



CITY COMMISSION AGENDA

TUESDAY, JULY 6, 2021

204 W. 11TH ST. – 5:00 P.M.

JOHN GARCIA – MAYOR
JAY DEE BRUMBAUGH – VICE MAYOR
AARON THOMPSON – 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. CONSENT AGENDA

- A. 06-21-21 Commission Meeting Minutes
- B. Appropriation Ordinances 2021-13; 2021-13A; 2021-13B; 2021-P13

4. FORMAL ACTIONS

- A. Insurance Request for Proposals
- B. New Business
- C. Request for Assistance from 24/7
- D. Interim Building Official
- E. City Manager Recruitment
 - (1) **EXECUTIVE SESSION** - Under the authority of KSA 75-4319 (b)(1) for personnel matters for nonelected personnel.

5. REPORTS

- A. Interim City Manager
 - (1) Airport Rescue Grant Funds
 - (2) Special Commission Meeting July 12th, 2021
- B. City Commissioners
- C. Mayor

6. ADJOURNMENT

- A. Special Commission Meeting: Monday, July 12, 2021
- B. Next Regular Meeting: Monday, July 19, 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.

GOODLAND CITY COMMISSION
Regular Meeting

June 21, 2021

5:00 P.M.

Mayor John Garcia called the meeting to order with Vice-Mayor Jay Dee Brumbaugh, Commissioner Aaron Thompson, 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, 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 Cherise Tieben – Interim City Manager.

Mayor Garcia led Pledge of Allegiance

Approval of Agenda – ON A MOTION by Vice-Mayor Brumbaugh to approve Agenda as presented **seconded** by Commissioner Howard. **MOTION carried to approve agenda as presented on a VOTE of 5-0.**

PUBLIC COMMENT

CONSENT AGENDA

A. 06/07/21 Commission Meeting Minutes

B. 06/14/21 Special Commission Meeting Minutes

C. Appropriation Ordinances: 2021-12, 2021-12A, and 2021-P12

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

ORDINANCES AND RESOLUTIONS

A. Ordinance 1741: Discharging of Fireworks – Cherise stated, at your previous meeting, Commission requested to extend timeframe to discharge fireworks. **ON A MOTION** by Commissioner Howard to approve Ordinance 1741: Discharging of Fireworks **seconded** by Commissioner Farris. **MOTION carried on a VOTE of 5-0.**

FORMAL ACTIONS

- A. Authorization to Apply for Dane G. Hansen Grant and Provide Matching Funds – Renner Field Rd. Improvements** - Andrew Brunner, EBH Engineer stated, Renner Field Road has been discussed for some time because of drainage issues around hangars and object debris that is a safety hazard. FAA and KDOT do not consider this project a priority for funding. We are requesting submission of a grant to Dane Hansen Foundation. Airport Board recommends the City pay 20% of project costs, which is estimated at \$85,062. We would like authorization to apply for funding and utilize 20% City funding for project. Mayor Garcia stated, I am in favor of moving forward. Commissioner Howard stated, this has been a long term need at airport, I am in favor of project. Commissioner Thompson stated, I feel it a good use of City funds since our current FAA grants are funded at 100%. Andrew stated, there is potential for additional City funding but we do not want to jeopardize future projects. Commissioner Farris stated, the airport is an asset we need to keep building. **ON A MOTION** by Commissioner Thompson to authorize application for Dane G. Hansen Grant, providing 20% City match in funding for Renner Field Rd. Improvements **seconded** by Commissioner Farris. **MOTION carried on a VOTE of 5-0.**
- B. KDOT Aviation Grant Agreement: Phase 2 Taxiway B** - Andrew stated, this is the formal agreement for Phase 2 of Taxiway B improvement, which is a 90/10 grant. **ON A MOTION** by

MINUTES

Goodland City Commission

June 21, 2021

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Commissioner Farris to approve KDOT Aviation Grant Agreement: Phase 2 Taxiway B **seconded** by Commissioner Thompson. **MOTION carried on a VOTE of 5-0.** Andrew provided the Commission an update on Phase 1 Taxiway B project.

- C. **Tower Point Lease** – Cherise stated, I have read through information from Alan Lanning and discussed lease with Jake Kling, City Attorney. It appears to be a good agreement for \$50,000 up front. The only risk is if they do not put any additional services on tower. Jake stated, they can add other utilities to the tower and City receives 50% of the lease payment above current monthly rate. Mayor Garcia asked, how do we know when new customers are added? Jake stated, Tower Point is obligated to notify City of new customers and rate per the agreement. **ON A MOTION** by Vice-Mayor Brumbaugh to approve proceeding with process on the Tower Point Lease **seconded** by Commissioner Farris. **MOTION carried on a VOTE of 5-0.**

DISCUSSION ITEMS

- B. **City Manager Recruitment** – Cherise stated, we have options for filling the position. The Commission can hire consultant or the League which you have had experience with in the past, or conduct in house search. We just went through this process in Dodge City. I received information for the process. We will get advertisements out this week, contact public administration programs at WSU and KU and contact Kansas City Manager Associations for eligible candidates. The testing and interview process are all done in house. Commissioner Thompson stated, if we are confident process can be done in house without adding too much stress to staff workload then we should to save money. Commissioner Howard stated, I agree. Commissioner Farris stated, I agree good idea. Mayor Garcia asked, when the process was done in Dodge City, what was time element? Cherise stated, about three months but we had a very qualified candidate along with other qualified applicants. In the process we can state review of applicants will begin immediately to get ahead in process as applications come in. This tends to expedite the process so you do not wait an extended time frame to review applications. Consensus of Commission is to proceed with in house search and keep Commission informed on status of process. Cherise stated, we will get advertisements started then start putting together application packet.
- C. **Building Official Opening** - Cherise stated, we will not have a Building Official August 1st. The Fire Merger is effective July 1st and the County granted us use of Brian's service for thirty days. The City has a new individual in Code Enforcement but he is new and learning position. I can check with consultants for plan review but it will not work for inspections, so it limits our possibilities. I would like to visit with Colby City Manager to see if they can provide physical inspections temporarily. Will have to progress rapidly and feel Colby is best option, even though there are politics between two Cities. The best solution is when Code Enforcement officer catches up to train them as Building Official also, with clerical assistance. At this point he is still new in code enforcement and needs time to learn position. Commissioner Howard stated, I would like an individual willing to get licensed or is already licensed in position. If not it can hurt the City. Cherise stated, I agree with you. Commissioner Farris stated, they can make or break a City but we need a good one. Mayor Garcia asked, with Brian James having experience, do you think he will be too busy to do spot checks like Colby would be doing? At one time I believe he thought he would be able to help out. Cherise stated, Brian indicated the City would have thirty days but I can visit with him again. Vice-Mayor Brumbaugh stated, it is frustrating because we sat on merger for so long that now we are in a pinch. Mayor Garcia stated, I feel we would be better served if we can utilize Brian's services. Vice-Mayor Brumbaugh stated, I thought we would have a learning curve after merger. Jake stated, we did the contract to merge fire services and there was not a push on what to do with inspection services. Merger or not, an employee can give notice on

any job. In this position we need something to fill that void. Just because you have a full time code enforcement employee hired, they are not obligated to stay. He is doing a great job in the position but need to explore a failsafe if he does not take on Building Inspection services. Cherise stated, I will try to get some information and let Commission know.

REPORTS

- A. Interim City Manager - 1.** City has very good staff and an impressive community. **2.** Want to remind Commission on June 26th of the Shindig at the Smokey. It is not a public meeting, but if there is a quorum at event, no business will take place. We need to make sure the notice is posted that it is not a public meeting.
- B. City Commissioners**
Commissioner Thompson – 1. No Report
Vice-Mayor Brumbaugh – 1. No Report
Commissioner Howard - 1. No Report
Commissioner Farris – 1. Things are looking good in town. They started on 2nd Street today.
- C. Mayor – 1.** Reminded Commission of Strategic Doing June 22nd at the Elks. **2.** I appreciate Cherise's bullet point communication to keep us informed.

ADJOURNMENT WAS HAD ON A MOTION BY Vice-Mayor Brumbaugh seconded by Commissioner Farris. Motion carried by unanimous VOTE, meeting adjourned at 5:30 p.m. Next meeting is scheduled for July 6, 2021.

ATTEST:

John Garcia, Mayor

Mary P. Volk, City Clerk

INVOICE NO	LN	DATE	PO NO	REFERENCE	CD	GL ACCOUNT	1099	NET	CHECK	PD DATE

3784 AMAZON CAPITAL SERVICES										
1D9H-NMFG-1W7R	1	6/26/21		CALC RIBBON, FOLDERS, NOTES		15-44-3120		151.49	63659	7/06/21
1KRY-K7KR-1MCX	1	6/12/21		BUSINESS CARDS		11-09-3120		9.99	63659	7/06/21
1KRY-K7KR-1MCX	2	6/12/21		6X9 ENVELOPES, 10X13 ENVELOPE		15-44-3120		28.98	63659	7/06/21

AMAZON CAPITAL SERVICES								190.46		
3893 AMEND, DOUG										
GEN21-303	1	6/25/21		OVERPAYMENT ON ACCT		15-44-3180		.24	63660	7/06/21

AMEND, DOUG								.24		
2871 AMERICAN FAMILY LIFE										
PR20210618	1	6/18/21		AFLAC CANCER		11-00-0012	N	79.89	3045350	6/25/21 E
PR20210618	2	6/18/21		AFLAC CANCER		15-00-0012	N	16.02	3045350	6/25/21 E
PR20210618	3	6/18/21		AFLAC ACCIDENT		11-00-0012	N	130.38	3045350	6/25/21 E
PR20210618	4	6/18/21		AFLAC ACCIDENT		15-00-0012	N	145.20	3045350	6/25/21 E
PR20210618	5	6/18/21		AFLAC ACCIDENT		21-00-0012	N	27.90	3045350	6/25/21 E
PR20210618	6	6/18/21		AFLAC ACCIDENT		23-00-0012	N	14.28	3045350	6/25/21 E
PR20210618	7	6/18/21		AFLAC DENTAL		15-00-0012	N	17.70	3045350	6/25/21 E
PR20210618	8	6/18/21		AFLAC ST DISB		11-00-0012	N	43.08	3045350	6/25/21 E
PR20210618	9	6/18/21		AFLAC ST DISB		15-00-0012	N	105.00	3045350	6/25/21 E
PR20210618	10	6/18/21		AFLAC ST DISB		23-00-0012	N	17.82	3045350	6/25/21 E
PR20210618	11	6/18/21		AFLAC LIFE RIDR		15-00-0012	N	2.76	3045350	6/25/21 E
PR20210618	12	6/18/21		AFLAC LIFE		11-00-0012	N	18.46	3045350	6/25/21 E
PR20210618	13	6/18/21		SPEC HLTH EVENT		11-00-0012	N	20.10	3045350	6/25/21 E
PR20210618	14	6/18/21		AFLAC HOSP CONF		11-00-0012	N	30.72	3045350	6/25/21 E
PR20210618	15	6/18/21		AFLAC HOSP CONF		21-00-0012	N	26.28	3045350	6/25/21 E

AMERICAN FAMILY LIFE								695.59		
1389 AMERICAN FID										
PR20210618	1	6/18/21		AF CANCER AT		11-00-0012	N	19.50	3045347	6/25/21 E
PR20210618	2	6/18/21		AF CANCER AT		15-00-0012	N	16.15	3045347	6/25/21 E
PR20210618	3	6/18/21		AF CANCER AT		21-00-0012	N	9.90	3045347	6/25/21 E
PR20210618	4	6/18/21		AMER FID CANCER		11-00-0012	N	168.14	3045347	6/25/21 E
PR20210618	5	6/18/21		AMER FID CANCER		15-00-0012	N	118.65	3045347	6/25/21 E
PR20210618	6	6/18/21		AMER FID CANCER		21-00-0012	N	26.95	3045347	6/25/21 E
PR20210618	7	6/18/21		AMER FID LIFE		11-00-0012	N	164.92	3045347	6/25/21 E
PR20210618	8	6/18/21		AMER FID LIFE		15-00-0012	N	302.52	3045347	6/25/21 E
PR20210618	9	6/18/21		AMER FID LIFE		21-00-0012	N	91.75	3045347	6/25/21 E
PR20210618	10	6/18/21		AMER FID LIFE		23-00-0012	N	80.25	3045347	6/25/21 E
PR20210618	11	6/18/21		AM FID ACCIDENT		11-00-0012	N	92.75	3045347	6/25/21 E
PR20210618	12	6/18/21		AM FID ACCIDENT		15-00-0012	N	78.95	3045347	6/25/21 E
PR20210618	13	6/18/21		AM FID HOSPITAL		15-00-0012	N	26.99	3045347	6/25/21 E
PR20210618	14	6/18/21		AM FID HOSPITAL		21-00-0012	N	15.93	3045347	6/25/21 E
PR20210618	15	6/18/21		AM FD DISABILTY		11-00-0012	N	69.88	3045347	6/

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			1390	AMERICAN FIDELITY						
PR20210618	1	6/18/21		AF MED REIMBURS		11-00-0012	N	375.00	3045348	6/25/21 E
PR20210618	2	6/18/21		AF MED REIMBURS		15-00-0012	N	186.66	3045348	6/25/21 E
PR20210618	3	6/18/21		AF MED REIMBURS		21-00-0012	N	152.08	3045348	6/25/21 E
PR20210618	4	6/18/21		AF MED REIMBURS		23-00-0012	N	25.00	3045348	6/25/21 E
				AMERICAN FIDELITY				738.74		

			374	BLACK HILLS ENERGY						
GEN21-304	1	6/22/21		GAS SERVICE/PD		11-03-2100		118.62	63661	7/06/21
GEN21-305	1	6/18/21		GAS SERVICE/CEMETERY		11-19-2100		43.70	63661	7/06/21
GEN21-326	1	6/25/21		GAS SERVICE/POWER PLANT		15-40-2090		773.46	63661	7/06/21
				BLACK HILLS ENERGY				935.78		

			292	BORDER STATES INDUSTRIES						
922299394	1	6/21/21	19540	REEL 1/0 TRIPLEX, GRD ROD		15-42-3050		2488.42	63662	7/06/21
				BORDER STATES INDUSTRIES				2488.42		

			567	C & B EQUIPMENT						
241600-04	1	6/16/21		AIR COMPRESSOR PARTS		15-40-3060		3391.65	63663	7/06/21
				C & B EQUIPMENT				3391.65		

