building Inspector and /or Fire Chief during reasonable hours of operation and to comply with City fire regulations and other reasonable safety regulations.

INTENTION AND HOURS OF OPERATION

LESSEE agrees and acknowledges that this lease agreement, by its terms, is entered into by the parties with the intent of providing **LESSEE** with the greatest opportunity to establish a successful restaurant.

In consideration of this intent, **LESSEE** agrees to and shall be open for operation to provide breakfast and lunch services on a minimum average of five (5) days per week, excluding

major and federal holidays. **LESSEE** agrees and shall be open to provide meal services for a minimum average of twenty-five (25) hours per week, with said average hours to be calculated by hours accumulated before 2:00 P.M. Mountain Standard Time of each day.

NATIONAL EMERGENCY

During the time of war or national emergency, the **LESSOR** shall have the right to enter into any agreement with the United States Government for military or naval use of part or all of the landing area, the publicly owned air navigation facilities, and other areas or facilities of the airport. If any such agreement is executed with the United States Government, provisions of this instrument insofar as they are inconsistent with the provisions of said agreement with the government, shall be superseded.

This agreement shall be subordinate to the provisions of any existing or future agreement between the **LESSOR** and the United States relative to the operation and maintenance of the airport, the execution, which has been made or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.

LESSEE agrees to furnish service on fair, equal and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable and not unjustly discriminatory prices for each unit or service; PROVIDED that **LESSEE** may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

STRICT COMPLIANCE WITH LAWS

LESSEE agrees to observe and obey, during the term of this lease agreement, any and all laws, ordinances, rules and regulations which have been or may be enacted or promulgated by the United States, Federal Aviation Administration, State of Kansas, City of Goodland, the Goodland Municipal Airport manager, the Goodland Municipal Airport Advisory Board, or any other governmental agency or entity having jurisdiction over the Goodland Municipal Airport.

CERTIFICATE OF INSURANCE

LESSEE shall purchase at its own and sole expense and maintain in full force and effect during the term of this agreement and at all times that it is in possession of or has control over any part of **LESSOR'S** premises, liability insurance policy covering **LESSOR** in an amount of not less than $1,000,000 per incident, with $1,000,000.00 agrigate. **LESSEE** shall further insure that the **LESSOR** is added to the above described policy of insurance as a named insured and shall provide the **LESSOR** with current certificate of insurance during the term of this agreement as proof that said insurance has been purchased and is in effect.

TERMINATION AND BREACH

LESSEE shall have the right to terminate this lease agreement by providing **LESSOR** with ninety (90) days written notice of the intent to terminate.

LESSOR shall have the right to terminate this lease in the event of any breach of this lease agreement and its terms by providing **LESSEE** with notice of the breach, in writing, and allowing LESSEE thirty (30) days to correct said breach. If **LESSEE** fails to correct the breach

within the thirty (30) days, then **LESSOR** shall have the right to terminate this lease agreement within sixty (60) days.

All written correspondence and notices shall be sent to the parties as follows:

LESSOR:
City of Goodland
Attn: Alan Lanning
204 W. 11th Street
Goodland, KS 67735

LESSEE:
King Air Cafe
Miguel Montelongo & Carrie Rico
596 Airport Road, Suite E
Goodland, KS 67735

MISCELLANEOUS

No personal property shall be stored outside the buildings located on the real property, which is the subject matter of this lease.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR this ___ day of February, 2021.

ATTEST:

_____
LESSEE: KING AIR CAFE
Miguel Montelongo, Owner/ Operator

_____
LESSOR: City of Goodland
John Garcia, Mayor

_____
LESSEE: KING AIR CAFE
Carrie Rico, Owner/ Operator

ATTEST:

_____
Mary P. Volk, City Clerk

Airport Restaurant Lease: KING AIR CAFE
Page 2

within the thirty (30) days, the **LESSEE** shall have the right to terminate the lease agreement within sixty (60) days.

All written correspondence and notices shall be sent to the parties as follows:

LESSOR:	LESSEE:
City of Goodland	**King Air Cafe**
Attn: Alan Lamm	Miguel Montelongo & Carrie Rios
520 W. 11th Street	595 Airport Road, Suite E
Goodland, KS 67735	Goodland, KS 67735

MISCELLANEOUS

No personal property shall be stored outside the buildings located on the real property, which is the subject matter of this lease.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR this ___ day of February, **2021**.

ATTEST:

LESSEE: KING AIR CAFE
Miguel Montelongo, Owner/Operator

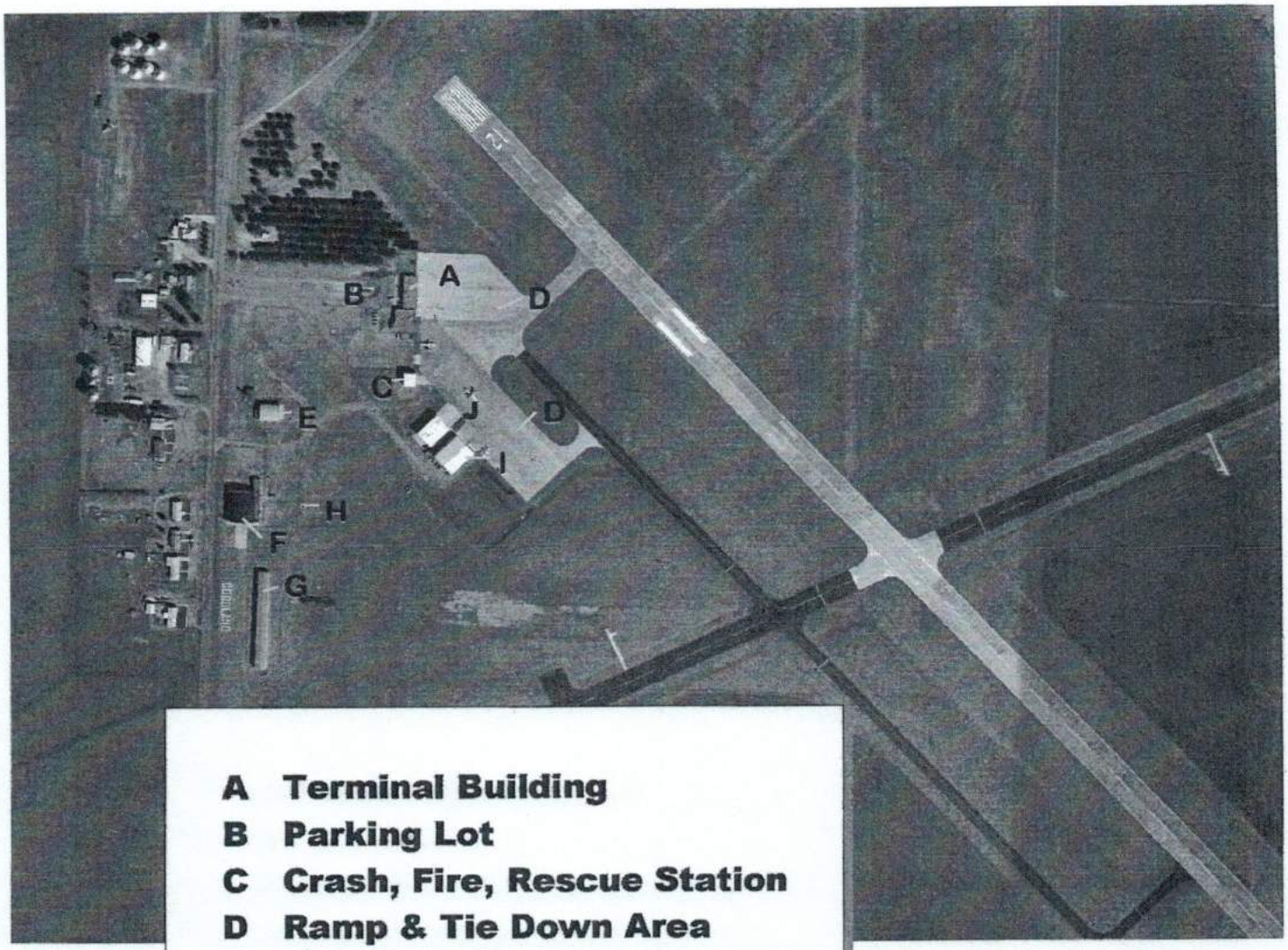
LESSOR: City of Goodland
John Garcia, Mayor

LESSEE: KING AIR CAFE
Carrie Rios, Owner/Operator

ATTEST:

Mary L. Mills, City Clerk

Renner Field - Goodland, Kansas
Exhibit A



A Terminal Building
B Parking Lot
C Crash, Fire, Rescue Station
D Ramp & Tie Down Area
E Old Maintenance Shop
F Community Hangar
G Metal T-Hangar
H Fuel Tank & Pump Area
I Fixed Base Operator Shop
J First National Bank