			2902	CARGILL, INCORPORATED						
5853664	1	6/14/21	18800	KD SOLAR SALT		21-40-3040		4556.20	63664	7/06/21
				CARGILL, INCORPORATED				4556.20		

			3898	CHEMSEARCH						
7411196	1	6/18/21	19603	CUT-THROUGH		15-40-3060		251.63	63665	7/06/21
				CHEMSEARCH				251.63		

			520	CITY OF COLBY						
GEN21-321	1	6/25/21		SEWER TAP LINE		21-42-2140		173.40	63666	7/06/21
				CITY OF COLBY				173.40		

			1880	CITY OF GOODLAND-REFUND A						
GEN21-324	1	7/01/21		ELECTRIC DEP REFUND		20-01-5060		550.00	63667	7/06/21
GEN21-324	2	7/01/21		WATER DEP REFUND		22-01-5070		400.00	63667	7/06/21
				CITY OF GOODLAND-REFUND A				950.00		

			2015	CONST.NEWENERGY						
3215372	1	6/11/21		GAS COST/APRIL/CITY BLDG		15-44-2100	N	73.85	63668	7/06/21
3215372	2	6/11/21		GAS COST/APRIL/CITY BLDG		21-42-2100		73.84	63668	7/06/21
3215683	1	6/11/21		GAS COST/CITY SHOP		11-11-2100		282.78	63668	7/06/21
3217660	1	6/14/21		GAS COST		15-44-2100		20.13	63668	7/06/21
3217660	2	6/14/21		GAS COST		21-42-2100		20.13	63668	7/06/21
				CONST.NEWENERGY				470.73		

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9226	1	6/01/21		2881 DINKEL COLLISION REPAIR LABOR/PAINT C DAWDY		11-03-3120		335.28	63669	7/06/21

DINKEL COLLISION REPAIR								335.28		
3800 EMC INSURANCE COMPANIES										
L-16601552	1	6/09/21				21-40-2060		460.00	63670	7/06/21
L-16601552	2	6/09/21				21-42-2060		460.00	63670	7/06/21
L-16601552	3	6/09/21				23-41-2060		460.00	63670	7/06/21
L-16601552	4	6/09/21				23-43-2060		460.00	63670	7/06/21
L-16601552	5	6/09/21				15-40-2060		6209.95	63670	7/06/21
L-16601552	6	6/09/21				15-42-2060		6209.95	63670	7/06/21
L-16601552	7	6/09/21				15-44-2060		919.99	63670	7/06/21
L-16601552	8	6/09/21				11-02-2060		7819.91	63670	7/06/21

EMC INSURANCE COMPANIES								22999.80		
517 EVANS,BIERLY,HUTCHISON &										
13220	1	6/30/21		TAXIWAY B 2020		31-01-2040	M	22051.09	63671	7/06/21
13222	1	6/30/21		AIRPORT RWY 5/23 2020		31-01-2040	M	9280.00	63671	7/06/21

EVANS,BIERLY,HUTCHISON &								31331.09		
211 FARM PLAN										
1271780	1	5/27/21		SPINDLE		11-11-3060		168.24	63672	7/06/21
1979494	1	5/26/21		MALE/FEMALE CAM/COUPLER		21-40-3120		70.13	63672	7/06/21
1980753	1	5/27/21		CREDIT		11-11-3060		199.32-	63672	7/06/21
1985395	1	6/04/21		MOWER BLADE #71		11-11-3060		64.11	63672	7/06/21
1989393	1	6/10/21		LATCH/PLUG MOWER 2735M JD		11-15-3120		10.96	63672	7/06/21
1992626	1	6/15/21		PLUG JD MOWER 2935M BAGGER		11-15-3060		276.87	63672	7/06/21

FARM PLAN								390.99		
422 FEDEX FREIGHT EAST										
7-414-90400	1	6/24/21		SHIPPING THE GENERAL MOVIE		11-17-3130		77.03	63673	7/06/21

FEDEX FREIGHT EAST								77.03		
2448 FIRE ALARM SPECIALIST INC										
25664	1	6/14/21		2-HIGH TEMP HEAT DETECTORS		15-40-3060		418.00	63674	7/06/21

FIRE ALARM SPECIALIST INC								418.00		
3308 GILMER, NANCY S.										
GEN21-307	1	6/14/21		MOWING 6/9 & 6/13		11-09-2140	M	187.50	63675	7/06/21
GEN21-308	1	6/21/21		MOWING 06-16-0618		11-09-2140	M	165.00	63675	7/06/21

GILMER, NANCY S.								352.50		
3100 GRAINGER										
9934950545	1	6/16/21	19543	4"X4"X3" BOX		15-42-3050		132.96	63676	7/06/21
9936420968	1	6/17/21	19605	AIR CONTROL REGULATOR		15-40-3060		106.86	63676	7/06/21
9939991015	1	6/21/21	19606	AIR REGULATOR UNIT #8		15-40-3060		36.59	63676	7/06/21

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GRAINGER								276.41		
3438	1	6/25/21	2109	GREAT PLAINS INSTITUTE EDDLEMAN GRD WTR WELLS INTRO		21-40-2170		170.00	63677	7/06/21
GREAT PLAINS INSTITUTE								170.00		
GEN21-309	1	7/01/21	3610	GUYER, JONI R. CEMETERY CARE/JULY 2021		11-19-2140	M	3708.34	63678	7/06/21
GUYER, JONI R.								3708.34		
284668	1	5/25/21	391	HOOVER LUMBER GROUND RECEPTACTLE 15A		11-11-3030		23.92	63680	7/06/21
284698	1	5/26/21		32PLY COTTON MOPHEAD		15-42-3120		16.12	63680	7/06/21
285043	1	6/02/21		FLOOR COATING KIT CLEAR		15-42-3030		670.28	63680	7/06/21
285095	1	6/02/21		PAINT SUPPLIES		15-42-3030		44.47	63680	7/06/21
285253	1	6/04/21		PAINT SUPPLIES		15-42-3030		103.54	63680	7/06/21
285356	1	6/07/21		WASHER, NUT, BOLT		11-11-3030		1.63	63680	7/06/21
285555	1	6/10/21		5 SHELF UNIT		15-40-3120		131.06	63680	7/06/21
285743	1	6/14/21		CONCRETE PAINT SHIP GRAY X3		15-42-3030		102.81	63680	7/06/21
285745	1	6/14/21		CREDIT PAINT/ROLLER X 2		15-42-3030		22.19-	63680	7/06/21
285852	1	6/16/21		PAINT SHIP GRAY		15-42-3030		34.27	63680	7/06/21
285898	1	6/16/21		PAINT SUPPLIES		15-40-3060		21.11	63680	7/06/21
285998	1	6/18/21		2X6X10 SPF/2X4X10/1X2X16 STAKE		15-42-3050		391.34	63680	7/06/21
286021	1	6/18/21		PAINT SUPPLIES		15-42-3030		12.00	63680	7/06/21
286032	1	6/18/21		SCREWS, STRAP EMT 2HOLE 1/2"		11-15-3030		13.67	63680	7/06/21
286280	1	6/23/21		2X6X8 STAKES		15-42-3050		74.38	63680	7/06/21
286311	1	6/23/21		REBAR 1/2"X20' GRADE 40 X 9		15-42-3050		80.91	63680	7/06/21
286315	1	6/23/21		CREDIT REBAR		15-42-3050		80.91-	63680	7/06/21
286317	1	6/23/21		REBAR-1/2"X20' GRADE 40		15-42-3050		110.79	63680	7/06/21
K84593	1	5/24/21		SOLID CONCRETE 4X8X16		21-42-3050		26.00	63680	7/06/21
HOOVER LUMBER								1755.20		
GEN21-325	1	7/01/21	1733	IN THE CAN LLC SOLID WASTE/JULY 2021		30-01-2220		38850.00	63681	7/06/21
IN THE CAN LLC								38850.00		
029218	1	5/27/21	663	JD FINANCIAL-ORSCHELN SOLAR FLAG POLE LIGHTS		11-19-3060		52.28	63682	7/06/21
0502	1	5/20/21		MULCH-FLOWER BEDS MSTR GARDEN		11-15-3120		89.80	63682	7/06/21
0508	1	5/20/21		MULCH-FLOWER BEDS MSTR GARDEN		11-15-3120		35.92	63682	7/06/21
0546	1	5/21/21		SPRAYER 45 GAL UTV BOOMLESS		23-41-3060		699.99	63682	7/06/21
2293	1	6/01/21		OIL 10W30 4 QTS		23-41-3070		11.96	63682	7/06/21
5011	1	6/18/21		6-10W30 QTS OIL		23-41-3070		17.94	63682	7/06/21
JD FINANCIAL-ORSCHELN								907.89		
GEN21-310	1	7/06/21	2064	KANSAS ASSOCIATION OF AIR ACADEMIC MEMBERSHIP		11-13-3120		100.00	63683	7/06/21
KANSAS ASSOCIATION OF AIR								100.00		

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1092 KANSAS CORP. COMM.										
GEN21-323	1	7/01/21		2011-00357		39-01-2050		100.36	63684	7/06/21
GEN21-323	2	7/01/21		2011-00357		39-01-2050		32.77	63684	7/06/21

KANSAS CORP. COMM.								133.13		
1072 KANSAS PAYMENT CENTER										
PR20210618	1	6/18/21		INCOME WITHOLD		11-00-0012	N	170.31	3045346	6/25/21 E
PR20210618	2	6/18/21		INCOME WITHOLD		15-00-0012	N	392.31	3045346	6/25/21 E

KANSAS PAYMENT CENTER								562.62		
3392 KLING, JAKE D.										
GEN21-312	1	7/06/21		ATTORNEY FEES/JULY 2021		11-02-2140	M	4000.00	63685	7/06/21

KLING, JAKE D.								4000.00		
1152 KS DEPT.OF HEALTH &ENVIRO										
GEN21-311	1	7/06/21		THORNBURG RENEWAL CL#2 20125		23-43-2170		20.00	63686	7/06/21

KS DEPT.OF HEALTH &ENVIRO								20.00		
523 KS PUBLIC EMP. RETIREMENT										
PR20210618	1	6/18/21		KPERS		11-00-0012	N	2242.10	3045345	6/25/21 E
PR20210618	2	6/18/21		KPERS		15-00-0012	N	1792.52	3045345	6/25/21 E
PR20210618	3	6/18/21		KPERS		21-00-0012	N	476.73	3045345	6/25/21 E
PR20210618	4	6/18/21		KPERS		23-00-0012	N	273.26	3045345	6/25/21 E
PR20210618	5	6/18/21		KPERS II		11-00-0012	N	1453.72	3045345	6/25/21 E
PR20210618	6	6/18/21		KPERS II		15-00-0012	N	1179.74	3045345	6/25/21 E
PR20210618	7	6/18/21		KPERS II		21-00-0012	N	81.09	3045345	6/25/21 E
PR20210618	8	6/18/21		KPERS II		23-00-0012	N	81.09	3045345	6/25/21 E
PR20210618	9	6/18/21		KPERS III		11-00-0012	N	3077.74	3045345	6/25/21 E
PR20210618	10	6/18/21		KPERS III		15-00-0012	N	1483.99	3045345	6/25/21 E
PR20210618	11	6/18/21		KPERS III		21-00-0012	N	199.35	3045345	6/25/21 E
PR20210618	12	6/18/21		KPERS III		23-00-0012	N	190.34	3045345	6/25/21 E
PR20210618	13	6/18/21		KPERS D&D		11-00-0012	N	455.52	3045345	6/25/21 E
PR20210618	14	6/18/21		KPERS D&D		15-00-0012	N	299.69	3045345	6/25/21 E
PR20210618	15	6/18/21		KPERS D&D		21-00-0012	N	50.92	3045345	6/25/21 E
PR20210618	16	6/18/21		KPERS D&D		23-00-0012	N	36.63	3045345	6/25/21 E

KS PUBLIC EMP. RETIREMENT								13374.43		
3896 LARK LABEL										
4343	1	6/25/21		SIGN-FOGO MEMORIAL		03-01-2140		629.95	63687	7/06/21

LARK LABEL								629.95		
3766 MALLORY SAFETY & SUPPLY										
5078964	1	5/04/21		DISPOSABLE GLOVES		11-03-3120		109.90	63688	7/06/21

MALLORY SAFETY & SUPPLY								109.90		
965 MED-ENTERPRISES										
73968	1	6/23/21		ANNUAL INSPECTION/AIRPORT		11-13-2140	M	51.00	63689	7/06/21

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			965	MED-ENTERPRISES							
73968	2	6/23/21		ANNUAL INSPECTION/MUSEUM		11-17-2140	M	59.00	63689	7/06/21	
73968	3	6/23/21		ANNUAL INSPECTION/VAN		11-06-2140	M	8.00	63689	7/06/21	
				MED-ENTERPRISES				-----	118.00		
			917	MILLER CONSTRUCTION SERV							
GEN21-322	1	6/29/21		KDOT TXWAY B PAY EST 2		31-01-2010	M	168232.21	63690	7/06/21	
				MILLER CONSTRUCTION SERV				-----	168232.21		
			2104	NATIONWIDE TRUST CO. FSB							
PR20210618	1	6/18/21		NATIONWIDE TRST		11-00-0012	N	325.00	3045349	6/25/21	E
PR20210618	2	6/18/21		NATIONWIDE TRST		15-00-0012	N	265.00	3045349	6/25/21	E
				NATIONWIDE TRUST CO. FSB				-----	590.00		
			3646	ND CHILD SUPPORT DIVISION							
PR20210618	1	6/18/21		ND CHILD SUPPOR		15-00-0012	N	114.93	3045351	6/25/21	E
				ND CHILD SUPPORT DIVISION				-----	114.93		
			30	P I C							
2253	1	6/13/21		CONSULTING FEE/JULY		11-02-2140		166.68	63692	7/06/21	
2253	2	6/13/21		CONSULTING FEE/JULY		11-03-2140		250.02	63692	7/06/21	
2253	3	6/13/21		CONSULTING FEE/JULY		11-04-2140		27.78	63692	7/06/21	
2253	4	6/13/21		CONSULTING FEE/JULY		11-07-2140		27.78	63692	7/06/21	
2253	5	6/13/21		CONSULTING FEE/JULY		11-09-2140		27.78	63692	7/06/21	
2253	6	6/13/21		CONSULTING FEE/JULY		11-11-2140		250.02	63692	7/06/21	
2253	7	6/13/21		CONSULTING FEE/JULY		11-15-3120		55.56	63692	7/06/21	
2253	8	6/13/21		CONSULTING FEE/JULY		11-17-2140		27.78	63692	7/06/21	
2253	9	6/13/21		CONSULTING FEE/JULY		21-40-2140		27.78	63692	7/06/21	
2253	10	6/13/21		CONSULTING FEE/JULY		21-42-2140		83.34	63692	7/06/21	
2253	11	6/13/21		CONSULTING FEE/JULY		23-41-2140		27.78	63692	7/06/21	
2253	12	6/13/21		CONSULTING FEE/JULY		23-43-2140		27.78	63692	7/06/21	
2253	13	6/13/21		CONSULTING FEE/JULY		15-40-2140		194.46	63692	7/06/21	
2253	14	6/13/21		CONSULTING FEE/JULY		15-42-2140		194.46	63692	7/06/21	
2253	15	6/13/21		CONSULTING FEE/JULY		15-44-2140		111.00	63692	7/06/21	
				P I C				-----	1500.00		
			2401	PAW WASH							
GEN21-313	1	7/06/21		ANIMAL CONTRACT AGREEMENT/JULY		11-05-2140		2250.00	63693	7/06/21	
				PAW WASH				-----	2250.00		
			3759	PRAIRIESPRINGS HOSPITALIT							
GEN21-314	1	7/06/21		SALES TAX REIMB		28-01-2050		3450.30	63694	7/06/21	
				PRAIRIESPRINGS HOSPITALIT				-----	3450.30		
			3671	PRIMROSE OIL COMPANY INC							
89475	1	6/10/21	19601	FUEL TREATMENT		15-40-3060		654.45	63695	7/06/21	

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PRIMROSE OIL COMPANY INC								654.45		
1683 PRINCIPAL MUTUAL LIFE INS										
PR20210618	1	6/18/21		PRIN. MUTUAL		11-00-0012	N	137.90	63657	6/25/21
PR20210618	2	6/18/21		PRIN. MUTUAL		15-00-0012	N	247.40	63657	6/25/21
PRINCIPAL MUTUAL LIFE INS								385.30		
3622 PROWERS AGGREGATE OPERA										
8465	1	6/16/21		1/2" CRUSHED ROCK		06-01-3120		1106.00	63696	7/06/21
8490	1	6/21/21		1/2" CRUSHED ROCK		06-01-3120		582.20	63696	7/06/21
8514	1	6/22/21		1/2" CRUSHED ROCK		06-01-3120		569.40	63696	7/06/21
8528	1	6/25/21		1/2" CRUSHED ROCK		06-01-3120		1714.20	63696	7/06/21
PROWERS AGGREGATE OPERA								3971.80		
396 ROCKMOUNT RESEARCH & ALLO										
1262954	1	6/17/21	19604	WELDING ROD/GRINDING DISKS		15-40-3060		1069.51	63697	7/06/21
ROCKMOUNT RESEARCH & ALLO								1069.51		
1682 S & B MOTELS										
GEN21-315	1	7/06/21		SALES TAX REIMB		28-01-2040		3381.93	63698	7/06/21
S & B MOTELS								3381.93		
1442 S & T COMMUNICATIONS, INC										
10545698	1	7/01/21		ALARMS		15-44-2180		38.01	63699	7/06/21
10545698	2	7/01/21		ALARMS		21-40-2180		11.57	63699	7/06/21
10545698	3	7/01/21		ALARMS		23-41-2180		12.67	63699	7/06/21
10545698	4	7/01/21		ALARMS		11-17-2180		12.67	63699	7/06/21
10545698	5	7/01/21		INTERNET		23-41-2180		29.95	63699	7/06/21
10545698	6	7/01/21		INTERNET		21-40-2180		39.95	63699	7/06/21
10545698	7	7/01/21		INTERNET		21-40-2180		9.95	63699	7/06/21
S & T COMMUNICATIONS, INC								154.77		
407 SALINA SUPPLY COMPANY										
S100196377.001	1	6/03/21	19552	3/4CTS PIPE THREAD		21-42-3050		215.00	63700	7/06/21
S100196983.001	1	6/10/21		BOOSTER PUMP		11-25-3060		1074.28	63700	7/06/21
S100197117.001	1	6/04/21	19598	ELKAY SOLENOID/WTR FOUNTAIN		11-25-3060		94.36	63700	7/06/21
S100197535.001	1	6/17/21		STOP KIT/MENS BATHROOM		11-25-3060		42.80	63700	7/06/21
SALINA SUPPLY COMPANY								1426.44		
2265 SCHERMERHORN, KATHY										
GEN21-316	1	7/06/21		ANIMAL CONTROL/JULY 2021		11-05-2140	M	1500.00	63701	7/06/21
SCHERMERHORN, KATHY								1500.00		
413 SCHLOSSER, INC.										
8023	1	6/23/21		TOPSIDE MANOR CONCRETE		15-42-3050		271.50	63702	7/06/21
8031	1	6/24/21		TOPSIDE MANOR CONCRETE		15-42-3050		220.73	63702	7/06/21

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SCHLOSSER, INC.								492.23		
2801 SHAMROCK FOODS COMPANY										
22977712	1	6/17/21	18048	CONCESSIONS		11-25-3130		552.21	63703	7/06/21
22995427	1	6/24/21	18050	CONCESSIONS		11-25-3130		321.55	63703	7/06/21
22995427	2	6/24/21	18050	PAPER TOWELS		11-25-3120		42.77	63703	7/06/21
23005260	1	6/26/21	19627	CONCESSIONS		11-25-3130		178.04	63703	7/06/21

SHAMROCK FOODS COMPANY								1094.57		
425 SHERMAN COUNTY TREASURER										
21-1	1	6/18/21		CONCRETE CRUSHING 1208 TONS		38-01-4010		10268.00	63704	7/06/21

SHERMAN COUNTY TREASURER								10268.00		
427 SHORES NAPA										
15403020	1	6/18/21		M18 FUEL ADD		15-40-3020		610.51	63710	7/06/21
207699	1	5/25/21		OUTLET		11-11-3030		3.99	63710	7/06/21
207720	1	5/25/21	18028	CHEMICAL TRANSPORT CART		11-25-3060		87.99	63710	7/06/21
207772	1	5/26/21		SLIP HOOK, MOWING TRAILER		11-15-3060		10.99	63710	7/06/21
207790	1	5/26/21		BRASS HOSE WATER HOSES PARKS		11-15-3120		4.99	63710	7/06/21
207800	1	5/26/21		XYELEN		11-11-3030		7.99	63710	7/06/21
207802	1	5/26/21		WASHER, NUT, HEX CAP, GLOVE		15-40-3060		293.19	63710	7/06/21
207847	1	5/26/21		SNAP/HOSES		11-19-3060		6.88	63710	7/06/21
207914	1	5/27/21		RETAINER X 2		11-03-3170		9.56	63710	7/06/21
208051	1	5/28/21		2.5 DEF X 2		21-42-3070		17.98	63710	7/06/21
208124	1	5/28/21		PAINT ROLLERS		15-40-3120		16.30	63710	7/06/21
208321	1	6/01/21		EZMIX 2 CYCLE OIL X 3		23-41-3070		7.47	63710	7/06/21
208455	1	6/02/21		MALLET+LAMBDA GRUB CONTROL		11-23-3120		170.94	63710	7/06/21
208455	2	6/02/21		MALLET+LAMBDA GRUB CONTROL		11-25-3150		56.98	63710	7/06/21
208455	3	6/02/21		MALLET+LAMBDA GRUB CONTROL		11-15-3040		284.91	63710	7/06/21
208550	1	6/02/21		GRAY PRIMER		15-40-3060		22.96	63710	7/06/21
208605	1	6/02/21		BAND SAW BLADES		15-40-3060		98.07	63710	7/06/21
208606	1	6/02/21		WHEEL BEARING CUP/HONEY WAGON		23-41-3060		38.44	63710	7/06/21
208686	1	6/03/21		ROMEX 10/2 & 12/2		15-42-3050		161.30	63710	7/06/21
208742	1	6/03/21		ALUM, SAND PAD, BRAKE CLNR		15-40-3060		109.96	63710	7/06/21
208762	1	6/03/21		LANDSCAPE STAKES		11-17-3030		5.96	63710	7/06/21
208881	1	6/04/21		KRYLONG RUST TOUGH		15-40-3120		8.37	63710	7/06/21
209058	1	6/07/21	19493	OIL, FILTER, WIPERS		11-06-3070		61.06	63710	7/06/21
209060	1	6/07/21		BAGS, CLEANERS BATHROOM PARKS		11-15-3120		82.06	63710	7/06/21
209070	1	6/07/21		NOZZLE SPRAYER, FLOOD NOZZLE		23-43-3060		15.98	63710	7/06/21
209091	1	6/07/21		HAMMER DRILL BITS ANCHORS		11-17-3030		16.19	63710	7/06/21
209134	1	6/07/21		TOW BEHIND SPREADER		11-15-3020		199.99	63710	7/06/21
209250	1	6/08/21		BUGS B GONE, 8"MTL 21X36"		11-11-3120		46.28	63710	7/06/21
209366	1	6/09/21		PVC ADAPT		15-42-3050		39.17	63710	7/06/21
209375	1	6/09/21		PVC ADAPTERS/CREDIT		15-42-3050		9.82	63710	7/06/21
209425	1	6/08/21		PVC PRIMER & GLUE		15-42-3050		54.47	63710	7/06/21
209506	1	6/10/21	19494	BRAKE PADS		11-06-3170		71.82	63710	7/06/21
209525	1	6/10/21		NITRILE GLOVES		11-11-3120		27.99	63710	7/06/21
209563	1	6/10/21		OZZY MAT, OZZY JUICE		15-40-3120		113.88	63710	7/06/21
209602	1	6/10/21		FUSE		15-42-3050		43.56	63710	7/06/21
209662	1	6/11/21		OIL FILTER		11-15-3060		5.00	63710	7/06/21
209662	2	6/11/21		CAUTION TAPE 36"UNGER PVC CAP		11-15-3120		53.35	63710	7/06/21
209662	3	6/11/21		6 PC STAR SET		11-15-3020		24.71	63710	7/06/21

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427 SHORES NAPA										
209662	4	6/11/21		TREE/SHRUB SYSTEMIC		11-15-3040		16.99	63710	7/06/21
209970	1	6/14/21		123 BATTERY		11-17-3030		12.99	63710	7/06/21
210097	1	6/15/21		DRIP HOSE TEE FITTING		11-19-3060		5.66	63710	7/06/21
210102	1	6/15/21		MICRO STREM, 2GPH EMITTER		11-15-3120		5.82	63710	7/06/21
210102	2	6/15/21		SPRAY HEAD TOOL, PIPE CUTTER		11-15-3020		20.98	63710	7/06/21
210107	1	6/15/21		DRIP HOSE COUPLING		11-19-3060		1.58	63710	7/06/21
210114	1	6/15/21		STP OIL TREATMENT		15-40-3120		7.62	63710	7/06/21
210114	2	6/15/21		PHILLIPS 3 1 4X2 BIT, SHARPIE		15-40-3120		8.37	63710	7/06/21
210202	1	6/16/21		DIESEL NOZZLE		11-11-3030		109.99	63710	7/06/21
210267	1	6/16/21		WATER DRIPPER LINES ON TREES		11-15-3120		19.49	63710	7/06/21
210363	1	6/17/21		12V PUMP RANGER WEED SPRAYER		11-15-3060		129.99	63710	7/06/21
210389	1	6/17/21		BIT WOOD SPEED FEEDO		15-42-3120		8.89	63710	7/06/21
210401	1	6/17/21		GRADE 5 HARDWARE		21-42-3050		26.93	63710	7/06/21
210438	1	6/17/21		PVC FITTING, WOOD SPEED FEEDO		11-15-3030		13.02	63710	7/06/21
210555	1	6/18/21		PVC COUPLER		15-42-3120		3.51	63710	7/06/21
210583	1	6/18/21		WIRE CONNECTORS/TOGGLE SWITCH		15-40-3060		10.44	63710	7/06/21
210607	1	6/18/21		DRIP HOSE FITTINGS		11-19-3120		34.22	63710	7/06/21
210763	1	6/21/21		OIL/AIR FILTER, OIL		15-40-3170		57.81	63710	7/06/21
210774	1	6/21/21		NUT/BOLT/WASHER		11-11-3120		1.00	63710	7/06/21
210832	1	6/21/21		BIT AUGER 1.25		15-42-3020		25.12	63710	7/06/21
210879	1	6/22/21		ELECTRICAL ELBOW-STEEVER PARK		11-15-3030		1.58	63710	7/06/21
210887	1	6/22/21		BLOWER MTR, OIL/AIR FLTR #38		23-43-3060		136.17	63710	7/06/21
210922	1	6/22/21		ELECTRICAL CONNECTOR		23-43-3060		9.40	63710	7/06/21
210924	1	6/22/21		ALLEN WRENCH SET		15-42-3020		23.97	63710	7/06/21
210925	1	6/22/21		WASHER, CONNECTOR-PARK LIGHTIN		11-15-3030		3.57	63710	7/06/21
210930	1	6/22/21		WASHERS		15-40-3060		25.22	63710	7/06/21
211013	1	6/22/21		COUPLING		15-42-3120		4.60	63710	7/06/21
211060	1	6/23/21		1/2X100 DRIP HOSE		11-19-3120		24.99	63710	7/06/21
211093	1	6/23/21		RETAINER, ALL THREAD #10		11-03-3170		12.77	63710	7/06/21
211105	1	6/23/21		LIC PLATE LENS UNIT #6		11-15-3170		6.98	63710	7/06/21
211122	1	6/23/21		6 TON JACK STANDS UNIT 10		11-03-3170		69.46	63710	7/06/21
211147	1	6/23/21		HAMMER DRILL, M12 FUEL 5/8 SDS		15-42-3020		361.36	63710	7/06/21

SHORES NAPA								4101.55		
3802 SUBSURFACE SOLUTIONS										
17268	1	6/08/21		RADIODETECTOR RD8200		21-42-4020		7417.14	63711	7/06/21

SUBSURFACE SOLUTIONS								7417.14		
3669 THE ANIMAL HOUSE VETERINA										
050721	1	5/07/21		BOLL/DOG		11-05-2140		20.00	63712	7/06/21