N

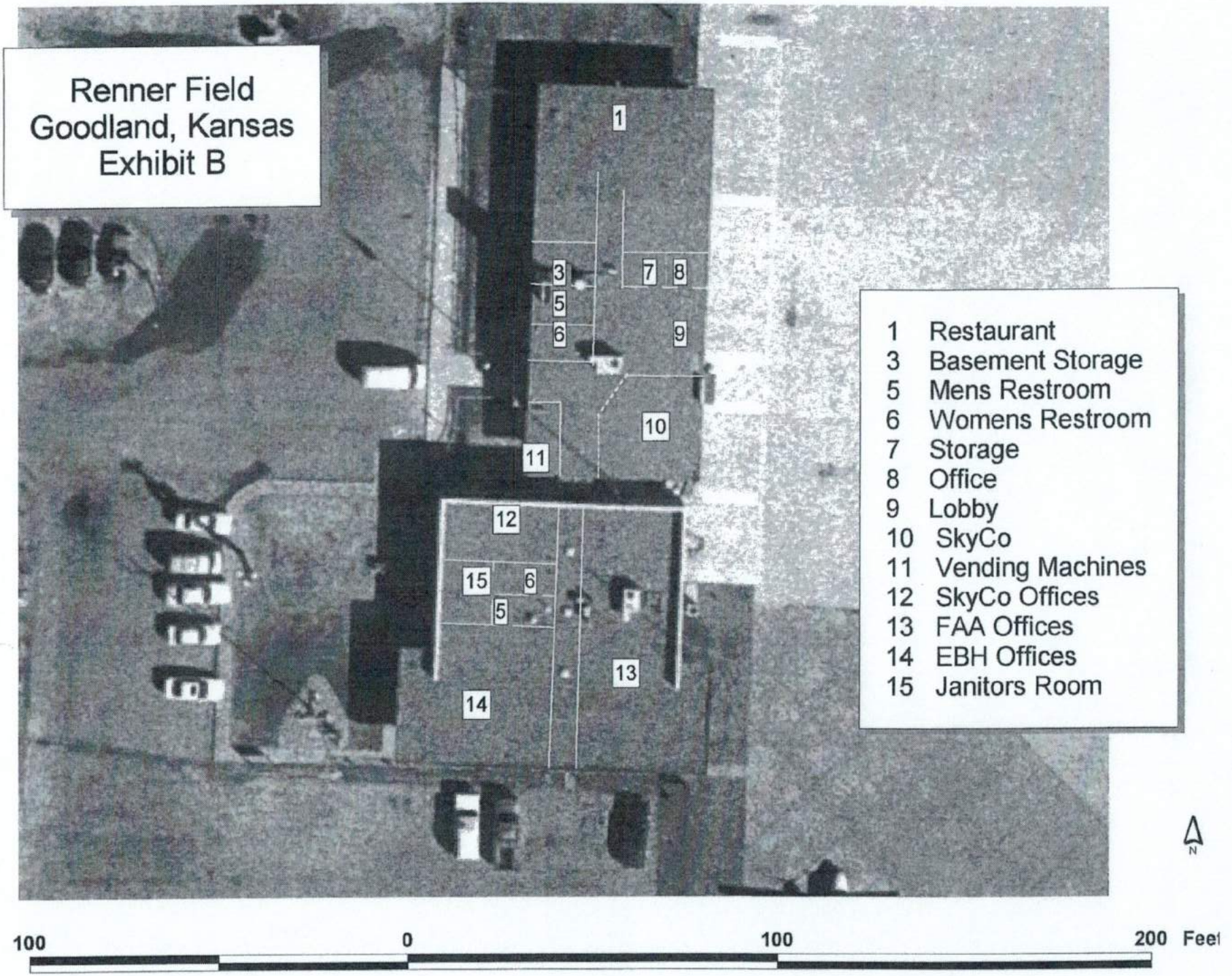
1000 0 1000 2000 Feet

Ronner Field - Goodland, Kansas
Exhibit A

A Terminal Building
B Parking Lot
C Crash, Fire, Rescue Station
D Ramp & Tie Down Area
E Old Maintenance Shop
F Community Hangar
G Metal T-Hangar
H Fuel Tank & Pump Area
I Fixed Base Operator Shop
J First National Bank

N

1000 0 1000 2000 Feet


Renner Field
Goodland, Kansas
Exhibit B
1 Restaurant
3 Basement Storage
5 Mens Restroom
6 Womens Restroom
7 Storage
8 Office
9 Lobby
10 SkyCo
11 Vending Machines
12 SkyCo Offices
13 FAA Offices
14 EBH Offices
15 Janitors Room
N
100
0
100
200 Feet

Renner Field
Geodesic Houses
Exhibit B
1 Restaurant
2 Passenger Storage
3 Men's Restroom
4 Women's Restroom
5 Storage
6 Office
7 Lobby
8 SkyCo
9 Vending Machines
10 SkyCo Offices
11 EAA Offices
12 EBH Offices
13 Janitor's Room
N

AGENDA ITEM # 5A

CITY COMMISSION COMMUNICATION FORM

FROM: Jessica Bonner, Admin Assisstant

DATE: 2/1/21

ITEM: Jan Lohr reapplying for Cemetery Board

NEXT STEP: Discussion

_____ORDINANCE
_____MOTION
__X_ INFORMATION

I. <u>REQUEST OR ISSUE:</u>

II. <u>RECOMMENDED ACTION / NEXT STEP:</u> Discuss and recommend action for next meeting

IV. <u>BACKGROUND INFORMATION:</u> Jan has been faithfully serving on the Cemetery Board and her three-year appointment expires in February. She would like to be reappointed for another three years.

VII. <u>SUMMARY AND ALTERNATIVES:</u>

Commission may take one of the following actions:

1. Approve the proposal as requested.
2. Reject the proposal and move to deny the request.
3. Direct staff to pursue an alternative approach.

City of Goodland
204 W. 11th St.
P.O. Box 59
Goodland, KS 67735

785-890-4500
785-890-4532(F)

Board and Commission Form

Please print clearly or type. Use additional sheets if necessary. Return form to the address above.

I am seeking: ☐ New Appointment ☑ Reappointment

Please indicate the Boards or Commissions in which you are interested:

☐ Airport Board ☑ Cemetery Board ☐ Construction Board of Trades/Appeals
☐ Library Board ☐ Housing Authority Board ☐ Parks & Recreation/Tree Board
☐ Museum Board ☐ Planning Commission/BZA ☐ Economic Dev./Tourism Board

Full Name: Jan Lohr E-mail: jan.lohr@aol.com / lohr@fnb.com

Street Address: 6335 Road 17, Goodland, KS 67735

Phone: Home none Cell 785-821-1923 Work 785-890-5616

Years lived in Goodland: 54 Education: High School Diploma

Occupation: VP, Loan Operations Employer: FNB Bank, Goodland, KS

Business Address: 202 E 11th St, PO Box 570, Goodland, KS 67735

Prior Appointed or Elected Offices held (if any): Current: Cemetery Board Prior: Logan Township Trustee, Sherman County Extension Council & Board Chair, Silverlake Midwest Regional Banking Group, Treasurer

Please described any present or past community involvement: 4-H Club Leader/Project Leader, Sherman County 4-H Ambassador Advisor, Sherman County Extension Project & Development Cmte, Sherman County Leadership Member, Genesis Volunteer, P.E.O. Chapter ID, USDA Commodity Distribution Volunteer, Community Dress Down Day Organizer/Administrator

Why would you like to serve? I am a current (and active) member of the Board and would like to continue serving in in this capacity. I take this appointment seriously and would like to continue serving and working to ensure the Goodland Cemetery is a source of pride for our community. Thank you for your consideration!

Referred by (if any): Self

Date 01/14/21 Signature: Jan Lohr

AGENDA ITEM # 5B
CITY COMMISSION COMMUNICATION FORM

FROM: Alan Lanning, City Manager

DATE: 2/1/2021

ITEM: Home Rehabilitation Program

NEXT STEP: Council Motion

_____ORDINANCE
_____MOTION
__X___INFORMATION

I. REQUEST OR ISSUE:

Commissioner Thompson has asked that documents related to the Home Rehabilitation Program, previously developed, be placed on the agenda for discussion.

II. RECOMMENDED ACTION / NEXT STEP:

I am seeking direction from the Commission.

III. FISCAL IMPACTS:

The documents indicated funding of $10,000.

IV. BACKGROUND INFORMATION:

These documents were previously developed and include the Home Rehabilitation Program specifics and meeting minutes from 3/2-3/16 and 4/20.

V. LEGAL ISSUES:

None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None.

VII. SUMMARY AND ALTERNATIVES:

I am seeking direction from the Commission.

AGENDA ITEM # 5B
CITY COMMISSION COMMUNICATION FORM

FROM: Alex Lanning, City Manager

DATE: 2/1/2021

ITEM: Home Rehabilitation Program

NEXT STEP: Council Motion

___ ORDINANCE
___ MOTION
_X_ INFORMATION

I. REQUEST OR ISSUE:

Commissioner Thompson has asked that documents related to the Home Rehabilitation Program previously developed, be placed on the agenda for discussion.

II. RECOMMENDED ACTION / NEXT STEP:

I am seeking direction from the Commission.

III. FISCAL IMPACT:

The documents indicated funding of $10,000.

IV. BACKGROUND INFORMATION:

These documents were previously developed and include the Home Rehabilitation Program specifics and meeting minutes from 2-2-16 and 4-20

V. LEGAL ISSUES:

None

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VII. SUMMARY AND ALTERNATIVES:

I am seeking direction from the Commission.

City of Goodland
Home Rehabilitation Program

1. PURPOSE

The purpose of the Home Rehabilitation Program is to assist eligible homeowners of Goodland with rehabilitation of their owner-occupied homes. The program intends to help bring a home into compliance with housing codes and address health and safety issues.

2. PROGRAM GUIDELINES

(a) The City of Goodland will fund up to $10,000.00 in grants annually for eligible home improvements and repair projects

(b) The repairs must cost a minimum of $1,000.00 to correct for Low Income Households or $500.00 to correct for Very Low Income Households

(c) Low Income Household applicants are required to match at least 50% of project costs and Very Low Income Household applicants are required to match at least 25% of project cost

(d) The City will match 50% of project cost for Low Income Household applicants up to $3,000; or 75% of project cost for Very Low Income Household Applicants up to $3,000

(e) Grant recipients are required to live in their home for a period of three years after completion of the project or pay back awarded funds

3. ELIGIBLE PROJECTS

Projects eligible for funding under this program are defined as:

(a) *Addressing accessibility needs*
(b) *Brick or masonry repair*
(c) *Door and window repair/replacement*
(d) *Electrical repairs*
(e) *Exterior painting*
(f) *Foundation repair/replacement*
(g) *Gutter repair/replacement*
(h) *Hazardous materials abatement*
(i) *Retaining wall repair (if hazardous)*
(j) *Roof repair or replacement*

(k) *Siding (if in poor condition)*
(l) *Structural repair*
(m) *Water/sewer line repair/replacement*

4. ELIGIBLE APPLICANTS

Applicants eligible to receive assistance under this program must meet all of the following criteria:

(a) The applicant must own and occupy the project home as his/her home primary residence
(b) The project home must be located within the City boundaries of Goodland, Kansas
(c) All property taxes, mortgage and home owner's insurance payments on the property must be current
(d) The applicant must have a government photo identification
(e) The applicant must fall under one of the following income categories*:

Low Income Applicant

Number of Occupants	Dollar Amount Limit
1	$36,200.00
2	$41,400.00
3	$46,550.00
4	$51,700.00
5	$55,850.00
6	$60,000.00
7	$64,150.00
8	$68,250.00

Very Low Income Applicant

Number of Occupants	Dollar Amount Limit
1	$22,650.00
2	$25,850.00
3	$29,100.00
4	$32,300.00
5	$34,900.00
6	$37,500.00
7	$40,100.00
8	$42,650.00

**Income Limits subject to change annually.*

5. PROCEDURAL INFORMATION

(a) The City will develop an application form for interested individuals to submit. Applications submitted with incomplete or missing information will not be considered
(b) Applicants will be required to provide income verification information
(c) City staff will review all applications and make recommendations to the City Commission
(d) The City Commission will have final decision over all applications for funding
(e) Applications will be due by the end of each month and considered on a monthly basis until all funding has been awarded
(f) Homes submitted for grant funding will be subject to a building inspection before being recommended for approval and after project completion

(g) Very Low Income applicants will be given preference when multiple qualifying applications exist

(h) Approved applicants will be required to sign a grant agreement with the City

(i) For projects using a licensed City contractor, City funds will be paid directly to contractor

(j) For projects being completed by applicant or without a contractor, funds will be paid as a reimbursement upon completion of the project and successful building inspection

GOODLAND CITY COMMISSION
Regular Meeting

March 2, 2020 **5:00 P.M.**

Mayor John Garcia called the meeting to order with Vice-Mayor Aaron Thompson and Commissioner J. J. Howard responding to roll call. Commissioner Jay Dee Brumbaugh and Commissioner Gary Farris were reported absent.

Also present were Rich Simon – Director of Public Works, Dustin Bedore – Director of Electric Utilities, Joni Showalter-Police Chief, Joshua Jordan – IT Director, Sami Windle – Museum Director, Mary Volk - City Clerk and Andrew Finzen - City Manager.

Mayor Garcia led Pledge of Allegiance

PUBLIC COMMENT

CONSENT AGENDA

A. 02/18/20 Commission Meeting Minutes

B. Appropriation Ordinances: 2020-05, 2020-05A, and 2020-P05

ON A MOTION by Vice-Mayor Thompson to approve Consent Agenda **seconded by** Commissioner Howard. **MOTION carried on a VOTE of 3-0.**

Commissioner Farris reported to the meeting.

FORMAL ACTIONS

A. CMB License Application: Dollar General Store - Andrew stated, application is to approve a CMB license for Dollar General in original and unopened containers. City Code requires first time applicant to have individual present at meeting. Michael Lehman is present for Dollar General. All inspections are complete and recommend approval. **ON A MOTION by** Commissioner Farris to approve CMB License for Dollar General **seconded by** Commissioner Howard. **MOTION carried on a VOTE of 4-0.**

B. Revised Web Hosting Agreement with Sherman County - Andrew stated, the Commission previously approved the agreement but the County Attorney recommended minor language amendments to the contract. Jake has no problem with the changes. The County Commission approved the contract with amendments. **ON A MOTION by** Vice-Mayor Thompson to approve the revised Web Hosting Agreement with Sherman County **seconded by** Commissioner Howard. **MOTION carried on a VOTE of 4-0.**

DISCUSSION ITEMS

A. Housing Rehabilitation Program – Andrew stated, a priority item from our goal setting workshop was to provide citizens incentives to rehabilitate properties within City limits. I have provided a draft proposal for the program. I recommend starting the project with initial funding of $10,000 from Professional Services in Building Inspection. The purpose is to assist homeowners bring property into compliance with health and safety issues. I have set a minimum of $1,000 in repairs, with 50% match from homeowner. Maximum City share per property is $3,000. I have modeled eligibility requirements for the program after similar programs in other communities. Mayor Garcia asked, what is classified as low income? Andrew stated, there are different standards with every program. If it is our program, we can establish the limits. I would be in favor of having a box they can check for low income to have that be a qualifier down the road if necessary. If the program is only low income, I do not think some will apply. Mayor Garcia stated, I agree with the minimum requirement and the fact that the homeowner has to have an investment in program. Commissioner Howard

stated, I was involved in a similar program in another community where the homeowner had to provide tax returns and live in home for ten years. Their program was scaled for the amount property owner paid based on income level. I feel we do not need to include fencing or driveways in program, only the structure. That program concentrated on heating and air conditioner, then the bath for mold issues, then windows. Mayor Garcia stated, those items cost more than $1,000. Mary stated, the previous CDBG grant required property owner to live in house after rehabilitation for period of time or they reimburse money used. Vice-Mayor Thompson stated, I like the idea of the owner residing in house after improvement and a benefit based on scaled income level. This is a good start to move forward on. Commissioner Farris stated, I feel if they have to put money into the project, they will cut down on purchasing their medicine because they cannot afford both. Andrew stated, we can continue to discuss in future meetings.

REPORTS

A. City Manager - 1. County Commission approved waiver of landfill fees for spring cleanup April 20th through 24th. **2.** The attorneys have met to discuss fire merger. It was a good meeting to get framework for paperwork. **3.** Topside Trail project is moving forward; they are working on strip behind tennis courts to tie into Cherry Street. We have paid about one-third of the contract to date. **4.** Dakota Roubideaux is at residential inspection certification this week and Brian James is at fire inspection school. **5.** Airport Board met and there is not much savings to delay KDOT Taxiway B project so we will complete project this fall to align with agriculture sprayers. Mayor Garcia asked, have you found dates to meet with County Commission for joint meeting? Commissioner Howard stated, it needs to be a night meeting. Andrew stated, I have not at this point but will do if Commission would like a meeting. **6.** I distributed information where City ended in FY19 on utility and general funds.

B. City Clerk – Mary stated, we worked with PIC to hold employee meetings for all benefits and ensure compliance with Affordable Care Act. Agents for American Fidelity and AFLAC have met with employees and necessary changes are being made. We are in process of bidding property insurance, assisting Parks and Street and Alley departments with interviews, updating meter reading system, working with Tantalus and normal daily operations. Trying to begin budget information.

C. Museum Director – Sami stated, in 2019 visitors were up to 4,244, donations totaled $5,115.07 and gift shop sales were $463.52. We currently have Imagination Playground exhibit and are working on a WW II exhibit and the cemetery tour. Our fundraiser is scheduled for March 28th at the Elks Club. On February 25th the Museum Alliance met in Washington DC to share facts on Museums.

D. IT Director – Joshua stated, normal day to day operations to keep system running. I have been working on backup and recovery processes to insure they keep working. I am reviewing security logs and preparing bids for phone and internet services. Recently I merged the Go Goodland, Goodland Chamber and See Goodland websites into Go Goodland and traffic has increased. Vice-Mayor Thompson asked, are we working on process to move ahead with a video of meetings? Joshua stated, the problem with live video is someone is required to be present each meeting to video. We have done preliminary checks on equipment but it will be a delay video. If we do live stream, your audience will disappear because people will watch it online. We also have to consider budget and see where money will come from. Mayor Garcia asked, have you estimated the cost? Joshua stated, for equipment used about fifty hours a year for delay video, about $1,500 to $2,000 for startup. That does not consider services to host videos. We can host on website but will run into speed issues. Mayor Garcia asked, if livestream what are costs? Joshua stated, probably an additional $1,500 but numbers are estimated. Mayor Garcia stated, so $6,000 to $7,000 would cover costs? Joshua stated, most likely, yes. Vice-Mayor Thompson stated, I would like to see live feed as it is better to have

more people watching to be informed. Andrew stated, Joshua and I have been discussing this for a while and our intention is to bring proposal to you, but we have nothing concrete at this time. Joshua stated, we also have to have policies in place for open records and retention.

E. **Commissioners**

Vice-Mayor Thompson – 1. We talked about a purchasing policy and getting bids, I want this to remain a priority. **2.** After going over the contracts, I feel we need to have a special meeting to go over contracts to discuss what we would like to continue or change in future.

Commissioner Brumbaugh – 1. Absent, No Report.

Commissioner Howard - 1. I had a few residents ask why we used a back hoe to put in water line in at Gun Club instead of trenching. Rich stated, because project was low priority and completed as we had time and help. I did not want to leave ditch open for long period of time. Commissioner Howard asked, it would have taken four hours to trench. Rich stated, probably but if we did not have help to work on project, the trench would remain open. Commissioner Howard asked, do we have a trencher to do work? Dustin stated, Rich asked me to trench it, but our trencher is not wide or deep enough plus there are a lot of underground utilities that would have required backhoe work. **2.** All departments. seem to be doing good which I like to see.

Commissioner Farris – 1. What are wages for the van drivers? Mary stated, low, around $8.25. I have a note to discuss with Andrew during budget.

F. **Mayor – 1.** What openings are there on our Boards? Andrew stated, three on Construction Board of Trades, one each on Museum and Cemetery and all positions on Planning Commission. **2.** Thank you to employees for good job.

EXECUTIVE SESSION

A. **Executive Session - Under the authority of KSA 75-4319(b)(1) for personnel matters for nonelected personnel -** Mayor Garcia made a motion at 5:45 p.m. to recess into executive session under authority of K.S.A.75-4319 (b)(1) for personnel matters for nonelected personnel not to exceed forty-five minutes. I request only the Commission be present. Commissioner Howard seconded the motion. **MOTION carried by a VOTE of 4-0. Meeting resumed at 6:30 p.m.** Mayor Garcia made a second motion at 6:31 p.m. to recess into executive session under authority of K.S.A.75-4319 (b)(1) for personnel matters for nonelected personnel not to exceed twenty minutes. I request only the Commission be present. Commissioner Howard seconded the motion. **MOTION carried by a VOTE of 4-0. Meeting resumed at 6:51 p.m.**

ADJOURNMENT WAS HAD ON A MOTION Commissioner Farris **seconded by** Vice-Mayor Thompson. **Motion carried by unanimous VOTE, meeting adjourned at 6:52 p.m. Next meeting is scheduled for March 16, 2020.**

ATTEST:

John Garcia, Mayor

Mary P. Volk, City Clerk

more people are coming to be interested. Andrew said it looked and I have been discussing this for a while and our intention is to bring proposal to you, but we have nothing concrete at this time. Josina stated, we also have to have policies in place for open records and retention.

E. Commissioners

Vice-Mayor Thompson – 1. We talked about a purchasing policy and setting limits. I wrote this to remain a priority. 2. After going over the contracts, I feel we need to have a special meeting to go over contracts to discuss what we would like to continue or change in future.