THE ANIMAL HOUSE VETERINA								20.00		
2207 THE LIFEGUARD STORE, INC										
001081428	1	6/18/21		CHEMICALS		11-25-3120		34.35	63713	7/06/21
001081428	2	6/18/21		GUARD SUITS		11-25-3160		56.50	63713	7/06/21

THE LIFEGUARD STORE, INC								90.85		
3825 THE NATIONAL WWII MUSEUM										
GEN21-290	1	6/22/21		WW II TRAVELING EXHIBIT		11-17-3130		1925.00	63654	6/22/21

INVOICE NO	LN	DATE	PO NO	REFERENCE	CD	GL ACCOUNT	1099	NET	CHECK	PD DATE

3825 THE NATIONAL WWII MUSEUM										

THE NATIONAL WWII MUSEUM								1925.00		
3895 TIEBEN, CHERISE L										
GEN21-317	1	7/06/21		WEEK OF 6/14/2021		11-02-2140		2500.00	63714	7/06/21
GEN21-317	2	7/06/21		WEEK OF 6/21/2021		11-02-2140		2500.00	63714	7/06/21
GEN21-317	3	7/06/21		WEEK OF 6/28/2021		11-02-2140		2500.00	63714	7/06/21

TIEBEN, CHERISE L								7500.00		
2159 TRIPLETT INC										
GEN21-318	1	7/06/21		SALES TAX REIMB		28-01-2060		1730.91	63715	7/06/21

TRIPLETT INC								1730.91		
1565 ULINE										
135118379	1	6/17/21	19600	PULL TOWELS		11-23-3110		47.00	63716	7/06/21
135118379	2	6/17/21	19600	PULL TOWELS, RUBBER GLOVES		11-15-3120		150.23	63716	7/06/21

ULINE								197.23		
2784 USD # 352										
GEN21-319	1	7/06/21		SCHOOL TAX/JUNE 2021		11-02-2050		28705.02	63717	7/06/21

USD # 352								28705.02		
2895 VISION CARE DIRECT ADM.										
PR20210618	1	6/18/21		VISION CARE DIR		11-00-0012	N	127.30	63658	6/25/21
PR20210618	2	6/18/21		VISION CARE DIR		15-00-0012	N	120.24	63658	6/25/21
PR20210618	3	6/18/21		VISION CARE DIR		21-00-0012	N	13.37	63658	6/25/21
PR20210618	4	6/18/21		VISION CARE DIR		23-00-0012	N	9.78	63658	6/25/21

VISION CARE DIRECT ADM.								270.69		
640 WAL*MART										
00098	1	6/04/21		CONCESSIONS		11-25-3130		29.88	63720	7/06/21
00606	1	6/07/21		HP INK		21-42-3120		38.89	63720	7/06/21
00977	1	6/02/21		8 X 10 PRINTS		03-00-0451		123.24	63720	7/06/21
01716	1	6/17/21		CLEANING SUPPLIES		15-40-3120		164.27	63720	7/06/21
02127	1	6/13/21	18044	CONCESSIONS		11-25-3130		36.76	63720	7/06/21
02678	1	6/18/21	18046	CONCESSIONS		11-25-3130		62.21	63720	7/06/21
02709	1	6/18/21		SUNBLOCK BUG SPRAY		11-25-3120		27.68	63720	7/06/21
03851	1	5/29/21		CONCESSIONS		11-25-3130		62.26	63720	7/06/21
03851	2	5/29/21		OFFICE/CLEANING SUPPLIES		11-25-3120		167.09	63720	7/06/21
04364	1	6/01/21		CLEANING SUPPLIES		15-40-3120		75.55	63720	7/06/21
04658	1	6/03/21	18034	CONCESSIONS		11-25-3130		47.71	63720	7/06/21
04658	2	6/03/21	18034	HOSE		11-25-3120		31.26	63720	7/06/21
04991	1	6/05/21		FIRST AID OFFICE		11-25-3150		21.87	63720	7/06/21
05026	1	5/27/21		2-4X6 FLAGS		11-19-3120		59.86	63720	7/06/21
05457	1	6/01/21		FLOWERS & POTTING SOIL		11-02-3120		51.50	63720	7/06/21
05625	1	6/03/21		LAVA ROCK		11-17-3030		160.30	63720	7/06/21
05781	1	6/04/21		LAVA ROCK		11-17-3030		206.10	63720	7/06/21
05896	1	6/11/21		OFFICE SUPPLIES		11-11-3120		33.68	63720	7/06/21

INVOICE NO	LN	DATE	PO NO	REFERENCE	CD	GL ACCOUNT	1099	NET	CHECK	PD DATE

			640	WAL*MART						
06304	1	6/07/21	18039	PLATES		11-25-3130		15.51	63720	7/06/21
06555	1	6/15/21	18043	CONCESSIONS		11-25-3130		46.58	63720	7/06/21
06555	2	6/15/21	18043	CLEANING SUPPLIES		11-25-3120		13.94	63720	7/06/21
06748	1	6/09/21		CONCESSIONS		11-25-3130		3.62	63720	7/06/21
07806	1	5/25/21	18027	MOPS LYSOL WINDEX CUPS BATTERY		11-25-3120		39.47	63720	7/06/21
08030	1	7/06/21		PAPER TOWELS, SOAP		15-44-3120		29.39	63720	7/06/21
08323	1	6/10/21		CABLE TIES		11-03-3120		34.53	63720	7/06/21
08364	1	6/10/21		BATTERIES		11-07-3120		36.72	63720	7/06/21
09069	1	6/17/21		HALF GALLON JUG		15-42-2310		21.67	63720	7/06/21
09784	1	6/01/21	18033	CONCESSIONS		11-25-3130		52.67	63720	7/06/21
09784	2	6/01/21	18033	SUNSCREEN		11-25-3120		13.96	63720	7/06/21
39533	1	6/06/21		CONCESSIONS		11-25-3130		29.88	63720	7/06/21

WAL*MART								1738.05		
			3175	WESTHUSING'S INC						
14167	1	6/16/21		PUMP/UNIT OUT REPAIR		36-01-4010		455.57	63721	7/06/21

WESTHUSING'S INC								455.57		
			3897	WILCOXSON, HOLLY						
GEN21-320	1	6/25/21		OVERPAYMENT ON ACCT		15-44-3180		66.63	63722	7/06/21

WILCOXSON, HOLLY								66.63		

***** REPORT TOTAL *****								391588.22		

JRN L ID/ ACCOUNT NUMBER	OTHER NUMBER/ ACCOUNT TITLE	UPDATE OTHER REFERENCE/ REFERENCE	DEBIT	CREDIT	BANK #

PAYROLL					
11-00-0011	GENERAL EMP TAX A/P	SS/MED EMPE GEN	4,155.70		
11-00-0001	GENERAL OPERATING CASH	SS/MED EMPE GEN		4,155.70	1
15-00-0011	ELECTRIC EMP TAX A/P	SS/MED EMPE ELE	2,296.63		
15-00-0001	ELECTRIC CASH	SS/MED EMPE ELE		2,296.63	1
21-00-0011	WATER EMP TAX A/P	SS/MED EMPE WAT	449.96		
21-00-0001	WATER CASH	SS/MED EMPE WAT		449.96	1
23-00-0011	SEWER EMP TAX A/P	SS/MED EMPE SEW	281.73		
23-00-0001	SEWER CASH	SS/MED EMPE SEW		281.73	1
11-00-0011	GENERAL EMP TAX A/P	SS/MED EMPR GEN	4,155.70		
11-00-0001	GENERAL OPERATING CASH	SS/MED EMPR GEN		4,155.70	1
15-00-0011	ELECTRIC EMP TAX A/P	SS/MED EMPR ELE	2,296.63		
15-00-0001	ELECTRIC CASH	SS/MED EMPR ELE		2,296.63	1
21-00-0011	WATER EMP TAX A/P	SS/MED EMPR WAT	449.96		
21-00-0001	WATER CASH	SS/MED EMPR WAT		449.96	1
23-00-0011	SEWER EMP TAX A/P	SS/MED EMPR SEW	281.73		
23-00-0001	SEWER CASH	SS/MED EMPR SEW		281.73	1
11-00-0011	GENERAL EMP TAX A/P	FED TAX GEN	3,819.73		
11-00-0001	GENERAL OPERATING CASH	FED TAX GEN		3,819.73	1
15-00-0011	ELECTRIC EMP TAX A/P	FED TAX ELE	2,081.96		
15-00-0001	ELECTRIC CASH	FED TAX ELE		2,081.96	1
21-00-0011	WATER EMP TAX A/P	FED TAX WAT	303.07		
21-00-0001	WATER CASH	FED TAX WAT		303.07	1
23-00-0011	SEWER EMP TAX A/P	FED TAX SEW	240.12		
23-00-0001	SEWER CASH	FED TAX SEW		240.12	1
11-00-0011	GENERAL EMP TAX A/P	STATE TAX GEN	1,961.78		
11-00-0001	GENERAL OPERATING CASH	STATE TAX GEN		1,961.78	1
15-00-0011	ELECTRIC EMP TAX A/P	STATE TAX ELE	1,185.57		
15-00-0001	ELECTRIC CASH	STATE TAX ELE		1,185.57	1
21-00-0011	WATER EMP TAX A/P	STATE TAX WAT	194.96		
21-00-0001	WATER CASH	STATE TAX WAT		194.96	1
23-00-0011	SEWER EMP TAX A/P	STATE TAX SEW	136.32		
23-00-0001	SEWER CASH	STATE TAX SEW		136.32	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS 06/02	5,886.52		
07-00-0001	SELF INSUR CASH	STOP LOSS 06/02		5,886.52	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS 06/08	3,534.09		
07-00-0001	SELF INSUR CASH	STOP LOSS 06/08		3,534.09	1
15-44-2140	ELEC. COMM & GEN PROF. SERV.	CC TRANS	3,204.73		
15-00-0001	ELECTRIC CASH	CC TRANS		3,204.73	1
14-01-5080	SALES TAX REMITTANCE TO STATE	MAY SALES TAX	18,085.61		
14-00-0001	SALE TAX CASH	MAY SALES TAX		18,085.61	1
15-50-5020	ELECTRIC COMPENSATING TAX	MAY SALES TAX	1,798.01		
15-00-0001	ELECTRIC CASH	MAY SALES TAX		1,798.01	1
21-52-5080	WATER COMPENSATING TAX REMIT.	MAY SALES TAX	381.43		
21-00-0001	WATER CASH	MAY SALES TAX		381.43	1
11-00-0893	GENERAL OP. MISC RECEIPTS	MAY SALES TAX	31.77		
11-00-0001	GENERAL OPERATING CASH	MAY SALES TAX		31.77	1
11-00-0893	GENERAL OP. MISC RECEIPTS	MAY SALES TAX	39.79		
11-00-0001	GENERAL OPERATING CASH	MAY SALES TAX		39.79	1
15-50-5020	ELECTRIC COMPENSATING TAX	MAY COMP TAX	181.83		
15-00-0001	ELECTRIC CASH	MAY COMP TAX		181.83	1
45-01-1050	EMP BENEFIT HEALTH/ACC INSUR	BCBS GEN	12,470.13		

		UPDATE			
JRNL ID/ ACCOUNT NUMBER	OTHER NUMBER/ ACCOUNT TITLE	OTHER REFERENCE/ REFERENCE	DEBIT	CREDIT	BANK #
45-00-0001	EMP BENEFITS CASH	BCBS GEN		12,470.13	1
15-40-1050	ELEC. PROD. INSURANCE	BCBS ELPR	3,550.81		
15-00-0001	ELECTRIC CASH	BCBS ELPR		3,550.81	1
15-42-1050	ELEC. DIST. INSURANCE	BCBS ELDI	4,001.38		
15-00-0001	ELECTRIC CASH	BCBS ELDI		4,001.38	1
15-44-1050	ELEC. COMM & GEN INSURANCE	BCBS ELCG	2,933.31		
15-00-0001	ELECTRIC CASH	BCBS ELCG		2,933.31	1
21-40-1050	WATER PROD. INSURANCE	BCBS WAPR	668.80		
21-00-0001	WATER CASH	BCBS WAPR		668.80	1
21-42-1050	WATER DIST. INSURANCE	BCBS WADI	690.19		
21-00-0001	WATER CASH	BCBS WADI		690.19	1
23-41-1050	SEWER TREATMENT INSURANCE	BCBS SETR	440.08		
23-00-0001	SEWER CASH	BCBS SETR		440.08	1
23-43-1050	SEWER COLL. INSURANCE	BCBS SECO	690.19		
23-00-0001	SEWER CASH	BCBS SECO		690.19	1
Journal Total :			82,880.22	82,880.22	
Sub Total			82,880.22	82,880.22	
** Report Total **			82,880.22	82,880.22	

FUND	NAME	DEBITS	CREDITS
07	SELF INSURANCE	9,420.61	9,420.61
11	GENERAL	14,164.47	14,164.47
14	SALES TAX	18,085.61	18,085.61
15	ELECTRIC UTILITY	23,530.86	23,530.86
21	WATER UTILITY	3,138.37	3,138.37
23	SEWER UTILITY	2,070.17	2,070.17
45	EMPLOYEE BENEFIT	12,470.13	12,470.13
TOTALS		82,880.22	82,880.22

** 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	9,420.61	9,420.61-
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	9,420.61	.00	9,420.61
11-00-0001	GENERAL OPERATING CASH	.00	14,164.47	14,164.47-
11-00-0011	GENERAL EMP TAX A/P	14,092.91	.00	14,092.91
11-00-0893	GENERAL OP. MISC RECEIPTS	71.56	.00	71.56
14-00-0001	SALE TAX CASH	.00	18,085.61	18,085.61-
14-01-5080	SALES TAX REMITTANCE TO STATE	18,085.61	.00	18,085.61
15-00-0001	ELECTRIC CASH	.00	23,530.86	23,530.86-
15-00-0011	ELECTRIC EMP TAX A/P	7,860.79	.00	7,860.79
15-40-1050	ELEC. PROD. INSURANCE	3,550.81	.00	3,550.81
15-42-1050	ELEC. DIST. INSURANCE	4,001.38	.00	4,001.38
15-44-1050	ELEC. COMM & GEN INSURANCE	2,933.31	.00	2,933.31
15-44-2140	ELEC. COMM & GEN PROF. SERV.	3,204.73	.00	3,204.73
15-50-5020	ELECTRIC COMPENSATING TAX	1,979.84	.00	1,979.84
21-00-0001	WATER CASH	.00	3,138.37	3,138.37-
21-00-0011	WATER EMP TAX A/P	1,397.95	.00	1,397.95
21-40-1050	WATER PROD. INSURANCE	668.80	.00	668.80
21-42-1050	WATER DIST. INSURANCE	690.19	.00	690.19
21-52-5080	WATER COMPENSATING TAX REMIT.	381.43	.00	381.43
23-00-0001	SEWER CASH	.00	2,070.17	2,070.17-
23-00-0011	SEWER EMP TAX A/P	939.90	.00	939.90
23-41-1050	SEWER TREATMENT INSURANCE	440.08	.00	440.08
23-43-1050	SEWER COLL. INSURANCE	690.19	.00	690.19
45-00-0001	EMP BENEFITS CASH	.00	12,470.13	12,470.13-
45-01-1050	EMP BENEFIT HEALTH/ACC INSUR	12,470.13	.00	12,470.13
TRANSACTION TOTALS		82,880.22	82,880.22	.00