Commissioner Frankenburgh – 1. Absent. No Report.

Commissioner Llewellyn - 1. Had a few residents ask why we used a rock for a park in Wyman Club instead of benching. Rich stated, because project was low priority and completed as we had time and help. I did not want to leave ditch open for long period of time. Commissioner Llewellyn asked, it would have taken four hours to finish. Rich stated, probably ten or so. 2. Have help to work on project, the ranch would remove open. Commissioner Llewellyn asked, we have a backhoe to do it? Chasin stated, Rich allowed me to finish it. But our machine is too small or deep enough plus there are a lot of underground utilities that would have required hand work. 3. All departments were to be doing good which I like to see.

Commissioner Farris – 1. What are wages on the van driver? Mary stated, they around $8.25. I have a lot more to discuss with Andrew during budget.

F. Mayor – 1. What openings are there on our "boards"? Andrew stated, there are 4 unexpired Board of Trustees one each on Museum and Cemetery and all positions on Planning Commission. 2. Thank – [illegible] plaques for good job.

EXECUTIVE SESSION

A. Executive Session. Under the authority of RSA 91-A:3(II)(b) for personnel matters for nonelected personnel. Mayor Garcia made a motion at 5:45 p.m. to move into executive session under authority of RSA 91-A:3(II)(b) for personnel matters for nonelected personnel not to exceed forty-five minutes. I request that the Commission be present. Commissioner Llewellyn seconded the motion. MOTION carried by a VOTE of 4-0. Meeting resumed at 6:30 p.m. Mayor Garcia made a second motion at 6:31 p.m. to move into executive session under authority of RSA 91-A:3(II)(b) for personnel matters for nonelected personnel not to exceed twenty minutes. I request only the Commission be present. Commissioner Llewellyn seconded the motion. MOTION carried by a VOTE of 4-0. Meeting resumed at 6:51 p.m.

ADJOURNMENT WAS MADE ON A MOTION Commissioner Farris seconded by Vice-Mayor Thompson. Motion carried by unanimous VOTE, meeting adjourned at 6:52 p.m. Next meeting is scheduled for March 16, 2020.

ATTEST:

John Garcia, Mayor

Mary R. Vitali, City Clerk

GOODLAND CITY COMMISSION
Regular Meeting

March 16, 2020 **5:00 P.M.**

Mayor John Garcia called the meeting to order with Vice-Mayor Aaron Thompson, Commissioner J. J. Howard and Commissioner Gary Farris responding to roll call. Commissioner Jay Dee Brumbaugh was reported absent.

Also present were Rich Simon – Director of Public Works, Dustin Bedore – Director of Electric Utilities, Joni Showalter-Police Chief, Brian James – Fire Chief, Mary Volk - City Clerk and Andrew Finzen - City Manager.

Mayor Garcia led Pledge of Allegiance

PUBLIC COMMENT

PRESENTATION AND PROCLAMATIONS

A. **Topside Manor Presentation** –Gennifer House introduced members of Board for Topside Manor: Mike Mersch, Ron Schilling, Kevin Rasure, Suzanne McClure and myself. Gennifer stated, we received permission from the County Commission to run an election April 28th. The facility we are discussing is formerly known as Good Samaritan Center built in 1960 with two updates in 1976 and 1982. Sherman County owns the facility and management changed to Topside Manor in August 2019 with a local board. Our goal is bond election on April 28th to build a new facility. A new building will not resolve all issues but management issues are being addressed by Grace Team, our management team. Our architect is GMCN and we have determined to move forward with a forty-five bed facility, using the greenhouse model. All employees will have to be CNA's which NWKT College will assist with classes. The ballot question authorizes a tax increase up to seven mills to construct new facility. On a $100,000 home that would be about a $6.00 increase on taxes. Mary asked, will one of the pods be designated for Alzheimer patients? Gennifer stated, no, many of these patients deal better in the pod environment. Mike stated, the existing center is sixty years old and the new part is forty years old. It does not meet ADA or electrical codes. Vice-Mayor Thompson asked, how much would it cost to bring existing facility up to code? Mike stated, estimation is half or a little more with ADA and electrical issues. The new facility will have private rooms and bath. The existing facility has out lived usefulness. We have had a lot of plumbing problems and the roof leaks when we get a lot of moisture. Residence in facility have paid the price to make our community what it is, it is time to take care of them. Gennifer stated, many residents are there for rehabilitation, not just long term care. Everyone on committee had or should have had a loved one at the facility. Kevin stated, new management has made major improvement in care, increasing residents from twenty-seven to our current average of thirty-seven. In the main part of the facility, there will be a storm shelter. The request for seven mills will allow County Commission flexibility to exceed tax lid for this project. One of best times to finance such a project is now with low interest. The County can put a lot of money in existing building to get it to code but still have old building. The existing facility can be used for other things. County Chairman John Topliff stated, we believe it will cost $6,000,000 to remodel existing building so the $10,000,000 will be money well spent. Ron stated, I live in county so do not vote for City Commission. We believe Goodland is the flag ship for county and want to keep it good. Board has a passion for project and we serve because we have been served by residents in facility. We will all be there some day. Staff will be assigned one person all day. Our goal is to take care of seniors the best way we can. We are proud of our building plan and ask people be informed voters. I do not like to raise taxes but this is a good tax for Goodland. Building a community is a lot like building a house. You build for quality of life. If you do not have services and quality of life who would want to live there. Mayor Garcia stated, I feel gratitude toward your passion for project. It appears cost to remodel are prohibitive and voters should appreciate project. When does construction begin if issue passes? Gennifer stated, November 2020 with grand opening November 2021. Commissioner Farris asked, how many will facility employ? Gennifer stated, currently fifty

people. We hope to employ more, all being CNA's and sharing job duties. When you live in Goodland you want to die here. Ron stated, we would like to get commission support. Commissioner Howard asked, are we utilizing local contractors and buying supplies in town? Ron stated, yes, Topside Manor works for the local board and we will keep as much local as we can to see our community succeed. We cannot do it all locally, but will do as much as can. Mike stated, we will have a construction manager that may or may not be local but that way we can keep costs within budget. They will hire subcontractors which we would like to be local. If they are not local they will be spending money in town, but we want local contractors to get chance. Vice-Mayor Thompson stated, the facility looks fantastic and is a need for our community. The institution type facility needs to go away. Will overall project end up this way? Gennifer stated, we are going with the green house model, even though it will not be the true model with 15 pods. Mike stated, size will not change but material may. It will be an efficient building. Kevin stated, our project is $10,000,000 and we are looking for other avenues to supplement funding. However, we have to show community support with a positive election before we can obtain grants and other funding. Mayor Garcia stated, I understand with good interest rates there is no better time for best cost savings. Commissioner Farris asked, if bond passes, any grants obtained will decrease bond obligation? Gennifer stated, yes but we need to show community support before we can apply. They want at least the half money from the community. Ron stated, on the bond issue, the County Commission will need $685,000 per year but if we get grants that payment only goes down. Commissioner Howard asked, what is total square footage? Mike stated, we will have to get that. Patient rooms are set at 210 square feet. Vice-Mayor Thompson asked, if a pod is not dedicated for Alzheimer patients, what happens when patient progresses to point they are too difficult to handle in the pod? Gennifer stated, handled like it is now, they graduate out of our facility and referred to an Alzheimer's unit. Vice-Mayor Thompson stated, having the freedom to roam is true with those patients. Who owns land for proposed facility? Gennifer stated, owned by private resident but we have commitment to allow us to build on property. Vice-Mayor Thompson asked, is that in city limits? Gennifer stated, we need to verify. Vice-Mayor Thompson asked, what is plan for old facility? County Chairman Topliff stated, we discussed many options. The hospital is running out of room for Physical Therapy, Emergency Management offices or other options that will not require a lot of money to update to code. Commissioner Howard asked, has County thought about a sales tax instead of property tax? County Chairman Topliff stated, no our sales tax is at 9%. Commissioner Howard stated, everyone traveling through will help pay for project. Vice-Mayor Thompson asked, if issue fails, what is plan B? Ron stated, we are not quitters, but would really like to get support from tax payers to apply for alternate funding. Gennifer stated, Suzanne has been sick but you need to know she has been a big asset to the board, especially with the Buckley Study. We are presenting to City employees tomorrow. Kevin asked permission to display poster in front lobby. Consensus of Commission is to allow display.

CONSENT AGENDA

A. 03/02/20 Commission Meeting Minutes

B. Appropriation Ordinances: 2020-06, 2020-06A, and 2020-P06

ON A MOTION by Vice-Mayor Thompson to approve Consent Agenda **seconded by** Commissioner Howard. **MOTION carried on a VOTE of 4-0.**

FORMAL ACTIONS

A. Property and Liability Insurance Renewal: Jeanette Ruddell, Eklund Insurance - Andrew stated, Eklund Insurance requested to present via telephone with current issue. Jackie Livingood and Jeanette Ruddell were on the telephone representing Eklund Insurance. Jeanette stated, the City has been with Saville, an insurance broker, for 3 years. Saville presented a quote from State National in the amount of

$252,917, then a denial to quote from Traveler's Insurance. Previously the City utilized EMC insurance for many years and they presented quote. The quote from State National has a property deductible of $5,000 but $100,000 for wind and hail. EMC Insurance quote has a property deductible of $5,000 and $10,000 for wind and hail. EMC Insurance is a standard company out of Wichita that uses local claims representative from Kansas Claims. We have not worked with State National before since Saville worked with Nationwide Insurance who no longer quotes municipalities. State National will not budge on the wind and hail deductible amount. Mayor Garcia stated, I am not willing to sign with a company providing a $100,000 deductible. Jeanette stated, that is how I feel. You may save on premium but have to come up with $90,000 in the event of a claim. EMC Insurance proposal goes from $279,261 to $264,538 if the property deductible is changed to $10,000 and $25,000 for wind and hail. Vice-Mayor Thompson asked, are deductible amounts per claim? Jeanette stated, yes, per claim. Vice-Mayor Thompson asked, how many claims does the City file per year? Jeanette stated, the last property claim filed by the City was in 2016 for hail and wind storm where insurance paid $350,000. Mayor Garcia asked, does EMC carry a cyber-liability policy? Jeanette stated, they do not offer a standalone policy so I recommend the policy offered by Saville. With this policy the City calls them and they take care of the process for the City with a $3,000,000 limit. **ON A MOTION by** Commissioner Farris to accept the property/liability insurance proposal from EMC in the amount of $264,538 and the cyber-liability policy from Saville in the amount of $6,009 **seconded by** Vice-Mayor Thompson. **MOTION carried on a VOTE of 4-0.** Andrew stated, we work well with Eklund's Insurance and appreciate their work on this proposal. Vice-Mayor Thompson stated, I am frustrated in the presentation today. We had to vote on the proposal today and we were not presented other options. I would like to see other local agents get the opportunity to quote. Andrew stated, IMA Insurance solicited quotes for the City and were not able to get quotes for our insurance. Jeanette solicited three additional insurance carriers that would not provide a quote. It is difficult because our power plant is a lot of risk. Jeanette pursued five companies and only received quotes from two. The turnaround on insurance is not timely as we were advised with health insurance. It is when the carriers can provide information.

DISCUSSION ITEMS

A. **Smokey Gardens: John Topliff –** County Chairman Topliff stated, we have a request from County Road and Bridge for loads of brick to be used on the back side of the earthen dam. The State Engineer requires rip rap on the dam before we can get fish in water. They felt we could use old bricks or broken concrete from City. The City's name would then be on the sign for contributors for project. We have applied for grants for playground equipment with Dane Hansen and other walking trail grants. We believe it would take about five to six tandem truckloads of brick or concrete, what do you think Andrew? Andrew Brunner EBH Engineer stated, I would like to see bigger chunks. Rich stated, we do not have any concrete. Commissioner Howard asked, what about concrete from demolition of Motel 7? Brian stated, our contract with Goody's is that he hauls it out of City limits. Commissioner Howard stated, you might also contact him but I have no problem providing brick. County Chairman Topliff stated, Smokey Gardens has appeared on national TV on Hayden Outdoors and are planning grand opening May 30th. We are putting in fifteen camping spots with the help of donations from Topliff Trust and McClure Plumbing. This is truly a community project. We have been featured on a number of camping high lights, our roads are being graveled but we cannot get fish until get rip rap done. Mayor Garcia stated, I feel City will work with County on such a community project. Commissioner Farris stated, Smokey Gardens is a good asset; I feel they can use brick. Vice-Mayor Thompson stated, I grew up fishing and camping there and would like to see project complete. **ON A MOTION by** Commissioner Farris to donate brick to Sherman County for use at Smokey Gardens **seconded by** Vice-Mayor Thompson. **MOTION carried on a VOTE of 4-0.**

B. Contract with EBH for Engineering Services: Airport Taxiway B Reconstruction Project – Andrew stated, the proposed contract is currently going through legal review. I would like Commission to review and consider contract. Contract is for design and construction engineering for Taxiway B Reconstruction Project, even though we are only set to construct Phase 1 at this time. Design engineering for both phases is $20,000 with construction engineering services at cost plus $3,000 and not to exceed amount of $30,000. There are critical elements for the agricultural sprayers to have design correct.

C. Review of Board Applicants – Andrew stated, the City received an application from Terry Leonhart seeking appointment to the Cemetery Board. He reached out to board member and attended meeting. Board had a good relationship and recommend appointment.

D. Home Rehabilitation Program – Andrew stated, program was introduced last meeting. Commission recommended provisions for recipients to reside in home for number of years after completion of project. Commission will have to set number of years for program. Commission also recommended remove language about funds used for driveway, fencing and walkway repairs. Staff in City Clerk's office suggested a way to defray owner costs it to set up loan payments on their utility bill. Also, Dale Schields from SCCF asked City to go to foundation with project to see if they would be able to leverage additional funds. It would have to get approval from the foundation board. Is there additional information to ensure project going in right direction before draw up forms? Commissioner Howard stated, I feels it needs to be more income based for the percent they pay on project. If they have to pay too much they will not even apply for money. Vice-Mayor Thompson stated, I recommend they qualify for low income, then the minimum project cost would be $500 not $1,000. Instead of requiring them to pay 50%, it could be 25% for low income. KDHE spells out low income guidelines which are solid and easy to follow based on number in household. Mayor Garcia stated, we have many low income citizens in our community. Vice-Mayor Thompson stated, I am uncertain the requirement to reside in house after improvement partakes in spirit of what we are trying to accomplish. Our goal is to improve property. Commissioner Howard stated, I feel it needs to be requirement even if it is only three years. Mayor Garcia stated, we need to add information in the event of death. Commissioner Farris stated, a minimum of three years is reasonable.

REPORTS

A. City Manager - 1. With COVID-19, I want to assure commission we are closely monitoring situation. We spent a lot of time on it today meeting with Emergency Management, Health Department and emergency personnel. We feel there is no emergency at this time but situations change rapidly. We will continue to monitor and respond quickly as situation requires. I ask Commission to maintain availability if need information from you quickly. Many look to City for calm hand in crisis and we do not want to start a panic. We want to have a good plan going forward. This is uncharted territory but we have good personnel. **2.** Joint meeting with County Commission is scheduled for April 20th at 5:00 p.m. during City Commission meeting here in the commission room. **3.** We tentatively have items scheduled on calendar pending COVID-19. April 29th is Arbor Day celebration on NWKT College softball field. The State Forrester is planning on doing a training with tree board. **4.** Congratulations to Joni Showalter being selected for Leadership Kansas. **5.** We are working on south loop project and are working to get necessary easements along Highway 27. **6.** Topside Trail Project continues to progress around college.

B. Department Heads

Dustin Bedore, Director of Electric Utilities – Dustin stated, the power plant crew is conducting catalyst testing and maintenance, maintenance at plant and on units. They operated for Sunflower when making repairs to line. In first run we produced 56.3 MW and experienced battery backup issues with four cells. We are looking at options to replace but Sunflower has loaned us a battery backup system

until we determine best option. During the outage we isolated main substation to replace three switches. We ran again on March 12th for Sunflower to finish repairs and produced 33.5 MW. Line crew is running on skeleton crew with illness and death. The crew changed switches on system is working on getting meter issues at college resolved, performed work at fire training facility, changed out some poles, tree trimming, service work from office and cutoffs. When time permits we continue to change out services from pole to residence. When requested we are working at Holiday Inn Express and have had conversations with 24/7 on their project. I have three guys in the apprentice program which is going well. I feel positive about the future of the plant and line crew and the training they have had. Bucket truck testing is complete and we continue working on annual EIA federal reports. We are working with two solar customers because the meters purchased were programmed incorrectly. We are gathering information to make it right. They spent a lot of money to install system and want to make sure they are properly compensated. Commissioner Howard asked, who is responsible for light on flag at police department? The light is not directly on flag. Joni stated, the light was approved, I believe it is the way the building sits. Dustin stated, I believe lights installed on building take away from light on flag. We will look at it. I encourage any of you to stop by plant.

Brian James, Fire Chief – Brian stated, we are beginning to test fire hose to maintain ISO rating. SCBA's have been tested and certified. To date we ran fifty calls, twenty-five are City. Dustin's crew has been working on training facility, hopefully we will be pouring concrete soon to conduct live fire training. Our goal is a three story training facility in future. We received ISO points for facility. Our current rating is a 3, which is good. We have rope training tomorrow night, all are welcome to join. Currently we have openings on squad. For Building Inspection, I have been inspecting plumbing at Holiday Inn Express; they are getting ready to put in sprinklers. There are small projects around town like garages and roofs. Dakota has been out patrolling community. We have two illegal tree arborists we are trying to locate, then we are renewing contract licenses. Commissioner Howard asked, how was recent schooling? Brian stated, good, I attended fire inspection school while Dakota attended building inspection school. Dakota has residential certification coming up, followed by commercial inspection certification. This allows a backup in the event I am unavailable or if positions change with merger. We have more volunteers wanting to get FEMA certified for brush III training on Type 6 engine. They can request our engine for a fire if called to serve. The problem we are finding is the fireman's full time employer agreeing if we are deployed. This would be a revenue source for fire department. Vice-Mayor Thompson stated, we previously discussed the reason for architect stamps. Brian stated, code requires engineer stamped drawings for footers on commercial properties. The purpose for this is in the event of a problem with the footer and structure, we know where liability will fall. The engineer stamp assures full responsibility on structure. Residential codes are very lax but commercial code considers life safety with property. Commissioner Farris asked, why is Goodland the only City that requires engineer stamped drawings? Brian stated, I cannot answer what other communities require, I would rather have more checks and balances in place since I am the inspector for Goodland. Commissioner Farris stated, the problem with this requirement is that other communities can build without certification. I will not build a building in City limits with requirement. Vice-Mayor Thompson stated, this is a discussion for Commission, Brian is doing his job. Andrew stated, I just text Tyson McGreer, Colby City Manager, they require engineer certification on commercial property. Andrew Brunner, EBH Engineer stated, I agree with Brian; I know it is a requirement in other communities. I will not sign off on a project without certification because of liability. As a City, I would think you would want the stamped certification. Brian stated, the cost to have a stamped engineer's certification on a commercial building costs less than $1,000. That is inexpensive to protect the City and I feel it needs to be in place to protect me, the City and public. Mayor Garcia asked, when S & M wanted to add on to local building, they had complications so built in Colby. Is there something in future we can do for additions

to existing buildings when they want to do own work? Brian stated, code for commercial buildings states a commercial building cannot be worked on unless you are a licensed contractor to protect the City. The way I view that is if the work changes the integrity of a building in commercial zone, it must be completed by a licensed contractor. The bond requirement for licensed contractors protects the City if there is a problem with a project. The cost of the bond and permit in Goodland are inexpensive, even contractors tell me we are ripping ourselves off because they are so inexpensive.

C. Commissioners

Vice-Mayor Thompson – 1. No Report

Commissioner Brumbaugh – 1. Absent, No Report

Commissioner Howard - 1. The charges are small but why are we charging car washes on Visa when we have bays? Joni stated, the charges are when we are running short on time and need to be at a funeral escort or transport.

Commissioner Farris – 1. No Report

D. Mayor – 1. Any update from 24/7 project? Andrew stated, our last conversation on March 9th indicated plans were to be finished March 13th, then allow two to three weeks for project bidding. Construction is planned to begin 2020. **2.** The fire merger still held up at attorney's office? Andrew stated, yes, I hope we have something by joint meeting in April.