JRN L ID/ ACCOUNT NUMBER	OTHER NUMBER/ ACCOUNT TITLE	UPDATE OTHER REFERENCE/ REFERENCE	DEBIT	CREDIT	BANK #

PAYROLL					
11-00-0011	GENERAL EMP TAX A/P	SS/MED EMPE GEN	4,765.28		
11-00-0001	GENERAL OPERATING CASH	SS/MED EMPE GEN		4,765.28	1
15-00-0011	ELECTRIC EMP TAX A/P	SS/MED EMPE ELE	2,312.99		
15-00-0001	ELECTRIC CASH	SS/MED EMPE ELE		2,312.99	1
21-00-0011	WATER EMP TAX A/P	SS/MED EMPE WAT	371.47		
21-00-0001	WATER CASH	SS/MED EMPE WAT		371.47	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	4,765.28		
11-00-0001	GENERAL OPERATING CASH	SS/MED EMPR GEN		4,765.28	1
15-00-0011	ELECTRIC EMP TAX A/P	SS/MED EMPR ELE	2,312.99		
15-00-0001	ELECTRIC CASH	SS/MED EMPR ELE		2,312.99	1
21-00-0011	WATER EMP TAX A/P	SS/MED EMPR WAT	371.47		
21-00-0001	WATER CASH	SS/MED EMPR WAT		371.47	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	4,088.35		
11-00-0001	GENERAL OPERATING CASH	FED TAX GEN		4,088.35	1
15-00-0011	ELECTRIC EMP TAX A/P	FED TAX ELE	2,066.55		
15-00-0001	ELECTRIC CASH	FED TAX ELE		2,066.55	1
21-00-0011	WATER EMP TAX A/P	FED TAX WAT	346.49		
21-00-0001	WATER CASH	FED TAX WAT		346.49	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	2,116.74		
11-00-0001	GENERAL OPERATING CASH	STATE TAX GEN		2,116.74	1
15-00-0011	ELECTRIC EMP TAX A/P	STATE TAX ELE	1,188.78		
15-00-0001	ELECTRIC CASH	STATE TAX ELE		1,188.78	1
21-00-0011	WATER EMP TAX A/P	STATE TAX WAT	191.41		
21-00-0001	WATER CASH	STATE TAX WAT		191.41	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
15-40-1050	ELEC. PROD. INSURANCE	UNEMP TAX ELPR	73.12		
15-00-0001	ELECTRIC CASH	UNEMP TAX ELPR		73.12	1
15-42-1050	ELEC. DIST. INSURANCE	UNEMP TAX ELDI	89.75		
15-00-0001	ELECTRIC CASH	UNEMP TAX ELDI		89.75	1
15-44-1050	ELEC. COMM & GEN INSURANCE	UNEMP TAX ELCG	42.80		
15-00-0001	ELECTRIC CASH	UNEMP TAX ELCG		42.80	1
21-40-1050	WATER PROD. INSURANCE	UNEMP TAX WAPR	23.32		
21-00-0001	WATER CASH	UNEMP TAX WAPR		23.32	1
21-42-1050	WATER DIST. INSURANCE	UNEMP TAX WADI	19.24		
21-00-0001	WATER CASH	UNEMP TAX WADI		19.24	1
23-41-1050	SEWER TREATMENT INSURANCE	UNEMP TAX SETR	12.68		
23-00-0001	SEWER CASH	UNEMP TAX SETR		12.68	1
23-43-1050	SEWER COLL. INSURANCE	UNEMP TAX SECO	12.75		
23-00-0001	SEWER CASH	UNEMP TAX SECO		12.75	1
45-01-5040	EMP BENEFIT REMIT TO UNEMP INS	UNEMP TAX GENO	359.37		
45-00-0001	EMP BENEFITS CASH	UNEMP TAX GENO		359.37	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS 06/15	15,985.08		
07-00-0001	SELF INSUR CASH	STOP LOSS 06/15		15,985.08	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS 06/22	9,754.95		

JRNL ID/ ACCOUNT NUMBER	OTHER NUMBER/ ACCOUNT TITLE	OTHER REFERENCE/ REFERENCE	DEBIT	CREDIT	BANK #
07-00-0001	SELF INSUR CASH	STOP LOSS 06/22		9,754.95	1
45-01-1050	EMP BENEFIT HEALTH/ACC INSUR	PICORI	411.48		
45-00-0001	EMP BENEFITS CASH	PICORI		411.48	1
Journal Total :			52,600.30	52,600.30	
Sub Total			52,600.30	52,600.30	
** Report Total **			52,600.30	52,600.30	

FUND	NAME	DEBITS	CREDITS
07	SELF INSURANCE	25,740.03	25,740.03
11	GENERAL	15,735.65	15,735.65
15	ELECTRIC UTILITY	8,086.98	8,086.98
21	WATER UTILITY	1,323.40	1,323.40
23	SEWER UTILITY	943.39	943.39
45	EMPLOYEE BENEFIT	770.85	770.85
TOTALS		52,600.30	52,600.30

** 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	25,740.03	25,740.03-
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	25,740.03	.00	25,740.03
11-00-0001	GENERAL OPERATING CASH	.00	15,735.65	15,735.65-
11-00-0011	GENERAL EMP TAX A/P	15,735.65	.00	15,735.65
15-00-0001	ELECTRIC CASH	.00	8,086.98	8,086.98-
15-00-0011	ELECTRIC EMP TAX A/P	7,881.31	.00	7,881.31
15-40-1050	ELEC. PROD. INSURANCE	73.12	.00	73.12
15-42-1050	ELEC. DIST. INSURANCE	89.75	.00	89.75
15-44-1050	ELEC. COMM & GEN INSURANCE	42.80	.00	42.80
21-00-0001	WATER CASH	.00	1,323.40	1,323.40-
21-00-0011	WATER EMP TAX A/P	1,280.84	.00	1,280.84
21-40-1050	WATER PROD. INSURANCE	23.32	.00	23.32
21-42-1050	WATER DIST. INSURANCE	19.24	.00	19.24
23-00-0001	SEWER CASH	.00	943.39	943.39-
23-00-0011	SEWER EMP TAX A/P	917.96	.00	917.96
23-41-1050	SEWER TREATMENT INSURANCE	12.68	.00	12.68
23-43-1050	SEWER COLL. INSURANCE	12.75	.00	12.75
45-00-0001	EMP BENEFITS CASH	.00	770.85	770.85-
45-01-1050	EMP BENEFIT HEALTH/ACC INSUR	411.48	.00	411.48
45-01-5040	EMP BENEFIT REMIT TO UNEMP INS	359.37	.00	359.37
TRANSACTION TOTALS		52,600.30	52,600.30	.00

PAYROLL REGISTER

ORDINANCE #2021-P13

6/25/2021

<u>DEPARTMENT</u>	<u>GROSS PAY</u>
GENERAL	63,284.60
ELECTRIC	30,928.08
WATER	5,091.93
SEWER	3,662.89
TOTAL	<u>102,967.50</u>

PASSED AND SIGNED THIS _____ DAY OF _____, 2021

CITY CLERK

MAYOR



CITY COMMISSION COMMUNICATION FORM

FROM: Cherise Tieben, Interim City Manager

DATE: June 30, 2021

ITEM: Insurance Request for Proposals

NEXT STEP:

☐ ORDINANCE
☒ MOTION
☐ INFORMATION

- I. REQUEST OR ISSUE:** Earlier this year the City issued a Request for Proposals (RFP) regarding Insurance, Risk Management and Employee Benefit Brokerage Services. After speaking to multiple submitters, there appeared to be significant confusion about the goal of the RFP. The document seemed to be written more as a Request for Qualifications (RFQ), as only qualifications and experience were asked for in the document.

At the current time, EMC is the best player in the public entities market. So if you are simply wishing to have your agency reveal fees and compete against other agencies, we can rewrite the RFP to accomplish that goal. If you are hoping to decrease your premiums, it is a different RFP all together and after reviewing the information it appears that Eklund is already looking at the policy with different carriers available in the market.

In regards to the Employee Benefit side of the RFP, there are a few entities that perform this service, some for a direct fee and others for fees that are a little harder to track. If the desire is to stay with Blue Cross Blue Shield the fees will have to be direct, as you are already with Blue Cross, so they will not pay commissions/fees for a change in representative. Again, if the goal is to see if your service provider is equitable in the market and providing equitable services, it is a different RFP than what was distributed. If the goal is to change the policy and/or bid other providers other than Blue Cross Blue Shield, that is again a different beast.

- II. RECOMMENDED ACTION / NEXT STEP:** My recommendation would be for you to reject all proposals and work to clarify the document so that you are getting exactly what you want. My impression is that the Property and Casualty side is not the area of biggest concern. So I would recommend proceeding with one process at a time. The most immediate concern appears to be with the health insurance. If this is accurate, I would suggest that you allow me the opportunity to work with the Employee Benefits Committee to review the existing plan and discuss what options are available to them, all while trying to make sure it is a budget friendly policy. Significant changes in health insurance is generally more acceptable to employees if they feel their concerns have been heard and considered. Once the Employee Benefits Committee is engaged, you can then determine

if the service provider is the issue or if the plan provider (BC/BS) is the issue. Once this is clarified, staff can begin preparing an RFP if necessary for the area of concern.

III. **FISCAL IMPACTS:** None at this time.

IV. **BACKGROUND INFORMATION:** From my brief conversations with you regarding this matter and a review of some of the background information, it appears to me that the Commission desires that the employee health insurance policy be more reflective of what is seen in the private sector and other public sector entities. If that is the case, the City Manager should be tasked with working with the service provider and the Employee Benefits Committee to develop a policy that is acceptable to the preponderance of employees and acceptable budgetarily to the Commission. If I have read this situation wrong, we should discuss the fundamental basis of your concerns at the meeting.

V. **LEGAL ISSUES:** None at this time.



CITY COMMISSION COMMUNICATION FORM

FROM: Cherise Tieben, Interim City Manager

DATE: June 30, 2021

ITEM: New Business

NEXT STEP:

☐ ORDINANCE
☒ MOTION
☐ INFORMATION

I. REQUEST OR ISSUE: A request has been made by Topside Manor Board Members to consider waiving in full the fees charged to them by the City for the extension of the waterline from the main to the hydrant.

II. RECOMMENDED ACTION / NEXT STEP: I believe you have three options to consider:

1. In the spirit of cooperation with this important County project, waive the fee in whole.
2. Many communities waive 50% of the fee for connection costs from the main to the meter on the project property. This is often considered due to the additional revenues it will bring to the water fund.
3. Continue to assess the fee as it stands or at minimum waive the cost of the labor (\$1,800.00).

Because there are multiple Board Members that have stated that they were present when the commitment was made and it is a County project, I would recommend option 1.

III. FISCAL IMPACTS: \$21,534.50

IV. BACKGROUND INFORMATION: When Neal and I met last Wednesday with Gennifer House and Kevin Rasure they both recalled that a commitment was made for this expense. However, we reviewed the minutes and there had not been a formal commitment made regarding this portion of the project.

V. LEGAL ISSUES: None at this time

Topside Manor Water line
 Brian Bahl
 116 E Laurel
 Garden City, Kansas 67846

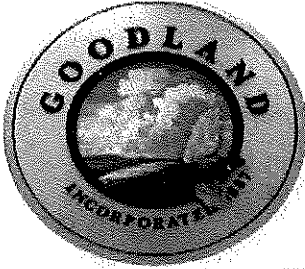
15	8"flange packs	\$30.80	\$462.00
2	8" MJ 45 coupling	\$76.80	\$153.60
4	8" Anchor coupling	\$188.75	\$755.00
2	8"X6" MJ Tee	\$116.00	\$232.00
1	8"X4" MJ Tee	\$101.20	\$101.20
4	8" MJ restraint flange pack	\$124.95	\$499.80
210'	8"C900 pvc pipe	\$10.36	\$2175.60
1	8" MJ Plug	\$90.63	\$90.63
2	8" MJ Gate valve	\$1610.16	\$3220.32
3	6"Anchor coupling	\$105.28	\$315.84
2	6" MJ Gate valve	\$618.21	\$1236.42
10	6" flange pack	\$35.09	\$350.90
1	6"restraint flange pack	\$90.80	\$90.80
2	4" MJ X Flange valve	\$482.55	\$965.10
2	4" B&G flange pack	\$18.75	\$37.50
1	4" Badger meter	\$3675.60	\$3675.60
1	100W Itron encoder	\$85.50	\$85.50
5	4"flange packs	\$25.39	\$126.95
1	4" MJ restraint pack	\$72.72	\$72.72
1	4" anchor coupling	\$156.58	\$156.58
1	6" X 5' Bury firehydrant	\$3513.46	\$3513.46
1	48"X48" galvanizes meter can	\$396.60	\$396.60
1	48" galvanized meter lid	\$219.29	\$219.29
2	Cast iron valve box	\$67.50	\$67.50
16	4X8X16 concrete blocks	\$2.60	\$41.60
1	Yard concrete	\$142.00	\$142.00
10	Yards flow fill	\$55.00	\$550.00

Total Parts			\$19734.51
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16HRS	Backhoe	\$45.00/HR	\$720.00
36HRS	2Men labor	\$30.00/HR	\$1080.00

TOTAL PARTS,EQUIPMENT, and LABOR			\$21534.51
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AP ENTRY - JUNE 2021



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

V# _____ Total Amount _____ Phone: 785-890-4500
 Job# _____ Field PO# _____ Fax: 785-890-4532
 Phase Code/Type _____ cityofgoodland.org

RECEIVED 06/11/2021
 HUTTON Garden City Office

BILL TO: HUTTON CONSTRUCTION
 116 E LAUREL ST
 GARDEN CITY KS 67846-6165

DATE: 6/04/2021
DUE DATE: 6/19/2021
CUSTOMER #: 251
INVOICE #: 4675

FOR:
 TOPSIDE MANOR WATERLINE

DESCRIPTION	QUANTITY	PRICE EACH	EXT. PRICE
MATERIALS	1.00	19,734.51	19,734.51
WATER LABOR/BACKHOE	1.00	1,800.00	1,800.00
SUBTOTAL			21,534.51
TAX			0.00
TOTAL DUE			21,534.51

Make all checks payable to City of Goodland

THANK YOU FOR YOUR PROMPT PAYMENT

Please return the portion below with your payment.