EXECUTIVE SESSION

A. Executive Session - Under the authority of KSA 75-4319(b)(1) for personnel matters for nonelected personnel - Mayor Garcia made a motion at 7:22 p.m. to recess into executive under authority of K.S.A.75-4319 (b)(1) for personnel matters for nonelected personnel not to exceed forty-five minutes. I request only the Commission be present. Commissioner Howard seconded the motion. **MOTION carried by a VOTE of 4-0. Meeting resumed at 8:02 p.m.**

ADJOURNMENT WAS HAD ON A MOTION Vice-Mayor Thompson **seconded by** Commissioner Farris. **Motion carried by unanimous VOTE, meeting adjourned at 8:02 p.m. Next meeting is scheduled for April 6, 2020.**

ATTEST: **John Garcia, Mayor**

Mary P. Volk, City Clerk

GOODLAND CITY COMMISSION
Regular Meeting

April 20, 2020 **5:00 P.M.**

Mayor John Garcia called the meeting to order with Vice-Mayor Aaron Thompson, Commissioner Jay Dee Brumbaugh, Commissioner J. J. Howard and Commissioner Gary Farris responding to roll call.

Also present were Joshua Jordan – IT Director and Andrew Finzen - City Manager.

Present remotely were Rich Simon – Director of Public Works and Mary Volk - City Clerk.

Mayor Garcia led Pledge of Allegiance

PUBLIC COMMENT

CONSENT AGENDA

A. 04/06/20 Commission Meeting Minutes

B. Appropriation Ordinances: 2020-08, 2020-08A, and 2020-P08

ON A MOTION by Vice-Mayor Thompson to approve Consent Agenda **seconded by** Commissioner Howard. **MOTION carried on a VOTE of 5-0.**

DISCUSSION

A. Stop Sign at Toelkes/Main Intersection - Andrew stated, Commissioner Brumbaugh requested this item on agenda to address intersection of Main/Toelkes. Main Street currently has right of way, there are stop signs east and west on Toelkes which is emergency route. Commissioner Brumbaugh stated, the hospital is interested as feel this is more of an emergency route to hospital. I would like feedback from emergency personnel. EMS feels the change would be better for patient care. This is not an emergency situation just wanted to have it discussed. Vice-Mayor Thompson asked, has there been any incidents at the intersection? Andrew stated, no we pulled crash records for last three years and there were none. Commissioner Brumbaugh stated, I feel would be better to have Toelkes as through street with stop signs on Main Street. Mayor Garcia stated, I agree with Commissioner Brumbaugh. Commissioner Howard stated, I feel it should be left as exists since no problems in past. Commissioner Farris stated, I agree, with lights and sirens they have the right of way anyway. Consensus of Commission is leave intersection as it exists since there have not been any accidents at intersection.

B. Commercial Livestream Proposal - Andrew stated, Josh submitted a cost proposal if Commission would like to set up livestream the way it should be. Currently we are using Josh's personal equipment that he has volunteered and a webcam from Walmart. Two biggest items on proposal are computer to stream meeting and camera. There is support equipment required for set up. The base proposal is $5,473.43 which includes a couple inexpensive items we purchased for current situation. The proposal does not include a second camera for presenters at the podium. That is additional cost of $1,986.57. Josh stated, in my research, no one has a good setup so there could be additional costs for items I am unaware of that I did not include in cost proposal. I do not want to permanently mount camera so it can be used at other locations, like customer appreciation to stream videos or joint meetings at Wolak Building. Andrew stated, included is a policy for operation of live streaming meetings which outlines many things included in current resolution. Mayor Garcia asked, do you feel this will be effective for the public to have a good view and listen to the meetings? Josh stated, the cameras are a mix between professional and mid-grade. We are currently using a stationary webcam. Commissioner Brumbaugh stated, it is good to have more transparency for the public. Mayor Garcia stated, I feel item c on page three of the policy should

state the City Manager, Mayor or Commission have discretion of content displayed in the event things get ugly. Where will funds come to pay for equipment? Andrew stated, from the General Fund. Vice-Mayor Thompson asked, what is the computer doing that we need a $2,000 computer? Josh stated, the processing takes massive amount of computing power. Currently, I lost the feed with this meeting. Vice-Mayor Thompson asked, do we need a separate backup for each computer? Josh stated, yes every computer has their own backup for protection. Vice-Mayor Thompson asked, do we need the mobility cart if it is only used for commission? Josh stated, this room is used for more than Commission meetings and feel equipment needs to be secure. Vice-Mayor Thompson stated, we already have equipment and cameras out in the room. Josh stated, that equipment would go in the cart also. I also feel if equipment is taken offsite for joint meetings it needs to transport easily. Mayor Garcia stated, I feel cost is reasonable. Andrew stated, if we are going to stream meetings, I asked Josh to bid the proposal right, including ensuring equipment is mobile and secure. Those are options for the commission. Consensus of the Commission is to purchase the equipment as presented.

C. **Home Rehabilitation Program -** Andrew stated, the revised plan outlines low income guidelines for plan. The guidelines were obtained from Housing and Urban Development (HUD). Mayor Garcia stated, with guidelines, if applicant falls in level they are allowed. Andrew stated, as long as funding is allowed and Commission approves applicant. Mayor Garcia stated, the maximum is $3,000 per house and we have $10,000 set aside for program. Andrew stated, that is correct. Commissioner Howard stated, I feel we should prioritize items on the list as some items will take precedence. Vice-Mayor Thompson stated, that is fine if priority is obvious, not sure how you determine what is most important when it is not obvious what work needs to be done. Are you indicating someone needs to inspect house to see what needs to be completed? Commissioner Howard stated, it is something we need to look at closer and prioritize how to do items. In project I worked with before they inspected house, tested house for lead based paint and mold and looked at age of furnace. If that was adequate, they moved outside. If we want to do more work on the outside, we need to have more wording on direction we want to go. Vice-Mayor Thompson stated, I am not sure we will agree on that. I feel we are going to get so picky that it will deter people and they will not apply. Commissioner Brumbaugh asked, is fencing included in project? Andrew stated, it was in initial draft but removed. Vice-Mayor Thompson stated, everything on list is structural and now trying to determine what structural issues need to be done. Mayor Garcia asked, was there going to be a committee to help define process? Andrew stated, process defined in program is for staff to receive and review application then bring to commission for ultimate approval. That is where the applications will be prioritized rather than at the application level. There will be an internal review board to review application before commission approval. That board is not defined in process. Mayor Garcia asked, will that work if the application brought to us is for brick or masonry but they have electrical issues, will we catch that? Commissioner Howard stated, I do not want to deter anyone from applying but want to spend money best we can for property owner to help our residents. Commissioner Brumbaugh stated, I do not want to micro manage, but these are nuisance funds which come to us for approval anyway; we are trying to keep the structure sound. Andrew stated, like any program, if this gets implemented it is not perfect but you modify the plan as you move forward. From the onset you probably want the program to be broad until see what applications we get. Mayor Garcia asked, how soon will program start? Andrew stated, I still need a few weeks to get documentation to make program viable before approved by Commission. Will try to have packet for approval within next few meetings. Vice-Mayor Thompson stated, I feel like a lone wolf but I am not a fan of the idea they have to live in property for three years. Andrew stated, to clarify, the three year term is when they

receive funds they have to live in house three years or pay back on prorated basis. Commissioner Brumbaugh stated, our goal is to help people and save property so it does not become unfit. I want to save the property and deter it from becoming an unfit structure so I am in favor of loosening up time frame. Property can go downhill fast in three years. Vice-Mayor Thompson stated, that is where I am coming from it will help the new property owner if they sell property. Commissioner Brumbaugh stated, our end goal is to save property. Vice-Mayor Thompson stated, one requirement is applicant has to be living in property so landlords cannot use funds. Andrew asked, who is to say after applicant gets money they will not rent out property? Commissioner Brumbaugh stated, it is not a lot of money for each property. Vice-Mayor Thompson stated, I can deal with one year. Mayor Garcia stated, good point, will Commission agree to two years? Consensus of Commission is two year requirement.

REPORTS

A. City Manager - 1. First quarter budget reports are in packet. **2.** To update you on COVID-19, Sherman County got first case last week. We have taken several actions in community for preparation but not a lot has changed. The next couple weeks are pretty crucial to determine outcome of summer programs and pool. We are monitoring situation every day. The last of park signage went up today. In a conversation with Mike Johnson, EMS Director, there is a possibility we can disinfect public park equipment. **3.** We have selected a summer intern for Main Street plan through the Dane Hansen Foundation. He is an Architecture Student from KSU that spent last summer working in St Francis on a project. **4.** Airport CARES Act has provisions for airports that is applicable to Goodland. For our Land Acquisition Project the cost share has changed from 90/10 split to 100% FAA. This will save City $20,000. They have also dedicated $30,000 toward lost revenue at airport. Obviously we have no lost revenue experienced at this time. We are working through details to see if we can use money toward our match on construction projects. We are uncertain if possible at this time, still under review. **5.** Topside Trail is all done but a little dirt work. **6.** They are progressing on Motel 7 demolition. **7.** Street project is progressing with work on 15th Street.

B. Commissioners

Vice-Mayor Thompson – 1. No Report

Commissioner Brumbaugh – 1. Disappointed the County did not want to hold joint meeting. We can do several things at once while waiting on fire merger. Do we have time frame on merger? Andrew stated, trying to get time line but have not received one. Commissioner Brumbaugh stated, we get in a routine then stop meeting. Mayor Garcia stated, I reached out to County Commission to get an understanding of their decision. They pointed out they did not want to discuss fire merger. They indicated they are waiting for Jake to get information to County Attorney. Andrew stated, Jake has kept in good contact with me and he stated everything is in County Attorney's hands. Mayor Garcia stated, the County Attorney has self-quarantined since he had to make a trip out of state. I told them we could meet and discuss other things so they put it back on County agenda tomorrow. I indicated I would like us to come together and be proactive and not reactive.

Commissioner Howard - 1. This is a trying time for all employees. All are doing a good job only being able to work with half our employees. Appreciate what everyone does in City of Goodland.

Commissioner Farris – 1. Any further information on curbs at Peterbilt? Andrew stated, we feel it is KDOT's responsibility to fix so been working with them. Commissioner Farris stated, it is bad from Cherry to KOA. **2.** Any new information on water problem out there? Andrew stated,

no new information at this time. I am not sure what Commission wants the City to do. Commissioner Farris stated, I do not feel it was designed right by EBH years ago. Mayor Garcia stated, I am not sure what expertise we can get but water is being channeled that infringes on property owners. We need to channel water where it needs to go so it does not cause problems for property owners. Andrew stated, historical drainage is for water to go east. When the City put in the pumps years ago for the water we slowed down the water flow so we are not creating the drainage issue. It is normal drainage path. If we change direction of water it will be expensive and could cause more problems down the road. You can design something to hold any amount of drainage you want but how much money do you spend. It occurs infrequently and is only needed for a day or two. If this is a priority of Commission we can continue to look at it. Commissioner Farris stated, we need to make drainage slower. Mayor Garcia stated, only way is to hold water and pump further east but will have same problem on property down the road. It will take some engineering. Andrew stated, I would need to bring in Andrew Brunner from EBH. There has been discussion to get water under tracks, but I thought they looked at that in the past. Drainage is heavily regulated and if you mess with it, it will mess something up. You need an engineer.

C. Mayor – 1. Hefty amount of late fees waived, is our cash flow affected by it? Andrew stated, late fees waived this month total about $3,574. We experienced a few more non-pays in March but will feel more of an impact in April. Late fees will not drastically affect cash flow, it is when people do not pay their bill that will be a direct hit. **2.** Appreciate signs in park. The only place I saw several gather is at Steever Park. There were several from Wallace County. I am sure police are helping eliminate groups. Commissioner Howard stated, I live across from Steever Park and activity is normal over there with more people on walking trail than anything.

EXECUTIVE SESSION

A. Executive Session - Under the authority of KSA 75-4319(b)(1) for personnel matters for nonelected personnel - Mayor Garcia made a motion at 6:07 p.m. to recess into executive session under authority of K.S.A.75-4319 (b)(1) for personnel matters for nonelected personnel not to exceed twenty minutes. I request the Commission and City Manager be present. Commissioner Howard seconded the motion. **MOTION carried by a VOTE of 5-0. Meeting resumed at 6:27 p.m.**

ADJOURNMENT WAS HAD ON A MOTION Commissioner Howard **seconded by** Vice-Mayor Thompson. **Motion carried by unanimous VOTE, meeting adjourned at 6:27 p.m. Next meeting is scheduled for May 4, 2020.**

John Garcia, Mayor

ATTEST:

Mary P. Volk, City Clerk

City of Goodland
204 W 11th
P.O. Box 59
Goodland, Kansas 67735

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mary.volk@cityofgoodland.org

Date : January 25, 2021
To: City Commission
From: Mary Volk, City Clerk
Subject: Department Staff Report

- Reconcile December Month end, run reports
- Reconcile year end and perform year end roll
- Balance, Print and File W-2's and 1099's
- Working on 1095's
- Advertise Front Desk Position and conduct interviews. We are awaiting results of pre-employment tests.
- File Motor Vehicle Report with State of Kansas
- Update CCR/SAM's Registration
- Process Distribution from Sherman County
- Front Desk Demonstration on software and discussing proposal that I turned down
- Provide information as requested to City Manager
- Scanning and updating Bad Debt Information. All files are stored electronically now.
- Charge Off List
- Water Audit
- Compiling Information for Work Comp Audit and continue to answer questions from them
- Airport Reports, Board Meeting and information
- Continue working with COVID with Health Dept.
- Working with PIC on insurance renewal and information
- Continue answering questions from KMEA on utility study
- Cemetery – questions, sell plots, permits
- Normal Daily Operations for office

Electric Distribution report for January 2021

- Took down all Christmas decorations.
- Completed material inventory. Put out bids to our suppliers for quotes.
- Photo top right is the Line crew replacing old light fixtures at the pool, with new LED fixtures, which will save the City money on electricity costs.
- We worked on the Airport runway and Taxiway lights and signs.
- Started some excavation on the primary underground feed the Water Treatment Plant, for expansion for the new Topside Manor.
- 404 W 13th had a tree fall, taking out their electric service. Repaired.
- Put a light in the Van Gogh gazebo at the request of Parks Supt.
- Working on a new primary underground service to the new 24/7 Travel store as weather permits. The photo at the top left is the takeoff pole for this service. This is one of two new feeds required for this business. The other will be an electric car charging station.
- We experienced a few outages with the high winds recently. The most noticeable was at 17th & Broadway. We had a phase to phase incident on a 3 phase bank. The crew worked out of their buckets, in 40+ mph winds, to fix the situation.

Fire Department:

- Sending fire apparatus to the Technical College to be serviced.
- Write fire reports to NFIRS as fire/rescue calls come in.
- Inventory of all fire apparatus and station.
- Business fire pre-plan reviews and updates.
- Paramedic online CEU classes.
- Start testing 1 ½", 2 ½", and 3" fire hose per ISO/NFPA regulations and standards.
- New Fire Chief vehicle (2020 Ford Expedition) at City Shop getting lights and siren installed:

- New Fire Chief vehicle will be sent to Commercial Sign in Colby after lights and siren are installed to get graphics installed.
- Regular Fire Department Training on Tuesday – February 2nd, and Tuesday – February 16th starting at 7:00 pm.
- Fire personnel have wildland training Friday – January 29th at 6:00 pm with Kansas State Forestry Service.
- Fire personnel at Max Jones Field House on Saturday doing their wildland firefighter 45 minute with a 45 pound pack test.

Building Department:

- Mail out Building Contractor renewal applications.
- Mail out Tree Arborist Contractor cards.
- Inspections of 24/7 Travel Shoppe when called for inspections.
- Inspections of new Holiday Inn Express when called for inspections.
- Building permits for different projects happening around Goodland and performing inspections on these projects.
- Review blue prints of Topside Nursing Home.
- Answering questions from the public on building and zoning issues.

Code Enforcement:

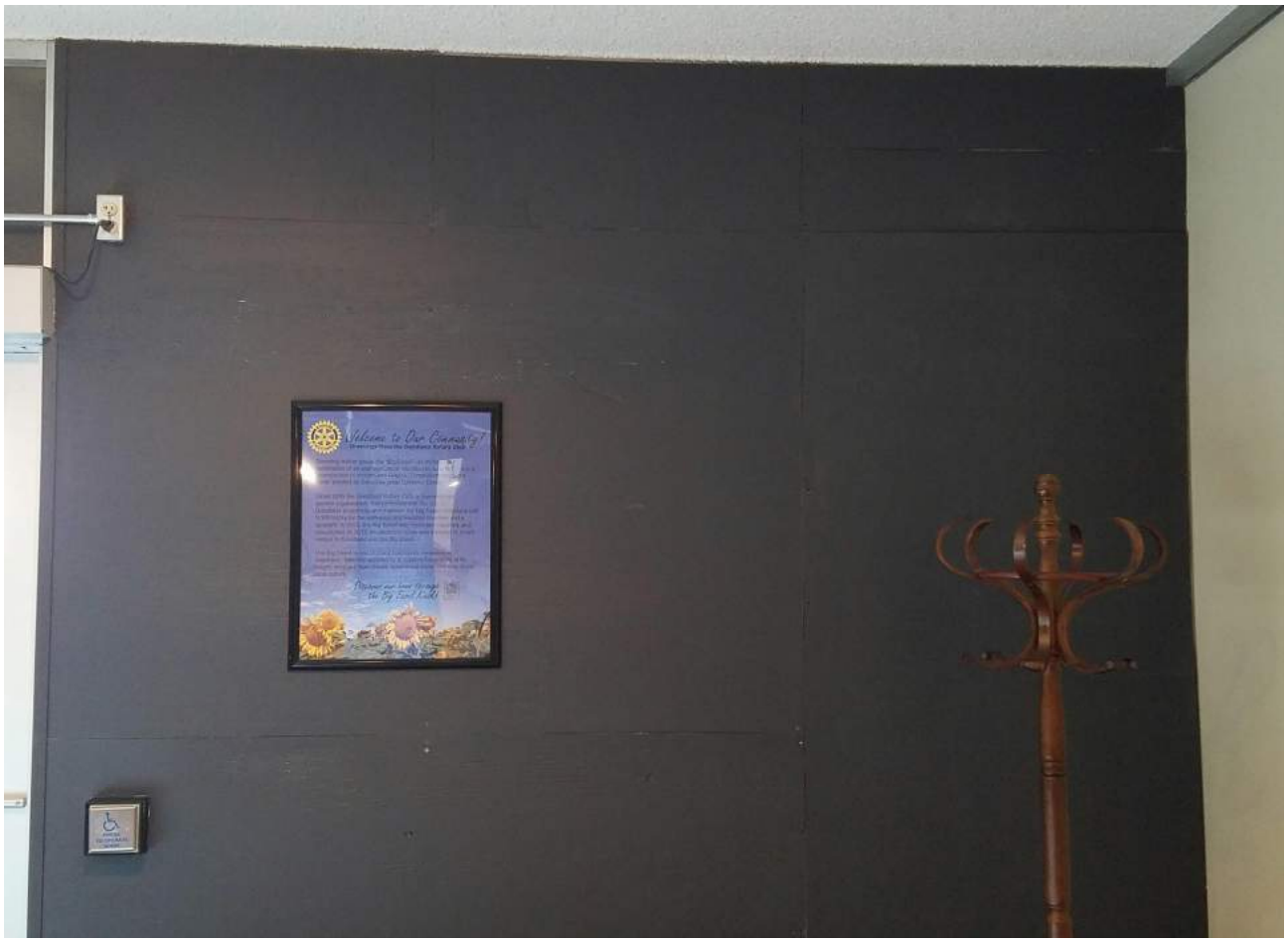
- Help Building Inspector with mailing out Building Contractor renewal applications.
- Help Building Inspector with inspections.
- Drive Goodland looking for code violations.
- Investigating code violations that are called or mailed into office.
- Scanning old building permits and code violation letters to M-files.
- Following up on code violations to see if they have been abated and make contact with City Attorney if not.
- Continue working with City Attorney on how to properly deal with inoperable vehicles.
- Take vacation day on Thursday – January 28th.