REMITTANCE	
HUTTON CONSTRUCTION	
Invoice #	4675
Date Due	6/19/2021
Amount Enclosed	\$

Remit to:

City of Goodland
 PO Box 59
 Goodland, KS 67735
 Phone: 785-890-4500
 Fax: 785-890-4532

OFFICE USE:

CHECK NO. _____

RECEIPT NO. _____



CITY COMMISSION COMMUNICATION FORM

FROM: Cherise Tieben, Interim City Manager

DATE: June 30, 2021

ITEM: Request for assistance from 24-7

NEXT STEP:

☐ ORDINANCE
☒ MOTION
☐ INFORMATION

I. **REQUEST OR ISSUE:** Mark Augustine, the developer of the 24-7 store has requested the City's assistance in purchasing a \$20,000 booster pump in order to increase their water pressure at the store.

II. **RECOMMENDED ACTION / NEXT STEP:** I am inclined to recommend that the City not participate in this expense as staff responded appropriately and it appears to be an error by their engineering contractor that resulted in the booster pump not being planned into the original budget. If you do not wish to participate in the purchase of this pump, please advise.

However, if you wish to offer an economic development incentive to cover all or a portion of the cost of the Booster Station, please advise and I will work with Mr. Augustine to make sure that no future maintenance costs will become a concern of the City. I will also make sure he understand that this is an incentive and not a liability issue.

III. **FISCAL IMPACTS:** \$20,000.

IV. **BACKGROUND INFORMATION:** The 24-7 developer contacted me and said that they had an issue with the amount of water pressure that the City was providing at their site and that it was not adequate to provide for all of the restroom and shower facilities. If the pressure could not be corrected, they would be required to install a booster pump which would result in a significant cost of approximately \$20,000 and a routine maintenance cost. He claimed that their engineering firm confirmed the water pressure as 55 psi.

Neal Thornburg and Brian James were both present for the discussion on site Tuesday. We were told by the representative of the developer that the Engineer was told that there was 55 psi at the site. Both Thornburg and James were confident that this was not the case, as

Goodland does not have that type of pressure anywhere in the community.

The developer then contacted me and said that they had this same issue in Abilene and the City helped pay the cost for the booster pump. I have an email into the City Manager of Abilene to see exactly what the circumstances were regarding their contribution to this development in their community.

V. **LEGAL ISSUES:** None at this time.



CITY COMMISSION COMMUNICATION FORM

FROM: Cherise Tieben, Interim City Manager

DATE: July 1, 2021

ITEM: Interim Building Official

NEXT STEP:

☐ ORDINANCE
☒ MOTION
☐ INFORMATION

- I. REQUEST OR ISSUE:** Due to the City/County Fire Merger, we will be losing the Building Official services of Chief James. Former Building Official Steve Criswell is interested in serving in this capacity as an Interim for a period of time up to 1 year. I have attached a draft of the professional agreement that has been presented to him. He wanted some time to review the agreement and ponder the obligation, so there may be changes between now and Tuesday, but I wanted you to at least have the draft, so that we can move forward at a rapid pace if Mr. Criswell accepts the role.
- II. RECOMMENDED ACTION / NEXT STEP:** Authorize the City Manager to sign the agreement pending review by the City Attorney.
- III. FISCAL IMPACTS:** \$1300 per month for 65 hours of work. This position will have no other benefits, than work comp and professional liability.
- IV. BACKGROUND INFORMATION:** The rate was created by averaging the hourly rate of Building Officials in the area.
- V. LEGAL ISSUES:** City Attorney Kling is reviewing the document.

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF GOODLAND
AND STEVE CRISWELL
FOR POSITION OF INTERIM CITY BUILDING OFFICIAL**

THIS AGREEMENT is made this date between the City of Goodland, hereinafter referred to as “City” and Steve Criswell, hereinafter referred to as “Interim City Building Official”.

WHEREAS, the City of Goodland is a Kansas city of the Second Class, organized as a municipal code city under the commission-manager form of government; and

WHEREAS, the City desires to contract with Steve Criswell to serve as Interim City Building Official, and said Steve Criswell desires to accept the position as the Interim City Building Official for the City of Goodland; and

NOW, THEREFORE, in consideration of the mutual benefits to be derived, the parties hereby agree as follows:

1. Commencement of Services. The City agrees to contract with “Interim City Building Official” effective July 12, 2021.
2. Term. The City and the Interim City Building Official anticipate the contract to be for twelve months in length, unless extended by the parties as provided in Section 9 below or terminated by either party as provided in Section 10 below.
3. Authority. This agreement shall be effective July 12, 2021 following approval by the City Commission as authorized by City Code. The position will report to the City Manager.
4. Duties. Interim City Building Official shall perform all duties and obligations of the City Building Official including Reviews subdivision, zoning, special exception, variance, building and other development plans for compliance with applicable regulations, completeness, and compatibility with comprehensive plan and/or

surrounding development; enforces and ensures compliance with planning, zoning, building and other city codes; inspects residential and commercial buildings to ensure compliance with building, health and fire safety codes; reviews building permit applications and issues licenses; reviews and approves contractor licensing; makes recommendations on planning and land use issues in the city such as zoning applications and development proposals and reviews and recommends adoption of new or revised codes. Additionally, the City Building Official shall work with the Code Enforcement Officer, allowing the individual to shadow the City Building Official for several months to see if the Code Enforcement Officer is interested in learning the City Building Official role. Once it is determined between the City Building Official, the Code Enforcement Officer and the City Manager that the interest is practical; the City Building Official will begin training the Code Enforcement Officer to assume the Chief Building Official role upon termination of this contract.

5. Compensation. Interim City Building Official shall be paid one thousand three hundred dollars (\$1,300.00) per month, which shall be paid in accordance with the accounts payable procedures for other temporary part-time contracted individuals. The parties agree the Interim City Building Official will not be paid prorated for any dates which the Interim City Building Official will not accept appointments, other than the holidays recognized by the City of Goodland. Interim City Building Official will be responsible for providing vehicle and phone for use during the agreement. If work begins before the first of the month or ends before the last day of the month, the pay will be appropriately prorated by days.
6. Benefits. Interim City Building Official shall be eligible for workers compensation from the City of Goodland if injured while on the job. Except as specifically provided in this Agreement, Interim City Building Official shall not be entitled to any benefits provided or otherwise granted to other City employees.
7. Outside Activities. The Interim City Building Official shall devote full time and best efforts to the position of City Building Official and will not enter into any other contractual employment during the term of this agreement that may give cause for a

conflict of interest allegation. Any questions or concerns regarding this matter will be determined by the City Manager in consultation with the City Attorney.

8. Hours of Work. The City understands that the Interim City Building Official shall be allowed to establish an appropriate work schedule and that the schedule shall be appropriate to the needs of the City Goodland provided that such work schedule shall include, in general, a minimum of sixty-five (65) hours worked by the Interim City Building Official on a monthly basis.
9. Extension of Contract. The parties may extend this contract for an additional one (1) month under the same terms by providing a written offer one (1) week prior to the initial contract termination date and subsequently accepted by the other party.
10. Termination. The parties recognize and acknowledge that this contract is temporary for an interim period and may be terminated by either party for any reason or no reason by giving notice of two (2) weeks.
11. Indemnification. The parties agree that the Interim City Building Official will be serving in the capacity of a public official for the City, and shall be entitled to all the immunities, privileges and protections of that status as set forth by applicable law. City agrees, to the extent allowed by law, to hold Interim City Building Official harmless from any and all claims, actions and damages, including a reasonable attorney fee, resulting from performances of services under this Agreement, except for:
 - a. any dishonest, fraudulent, criminal, willful, wanton, intentional or malicious act or course of conduct of the assigned contractor;
 - b. any act or course of conduct of the Interim City Building Official which is not performed on behalf of the City;
 - c. any act or course of conduct which is outside the scope of Interim City Building Official's service with the City; or
 - d. any lawsuit brought against Interim City Building Official by the City.
12. Construction and Severability. If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

13. Entire Agreement. This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.
14. Applicable Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Kansas, and the laws, rules and regulations of the City of Goodland.

IN WITNESS WHEREOF, the City and Interim City Building Official have executed this Agreement as of July _____, 2021.

City of Goodland:

Interim City Building Official:

Mayor

Steve Criswell

Attest:

City Clerk



CITY COMMISSION COMMUNICATION FORM

FROM: Cherise Tieben, Interim City Manager

DATE: July 1, 2021

ITEM: City Manager Recruitment

NEXT STEP:

☐ ORDINANCE
☒ MOTION
☒ INFORMATION

- I. **REQUEST OR ISSUE:** Staff request approval to proceed with City Manager recruitment process, as presented to the Commission and authorize the City Manager to enter into the MPS Test Security/Usage Agreement.
- II. **RECOMMENDED ACTION / NEXT STEP:** We will need to adjourn to executive session to discuss specific interview questions, interview rating forms, application rating forms and the test product. All other issues can be discussed in the open meeting.
- III. **FISCAL IMPACTS:** estimated at \$3,000 for advertising and testing components.
- IV. **BACKGROUND INFORMATION:** You will find the following items attached for your review:
- a. Process Summary
 - b. Job Advertisement
 - c. Job Description
 - d. Interview Questions, Evaluation form, Reception Evaluation form and testing information (will be distributed at the Executive Session)
 - e. Community Information Flier
 - f. MPS Test Security/Usage Agreement
- V. **LEGAL ISSUES:** City Attorney Kling is reviewing the Test Security/Usage Agreement

MANAGEMENT AND PERSONNEL SYSTEMS, INC.
TEST SECURITY/USAGE AGREEMENT

This Agreement, which includes Addendum A and Addendum B, specifies test security procedures and payment conditions that apply to CLIENTS renting tests from Management & Personnel Systems, Inc. (hereinafter referred to as TEST PUBLISHER). The word "tests" as used herein refers to online written tests as well as oral interview and oral simulation processes. No Purchase Order/and or Purchase Contract issued by CLIENT may supercede or add terms to those herein specified.

1. CLIENT shall not use TEST PUBLISHER'S original ideas, including written scenarios or any content making up the test to develop a similar version of any of TEST PUBLISHER'S TESTS for any purpose; nor shall CLIENT modify TEST PUBLISHER'S tests for any purpose. CLIENT agrees to keep any hard copies of TEST PUBLISHER'S tests in locked file cabinets and take every reasonable precaution to ensure that none of the tests is lost or stolen.
2. CLIENT agrees to follow TEST PUBLISHER'S instructions when preparing and pre-testing computers for online tests to ensure they are working properly, to be done at least three business days prior to the actual test. If any problems are encountered during such a pre-test or during an actual online candidate test, CLIENT agrees to investigate potential local network problems including firewall and anti-virus settings, and have I.T. staff discuss any problems with TEST PUBLISHER, then upon resolution, pre-test computers again to ensure they are working properly.
3. CLIENT agrees to follow TEST PUBLISHER'S instructions when administering tests. This will include entering data on the racial and sex composition of candidates on the form supplied by TEST PUBLISHER and returning it to TEST PUBLISHER, unless CLIENT has an internal rule or policy that prohibits supplying such data. This data is sought by TEST PUBLISHER in order to comply with federal testing guidelines.
4. CLIENT understands and agrees that all of TEST PUBLISHER'S tests (including any/all test materials and guidance supplied to CLIENT) are the exclusive property of TEST PUBLISHER and are copyrighted, and CLIENT agrees that it will not reproduce or copy any of TEST PUBLISHER'S tests or related materials, including but not limited to the use of a reproduction machine or camera or handwritten or typed notes or copies of any portion of said tests or materials; nor shall CLIENT derive any ownership interest in TEST PUBLISHER'S tests and/or other copyrighted materials as a result of ordering and using them.
5. CLIENT understands and agrees that all of TEST PUBLISHER'S written online tests are to be scored by TEST PUBLISHER using TEST PUBLISHER'S proprietary scoring keys, and that all such keys are the exclusive property of TEST PUBLISHER, and for the sake of test security for all of TEST PUBLISHER'S clients, will not be disclosed to CLIENT orally or through any sort of CLIENT review. Where research on the characteristics and validity of the test (or tests) would help the CLIENT understand scoring issues, TEST PUBLISHER will refer CLIENT to any report or reports that will facilitate CLIENT'S understanding, e.g., the General Management In-Basket Technical Report.
6. Only employees of CLIENT who are authorized under this Agreement may order tests or arrange an online test. Authorized Personnel are to be stipulated in Addendum A. CLIENT may make changes to the Authorized Personnel list by email during the course of this Agreement. All Authorized Personnel must be required to read and follow the test security terms and conditions stipulated in this Agreement.
7. CLIENT'S Authorized Personnel may not permit anyone (including Consultants, internal managers or government officials, or anyone else) to review any of TEST PUBLISHER'S tests or associated materials, unless the test instructions allow for a review (e.g., role-players are allowed to review materials).
8. CLIENT may not keep any copies of TEST PUBLISHER'S interview guides more than two business days after

the scheduled test date given to TEST PUBLISHER. Interview guides must be returned within this time frame. If interview guides are not returned within 30 days of the scheduled test date, CLIENT can be required by TEST PUBLISHER to pay a penalty of \$1500.00 for any Interview Guide that has not been returned. Payment of this penalty does not grant ownership of any Interview Guides to CLIENT, and CLIENT is still obligated to return the materials.