High Plains Museum Report

- The entryway is almost completed. The only things left to complete are the countertops, interior wrap, transition piece on the floor and new cement outside. We are hoping to have the entire project completed, except for the cement, by the end of February. The cement will be poured by the Streets Department in the spring. Photographs on the following page.
- Current exhibit is our hunting exhibit. It will be up through February. Our next exhibit is a railroad exhibit.
- We saw 2,184 visitors during 2020. This is significantly down from previous years, but it was to be expected.
- Several museums in the Northwest Kansas Museum Coalition applied to the Dane G. Hansen foundation to work with Jenny Tracz of Fair Isle Preservation Services. She will help us store and preserve our textile collection to current standards and she will help with some design elements in the back gallery for exhibits. She has already made her initial visit and will come back five more times as well as complete two workshops with our coalition.
- Staff are currently undertaking an inventory of our entire collection to reassess condition and make sure all objects are accounted for.

Before the renovation: What the outside entrance used to look and the bottom picture shows what the inside entrance used to look like.

The top picture shows what the side walls used to look with tile. The bottom picture shows what the interior front wall looked like including the boards warping.



The top picture shows the old lights and popcorn ceiling.

The bottom pictures shows the newly renovated front entrance that includes new wall and wrap.

Top picture is renovated entryway from the inside. The bottom picture is new drywall on the side walls covering the old tile.

This shows the new LED lights and scraped popcorn ceiling.

IT Department Report

- General Maintenance and Troubleshooting
  - Computer Issues
  - Printer Issues
  - Network Issues
  - Service Requests and Follow-ups
- Documentation
  - IT Procedures
  - IT Policies
  - Configurations
    - Network, Software, Desktop, Laptop, Server, Phone, Website
  - Diagrams
    - Network, Building, Routing
- Windows Updates
  - Workstations (58), Servers (12)
- Network Maintenance
  - Switches (27), Wireless APs (17), Networks (8)
- Software Updates
  - All Systems
- Linux Updates
  - Servers (10), Raspberry Pi (5)
- Security System Auditing and updates
  - 5 Servers; 1 for Access Control, 4 for Security Cameras; Will Eventually be 1 and 2 respectively
  - 62 Cameras
  - 32 Security Doors
- Website and Webserver Maintenance
  - Security Auditing
  - System Updates
  - Application Updates
  - 4 Webservers
    - 3 Linux; 2 in Production, 1 for development
    - 1 Windows; Limited Use
  - 8 Websites
    - 3 Primary Domains
    - Several Sub-Domains
- Phone System
  - Troubleshooting Issues
  - Working with Vyve on New System
  - Management of Phone System
- Research Projects
  - Toner Purchases
  - New Software
  - New Hardware
- Live Streaming
  - Live Stream All Meetings
  - Prepare Equipment for Meetings
  - Verify Videos and Resources

This is just a general list of the things that the IT department is responsible for and is not comprehensive. If you have any specific questions, please feel free to reach out and I will gladly answer questions.

Staff Report for City Commission from Goodland Municipal Court

Projects: Completed imaging 2015 case files that are required to be preserved and maintained.

Free Animal Tag day – Working with Police Department the City gave out 491 free animal tags on January 15.

Cases filed to January 27: 15

Court Held : January 13th and January 27th

STREET & ALLEY

January Monthly Report

PROJECTS

POLY PATCH

- 1 WEEK RENTAL
- 6 PALLETS OF SEALANT

This project was done on Caldwell from hwy 24 to 19thSt, Harrison from 4th to 1st, and Tolkes from Caldwell to Main on the N. Half of the Street.

12th Street Sign project

- REMOVE AND REPLACE OLD SIGNS
- MAKE ALL NEW SIGNS

This project was done from Cattletrail to Harrison.

Snow Removal

- LAST WEEK OF JANUARY

We removed all of the primary and secondary routes, along with Schools and Airport

NORMAL WORK DUTIES

- Mondays Clean Shop, Vehicle, and Equipment Checks
- Patching pot holes
- Worked on mini excavator bids
- Fixing signs from high winds
- Fridays Main St. trash and recycle bins
- General maintenance
- Worked on chip seal info
- Helped Levi put street sweeper back together
- Fixing snow fence from high winds
- Picking up down tree limbs from high winds
- Time cards, and coding bills
- Salt and sand streets
- Work orders (mainly fixing alleys)

MECHANIC

- Service police #7 and #4
- Service street #81and #82 New single Axles
- Replace hydraulic hoses #21
- Replace rear brakes and battery police #10
- Checked brakes City Van
- Service #1 Loader
- Put street sweeper back together
- Replace back-up alarm city bus
- Service City office car
- Service #41 Electric dept. and worked on #49
- Service #25 water dept.
- Working on Fire dept. Expedition

W
12TH
GRAND

W
12th
Grand

Water Department Report
January 2021

waste water

Daily Inspections
Hauling sludge
Equipment maintenance
State Samples

Water Dept.

Daily fuel Inventory
worked on Time cards
vehicle Inspection Sheets
Treatment plant checks
vehicle fuel Inventory
End of the month fuel Report
4log + chlorine Residual
state water samples
Distribution meter Readings
wells + lift stations
checked sewer at 15th + Kansas
Locates
Changed water service 822 college
worked on main line Industrial Park
worked at the treatment Plant
workorder 308 E 15th
worked on well #7 Heater
cleaned SLOP
worked on flow meter at treatment Plant
Change out water meters
Installed 454 ft. of 6" waterline + 1226 ft. 10" line at Industrial Park

well #6 Quarterly sample
met with McGuire Iron on tower Inspections
unloaded Chlorine and Acid at Plant
worked on parts Room
Cleaned Brine tank Bag filter
Cleaned vent pipe on Brine tank
Took Tickets to Sarah
Roded sewer 1525 center
worked on liftstation #1
KDHE well + Plant Inspections
Checked on a leak 404 W 13th
safety meeting
ordered Bacterological sample Bottles for Industrial Park Project
Changed meter lid 223 E 5th
cleaned office
changed meter 404 E 19th
checked on frozen meter 223 E 12th
Helped Donny shovel snow at city office and Arts Building

Water Department Report Pictures

January 2021

Industrial Park Project

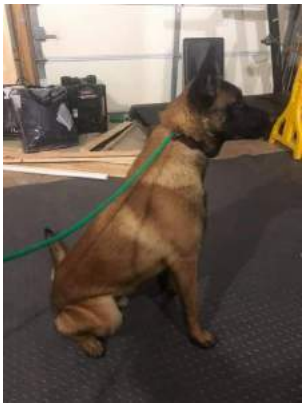
Bi-Annual Inspection of Wells and Treatment Plant

Monthly Report for January

January 1-January 25, 2021

- Cases – 56
- Calls for Service – 273
- Arrests – 5
- Citations – 13
- Written Warnings – 2

❖ Acquired new K9



❖ Replaced body and dash cameras

- Held Taser training for Goodland Police Department and Sherman County Sheriff's Office to certify/recertify. Also in attendance was Northwest Kansas Emergency Medical Services. I am a certified instructor.
- Loaned classroom for KMU training
- Have CPR recertification scheduled in February
- Received new cell phones (No cost)
- Working with Sherman County Communications on training
- Officer Pflueger is off of FTO
- Completed and submitted asset forfeiture reports, both state and federal
- Working on policies and procedures
- Received Walmart Community Grant $1000
- Trained with Sherman County Sheriff's Office and Kansas Wildlife and Parks at Goodland High School for active shooter/building clearing (More training is being planned at different schools and possibly businesses)
- Day to day operations

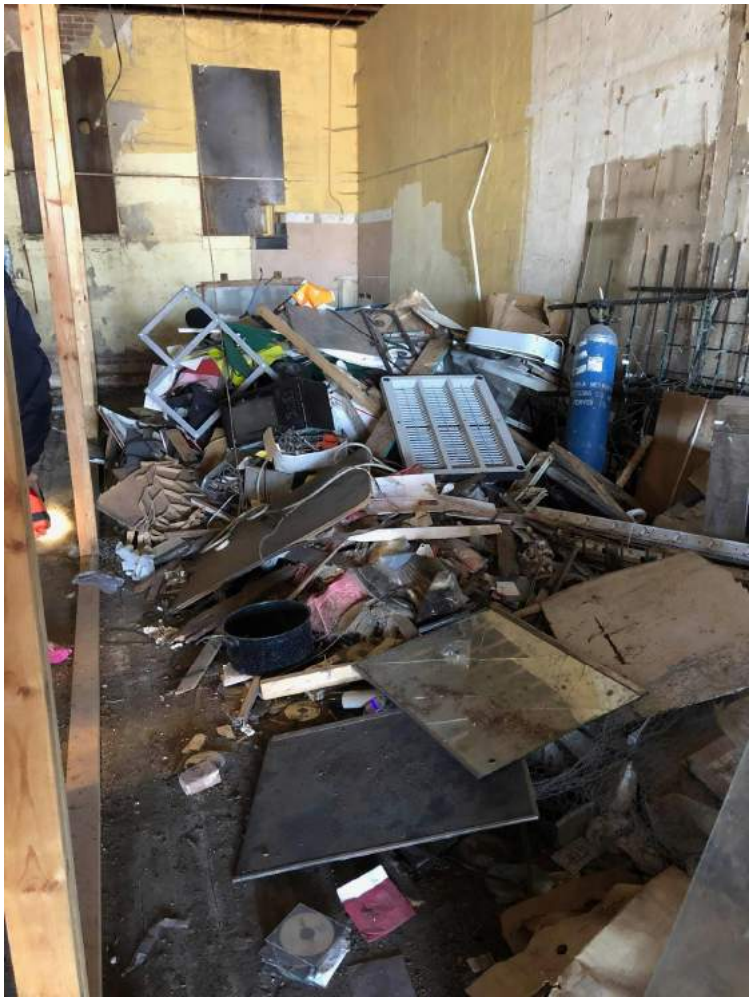
Progress Update of 1008 Main St.

From Northwest Kansas Technical College

January 22, 2021

Today, with the help of nearly 30 Engineering Technology students as well as faculty, staff, and administrators, we took the first significant step in the renovation of 1008 Main St. in downtown Goodland. The building has a fascinating history, which we hope to pay homage to when we near the final stages of renovation. In the meantime, we have a long way to go to restore the building to glory, but 'many hands make light work'.

#GivingBacktoGoodland #NTProud



LOPEZ
12

LOPEZ
12