9. CLIENT agrees to use Federal Express at CLIENT'S expense in returning all Interview Guides to TEST PUBLISHER.
10. Should a CLIENT assessee file any administrative or legal proceeding seeking to obtain a copy of any of TEST PUBLISHER'S tests, interviews, or related copyrighted materials, CLIENT agrees to take all administrative and legal actions as necessary to prevent access to said materials by any person or any organization or any administrative body whether the subject materials are in the possession of CLIENT or in the possession of TEST PUBLISHER. This is a blanket prohibition against releasing any of the stipulated materials. Should a court nevertheless order that a review copy of a test or other copyrighted materials be supplied to a plaintiff's attorney, it is understood and agreed that CLIENT will request that the court order contain reasonable provisions that are necessary to protect the security of TEST PUBLISHER'S tests or other copyrighted materials so that access to these materials is limited and not made available to other individuals, organizations or the public.
11. If a subpoena is served upon TEST PUBLISHER, or any other legal action is taken that requires TEST PUBLISHER to respond to an administrative or legal proceeding with reference to any of TEST PUBLISHER'S tests used by CLIENT, CLIENT agrees to pay TEST PUBLISHER'S current hourly rate for all such work, including but not limited to responding to an interrogatory, giving a deposition, or testifying in court or any other forum or proceeding, or time spent traveling to provide a deposition, testify, or similarly required purpose. CLIENT shall also reimburse TEST PUBLISHER the actual cost of travel and subsistence (e.g., air fare, use of privately owned vehicle, hotel, meals, etc.).
12. TEST PUBLISHER'S current fees are attached as Addendum B. It shall be the responsibility of CLIENT to ascertain current fees at the time that tests are being ordered.
13. TEST PUBLISHER'S sign-up/initial overhead fee is ~~\$775.00~~ (\$250.00) and is to be paid upon invoicing once this Agreement is signed. This fee is non-refundable.
14. It is understood that CLIENT is responsible for ensuring that any/all tests ordered are appropriate for the job being tested, but TEST PUBLISHER shall freely provide technical reports or other available information to assist CLIENT in making informed decisions.
15. All of TEST PUBLISHER'S selection processes are scored by TEST PUBLISHER, with the exception of interview processes. However, Client agrees that all of the provisions of this Agreement that pertain to the security of TEST PUBLISHER'S tests shall also apply to any interview processes that are supplied (i.e., they are also tests). This specifically prohibits CLIENT from copying or reproducing any information contained in any interview guide or any questionnaire supplied as part of an interview process (including any interview rating factors) or any other interview materials supplied by TEST PUBLISHER. This prohibition also prevents CLIENT from modifying interview dimensions or rating factors in order to retain them for internal usage. CLIENT agrees that the interview rating factors may not be reproduced or modified in any way for inclusion in any of CLIENT'S ongoing or existing systems or documents.
16. A request by CLIENT to review a particular online test will generally be allowed provided that CLIENT has previously paid \$1725.00 or more for test fees incurred under this Agreement, and the person desiring the review is: (1) listed on the Authorized Personnel page of this Agreement; (2) a Director of Human Resources (or comparable title or level); and (3) very unlikely to be a candidate who would be required to take the test for

which the review is requested. For any such review that is granted (at the sole discretion of TEST PUBLISHER), a Test Review Agreement shall be emailed to CLIENT and the agreement must be signed, dated, and returned to TEST PUBLISHER. The review will take place during a telephone call in which TEST PUBLISHER provides the needed login information and the review will have a limit of 45 minutes, and the session will be concluded following instructions supplied by TEST PUBLISHER. Under no circumstances shall any such review include any disclosures by TEST PUBLISHER of the proprietary scoring key for the test in question, but there may be general discussion about the nature of the test and principles that guided its development and scoring.

17. TEST PUBLISHER may change the terms of this Agreement at any time and require CLIENT to sign a new Agreement as a condition of continuing to order tests. The most likely reason to require a new agreement would be to update test security procedures. If a new agreement is required, there would be no sign-up fees required, unless CLIENT has not ordered and used any of TEST PUBLISHER'S tests in three successive calendar years. In such event, a new Agreement will be required, which will include paying the sign-up/overhead fee in effect at that time for new clients.
18. PAYMENT OF INVOICES: Other than the original sign-up/overhead fee referenced above, invoices for tests used are issued after the tests have been scored and results have been supplied (other than interviews, which are billed when sent). Invoices shall not be required to have a Purchase Order or Contract Number on them. CLIENT agrees to pay by check within 30 days of the invoice. Payments not made within 30 days shall accrue interest at the rate of 1.5% per month from the date of the invoice. Invoices not paid within 60 days shall incur a penalty in the amount of 5% of the total due and this shall be added to the outstanding amount due for purposes of calculating interest on the unpaid balance going forward. In the event that an invoice is not paid within 120 days, services to CLIENT may be suspended, but this in no way eliminates or reduces the obligation of CLIENT to pay the full amount due plus all interest that has accrued. In the event services are suspended, CLIENT will need to pay any outstanding invoices before ordering/using additional tests. For all payments, CLIENT shall send to TEST PUBLISHER copies of the invoice(s) being paid.

CLIENT'S SIGNATURE BELOW IS TEST PUBLISHER'S ASSURANCE THAT ALL PROVISIONS OF THIS AGREEMENT WILL BE HONORED.

CITY OF GOODLAND, TEXAS

(signature) Please print name: _____

Date: _____ Please print title: _____

ADDENDUM A

AUTHORIZED PERSONNEL CITY OF GOODLAND, TEXAS

Person signing **must** be listed, along with other personnel who are authorized to order tests (typically H.R. staff). Future changes to the list, to add or delete personnel, may be made via email by current Authorized Personnel.

Contact Cherise Tieben _____
Title Interim City Manager _____
Address 204 W. 11th St. _____
City, State Goodland, KS _____
Zip Code 67735 _____
Telephone Number (785)890-4501 _____
Email Address cherise.tieben@goodlandks.gov _____

Contact Crystal Van Vleet _____
Title Human Resources Clerk _____
Address same _____
City, State same _____
Zip Code same _____
Telephone Number same _____
Email Address crystal.vleet@goodlandks.gov _____

Contact _____
Title _____
Address _____
City, State _____
Zip Code _____
Telephone Number _____
Email Address _____

ADDENDUM B PRICE LIST

Initial Sign-up/Overhead Fee	MPS Price
New Client Sign-up/Overhead Fee (orientation to processes, maintain client data bases, etc.)	775.00
New Client Sign-up/Overhead Fee (orientation to processes, maintain client data bases, etc.)	250.00
 Interviews and/or Exercise Development Flat Fees	
Accomplishments Survey/Interview (includes four interview guides; \$25 per extra guide)	2450.00
 Public and Private Sector Exercises (fees are per candidate)	
Accomplishments Surveys (Supplied in MS Word format: no charge)	00.00
Customer Service Simulator -- Employee version (online; add \$100 if fewer than three tests)*	265.00
Customer Service Simulator -- Team Leader version (online; add \$100 if fewer than three tests)*	265.00
Customer Service Simulator -- Supervisor version (online; add \$100 if fewer than three tests)*	265.00
General Management In-Basket (online)	485.00
General Management In-Basket Short Form (online)	325.00
Management Report (online; Standard, Lite, or Extra-Lite) (add \$100 if fewer than three tests)*	265.00
Supervisory Simulator (online)	295.00
Team Leader Simulator (online)	295.00
Work Team Simulator (online; add \$100 if fewer than three tests)*	265.00

* Fewer than three tests in the above price quotations refers to each exam conducted/each set of results supplied.

About MPS Testing Model: Clients are expected to test all candidates for a position, then inform MPS when finished. MPS will produce results on all candidates. The fees quoted above are based on supplying results only when all candidates have been tested. For clients who need results on a subset of the candidates before all candidates have completed the testing process, see the Interim Results fee given on the next page.

ADDITIONAL AGREEMENT TERMS INCLUDE THE FOLLOWING:

Clerical Fee and Shipping/Handling Costs: CLIENT must pay a clerical fee of \$15.00 for preparation of each shipment of tests and/or each set of results supplied, whether via email or otherwise plus the actual cost of any shipping fees via Fedex or other overnight carrier.

Interim Results/or Results on Fewer than Three Candidates: TEST PUBLISHER'S policy is to provide results when all candidates for a position have completed the testing process. If interim results are desired, or if results are supplied on fewer than three candidates for designated tests, there is an added fee of \$100.00.

Overdue Invoices: Invoices not paid within 30 days are overdue and shall accrue interest at the rate of 1.5% per month (18% per annum) on the total unpaid balance due. If an invoice is not paid within 120 days, client services may be suspended.

Prevailing Rate for Appeals or Legal Defense Work: \$350.00 per hour.

Re-scoring of Tests upon Request: Written tests are available for re-scoring on a request basis. Re-scored tests may qualify for a 30% discount. Please inquire.

Preliminary Hiring Process for City Manager

June 29 – Crystal, Jessica and Cherise finalize information for distribution to Commission

June 30 – Information packet goes to Commission for review.

July 5 – City Commission amends and/or blesses the suggested process.

July 6 – Crystal places ad on website, in the Kansas Government Journal, local newspaper, online with KACM/ICMA, mail to KU, KSU and WSU public admin departments.

July 30 – Review of available applications begin.

August 16 – Review committee meets and presents recommendation to Commission. Commission selects 3 candidates to interview.

August 24 – Candidates arrive

5:00 p.m. Department Heads host a supper for the applicants. Department Heads should split into 3 separate groups and give the applicant opportunity to ask questions regarding departmental operations. Each applicant should be given a community packet. Packet should contain at minimum each applicant's schedule, a list of realtors in the community, school information, community map, etc.

August 25 – Interview process

1. 8:00 a.m. - GMIB Testing – 2 hours and 45 minutes – done as a group.
2. Lunch on their own.
3. Commission Interviews 1 hour, with 30 minute break for discussion and Community Tour Schedule
 - a. 1:00 Applicant #1 Commission Interview – Applicant #2 Community Tour*
 - b. 2:30 Applicant #2 Commission Interview – Applicant #3 Community Tour*
 - c. 4:00 Applicant #3 Commission Interview – Applicant #1 Community Tour*
4. 6:00 – 7:30 Reception** – City Commission, additionally I would recommend that you invite: less than a quorum of the City advisory boards, SCCD Board, County Clerk, no more than 1 County Commissioner, School Administrator, no more than 3 School Board members, NWKTC President, the newspaper and several former City Commissioners and/or Commission Candidates. You want a nice size crowd but not quorums of the respective boards except the City Commission. Hors d'oeuvre should be served, no alcohol.

*Request that Julica give community tours.

** Attendees will be given a short list of questions regarding each applicant, they will turn those back into Crystal or Jessica at the end of the reception. Commission attends only as observers.

- i. Did the applicant engage with you on their own, after you approached or not at all?
- ii. Was the applicant professional in their discussion with you or inappropriate in any area?
- iii. Was there anything in regards to each candidate that would give you cause for concern? If yes, please explain.
- iv. How would you rank the candidates based off your short experience with each individual? #1 being best - #3 being worst.

August 27th – Commission meets to review GMIB results. Preliminary ranking of candidates. Once top candidate is selected a written offer can be made contingent upon successful background check. Background check done internally and by an outside entity.

August 30th – Deadline for candidate to respond.

September 1st – Formal announcement should be made.

City Manager

City of Goodland, Kansas

The City of Goodland is accepting applications for the position of City Manager. The City offers a competitive annual salary starting at \$96,000. Salary is negotiable dependent on qualifications and experience. Candidates must be able to quickly understand the growth of the community and the opportunities offered due to location. In addition, applicants must possess the ability to communicate effectively orally and in writing; strong interpersonal skills; ability to work with and motivate all levels of employees; knowledge of public utilities to include: water, wastewater and electric, ability to interact with business community and general public and demonstrate proactive leadership skills.

The candidates for the position must hold a Bachelor's degree in Business Administration, Public Administration or similar field, and a minimum of 5 years of progressive work experience of increasingly responsible management experience in a comparably sized community with similar growth and business environment or an Assistant in a larger community. A Master's degree in Business Administration or Public Administration is highly desirable, as is, a proven track record of success.

The successful candidate will be required to establish residency within the City limits of Goodland and possess a valid Kansas Driver's License, or be able to obtain such within 60 days, with good driving history. Qualified individuals should go to <https://goodlandks.gov/category/important-notice-now-hiring/> for more information regarding the application process and community. The application, cover letter and resume should be sent to crystal.vleet@goodlandks.gov or by mail to address below. Position is open until filled and application review will begin July 30, 2021.

For more information or questions, please contact:

- Crystal Van Vleet, Human Resources, crystal.vleet@goodlandks.gov
- Cherise Tieben, Interim City Manager, cherise.tieben@goodlandks.gov

City of Goodland

204 East 11th St.

Goodland, KS 67735

(785)890-4500

<http://www.goodlandks.gov>



City Manager *City of Goodland*

POSITION SUMMARY

The job duties of the City Manager include but are not limited to providing for the day-to-day operation of the City of Goodland as well as for long range planning, budgetary responsibility and implementation of the goals and policies of the City Commission.

ESSENTIAL FUNCTIONS

The following are the performance expectations of the City along with examples of how the expectation relates to the position of the City Manager. This is not an exhaustive list of job responsibilities and therefore, other duties may be assigned:

On-going Improvement

Job Knowledge & Effectiveness

Expectation to oversee the operations and management of Goodland:

- Provide effective municipal services through the coordination and direction of all city activities, finances, and personnel.
- Provide professional leadership in the management of Goodland.
- To act as liaison between the City and other governmental agencies, citizens, business and community groups.
- Research and implement where appropriate, projects and improvements to operations and facilities.
- Prepare and monitor annual City budget.
- Coordinate with City Commission and other planning meetings to provide input and information on major and minor changes that may occur.
- Implement City Commission initiatives.

Supports the operations of the department by:

- Demonstrating ability to plan, complete tasks and monitor results within established deadlines.
- Effectively applying knowledge to solve a range of problems.
- Following department policies on a consistent basis.
- Performing job responsibilities consistently, timely, cost-effectively, ensuring customer satisfaction.
- Making decisions regarding the efficient and cost-effective way to perform job responsibilities.
- Identifying and understanding issues, problems, and opportunities and taking action consistent with available facts and probable consequences.

- Adjusting to changing conditions; accepting new duties and responsibilities with a positive attitude.

Customer Focus

Demonstrates concern for satisfying customers:

- Assists citizens by answering questions, and explaining the responsibilities of the City.
- Responds accurately to general knowledge questions from the public.
- Maintains professional manner when a resident or customer has a complaint or problem.
- Respects the confidentiality of information or concerns shared by others.
- Is honest and forthright with people.

Demonstrates ability to develop, maintain, and strengthen partnerships with others inside and outside the organization:

- Establishing acceptable customer service guidelines for employees to adhere to.
- Assists residents in a respectful, friendly manner when approached with questions.
- Attempts to build relationships with people whose assistance, cooperation, and support may be needed.
- Recognizes the business concerns of others and attempts to foster City-Community partnerships.

Adaptability, Innovation & Continuous Learning

Demonstrates ability to support organizational changes needed to improve the organization's effectiveness;

- Initiating and implementing new methods, approaches or technologies.
- Works cooperatively with others to produce innovative solutions.
- Demonstrates openness to new organizational structures, procedures and technology.
- Weighs the costs, benefits, risks and chances for success in making a decision.
- Anticipates possible problems and develops contingency plans in advance.

Takes responsibility for one's own performance:

- Takes initiative and responsibility for ensuring continual updating of skills and education necessary for the position.
- Promptly notifies City Commission about any problems that affect his/her ability to accomplish planned goals.
- Takes responsibility for own mistakes does not blame others.

Honesty, Integrity & Respect

Fosters teamwork with coworkers; acts as a team leader; and develops and demonstrates interest in getting groups to learn to work together.

- Listens and responds constructively to other team members.
- Expresses disagreement constructively e.g., emphasizing points of agreement, suggesting alternatives that may be acceptable to the group.
- Treats all members of the team, department, City and Community with respect, ensuring cultural differences are respected.

- Ensuring that all work is performed equally among team members, each taking responsibility for jobs that may not be desirable duties.

Safety

Ensures that all activities are carried out in a safe manner; adhering to all City safety regulations:

- Ensures that the City's equipment is safely operated and driving laws are obeyed.
- Ensures all regulations pertaining to the safe use of equipment are understood and followed.
- Reports all accidents to the appropriate individual. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries.

POSITION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Public Administration or related field.
- A Master's degree is desirable.
- Minimum of five (5) years of progressively responsible municipal management experience.
- A valid Kansas motor vehicle operator's license.
- Good driving record.
- Must live within the city limits of Goodland or contiguous to it within 1-2 miles.

SKILLS AND ABILITIES

- Knowledge of municipal management, municipal government, programs, community problems, and decision-making process.
- Knowledge of municipal financial management and accounting procedures, budgeting and investments.
- Knowledge of statutory responsibilities in the State of Kansas.
- Knowledge of application process for state and federal grant programs.
- Knowledge of state and federal programs and decision-making processes.
- Knowledge of the principles of personnel administration.
- Ability to maintain a professional manner when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to respond to complaints and grievances.
- Ability to comprehend, retain and apply City and state policies and legislation, i.e. City ordinances, procedure manuals, etc.
- Ability to operate various types of equipment – standard office equipment, computer and related software.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement City policies and procedures; written instructions, general correspondence; Federal, State, City, and local regulations; SDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations.
- Ability to develop and implement an annual City budget.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

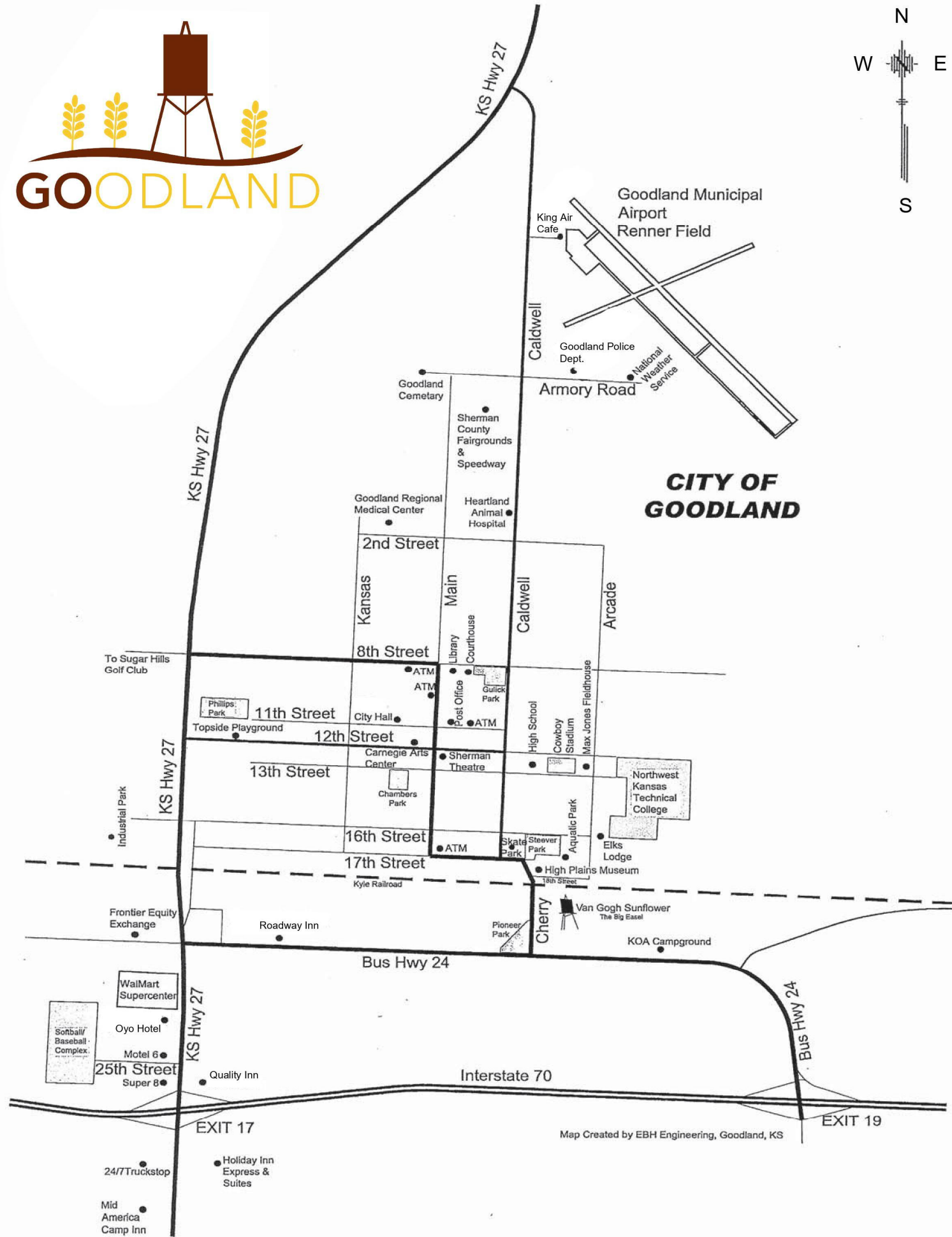
- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 25 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Work is primarily in an office setting.

THE CITY OF GOODLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.



GOODLAND



Located on the
Topside of Kansas!

AGRICULTURE



EDUCATION



CULTURE



RECREATION



City Manager In-



Welcome

Goodland is located in the Northwest corner of Kansas and serves a population of 4,315. The city of Goodland is seated within Sherman County and accommodates the largest number of residents within Sherman County. Located along Interstate 70, Goodland serves as a popular stop for a diversity of travelers enjoying the attractions, charm, and simplicity of the community. There are a number of life-long residents, while others have returned home to their roots to establish their families and businesses.

The City provides a full range of municipal services including Airport Services, Animal Control, Code Enforcement, Building Inspection, Electric, Municipal Court, Fire, Police, Parks, Public Works, Water, Public Transportation and Steever Water Park.

The Chamber of Commerce, Economic Development, and Convention & Visitor's Bureau are under one organization, Sherman County Community Development, working better collaboratively to advance the region.

The City Commission sets the tax rate, approves the budget, appoints members to City boards, enacts City ordinances, and appoints the City Manager. The City of Goodland has an average of 51 full time employees and had a total budget of 14.21 million in FY20. The City strives to maintain a steady mill levy, while experiencing a slight increase in valuation.



Attractions

The many attractions of Goodland include:

- ◆ Goodland Activities Center
- ◆ Steever Waterpark
- ◆ Topside Aquatics
- ◆ Goodland Carnegies Arts Center
- ◆ High Plains Museum
- ◆ Goodland Public Library
- ◆ Sugar Hills Golf Course
- ◆ Giant Easel - Van Gogh Painting
- ◆ Sand Volleyball, Tennis, and Pickleball Courts
- ◆ Topside Trail
- ◆ Sherman Theatre



COMPENSATION & BENEFITS

The City of Goodland offers a competitive salary starting at \$96,000. Salary negotiable dependent on qualifications and experience.

In addition to meeting and relocation expense reimbursement, the City offers an attractive benefits package including health care coverage, participation in the Kansas Public Employees Retirement System and the standard opportunities to acquire life and disability insurance provided to all City employees.

Additional benefits are negotiable as part of an overall compensation package.

APPLICATION PROCESS

Please apply online at <https://goodlandks.gov>

<News

<Now Hiring

For more information on this position, contact:

Crystal VanVleet, Human Resources

crystal.vanvleet@goodlandks.gov

785-890-4500



Anticipated Search Schedule

Filing Deadline_____July 30th, 2021

Preliminary Interviews_____August 16, 2021

Finalist Interview Process_____August 24-25, 2021

*These dates have been confirmed but could be subject to change. It is recommended that you plan your calendar accordingly.

The city of Goodland is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



The Ideal Candidate

The ideal City Manager candidate should be a public executive with a record of demonstrated leadership in successfully guiding a full-service local government under a governing body. This candidate should demonstrate an understanding of and appreciation for the history and culture of Goodland and its diversity in formulation policy and making decisions.

The next City Manager will be expected to have a successful track record of building consensus, collaboration and strategic partnerships; demonstrate fairness, ethics, and uncompromising integrity in dealing with others and be able to relate to elected officials, department directors and their staff, residents, business owners, developers and community groups in an honest and transparent fashion.

The City Manager will need to have the tenacity to work through complex, long-term and often difficult issues and projects and the courage to make tough decisions when necessary, and understand how to balance the expectations of an engaged citizenry in a friendly rural community.

The ideal candidate should be an effective team builder and provide leadership that will develop, inspire, motivate, and empower a strong management team to achieve the City's established goals and objectives.

Candidate should provide support, resources, and guidance as needed, and be a creative, policy-driven visionary who can anticipate issues and act strategically to meet current and future City needs.

The next City Manager will help the Commission refine, clarify, and prioritize goals. The City Manager will understand the big picture and be able to explain complex concepts in a way that is easy to understand.

EDUCATION & EXPERIENCE

The selected candidate must hold a Bachelor's Degree in Business or Public Administration or a related field, and a minimum of (5) five years of progressive work experience managing public sector operations. A Master's Degree in Business of Public Administration is highly desirable. Any equivalent combination of education, experience, and training will be considered.

Candidate will be subject to a residency requirement, and he/she possess a valid Kansas driver's license, or be able to obtain with 60 days, with good driving history.

Government & Public Safety



The Goodland City Commission is comprised of five members elected at large. Each year the Commission chooses one of their members to serve as their chairperson.

The City Commission meets on the first and third Mondays of each month. The City Commission meeting begins at 5:00 p.m. in the Commission Room located on the second floor of City Hall, 204 West 11th Street. To request to address the commission, please contact the City Clerk's Office at 785-890-4500.



Sherman County is divided into 3 districts, each represented by a commissioner. The commissioners meet the 2nd and 3rd Tuesday and the last working day of each month at 8:00 AM.

To request an appointment with the commissioners contact the County Clerk's Office at 785-890-4806.



Fire Department

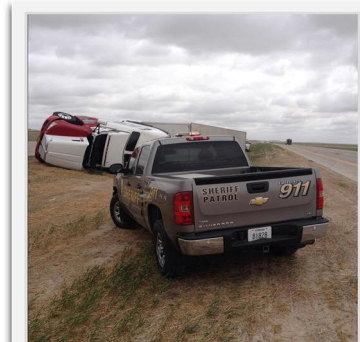
Both Goodland and Sherman County are committed to the safety of our community. Every day, these entities work hard looking out for citizens' interests in such diverse areas as emergency response, drug abuse, seat belt education and consumer fraud. They help each of us stay safe and healthy in our homes, our work places and our neighborhoods.

The quality of life in Goodland and Sherman County is affected by many things, but nothing is more important than the safety of our families and children. These people work to provide the best possible service to the courts, private and public agencies, and most importantly, the citizens and taxpayers of this community. All of our emergency services are truly dedicated to excellence in all that they do.

Recently, both City and Rural Fire Departments have merged to more efficiently serve all of Sherman County with fire protection services.



Police Department



Sheriff's Dept.

Education



GOODLAND UNIFIED SCHOOL DISTRICT 352

Engage, Enrich, Empower — Every Student, Every Day

USD 352 Goodland has a clear, coherent strategy for improving student achievement through initiatives to improve leadership and instruction. The school district has a focus of technology integration and all students K-12 have their own iPad. Twice the district has been named an Apple distinguished school and is part of a larger community working with the local technical school on a K-14 1-to-1 iPad initiative. The school district just recently completed a \$15 million renovation to all three attendance centers and is appreciative of the community support for its schools. The district continues to improve in their ability to educate all students at high levels.

The district motto is to Engage ~ Enrich ~ Empower, Every Student, Every Day. Goodland students have numerous opportunities to excel and achieve beyond the regular classroom due to a wide variety of interscholastic activities offered. USD 352 Goodland has a strong educational program and embraces the need for continuous growth and improvement to prepare students for future success.



NORTHWEST TECH
NORTHWEST KANSAS TECHNICAL COLLEGE

1209 Harrison
www.nwktc.edu
785-890-3641

Northwest Kansas Technical College is a progressive technical college in Goodland, Kansas, and is one of the fastest growing higher education institutions in the state, and for good reason. Northwest Tech is the future now. We are transforming technical education, and serving the workforce by providing our students with an innovative education, access to the latest technologies, leadership opportunities, and a campus life unlike any other technical college. You'll really have to see it for yourself—we can't wait to show you around.

Students at Northwest Tech become a part of our family because the faculty and staff take a personal interest in the success of each student. We offer on-campus mentoring as well as work-study opportunities. The community of Goodland and Sherman County take pride in providing employment opportunities for the students of Northwest Tech while they attending college.



Economic Development

Demographics (2019)

POPULATION

City of Goodland	4,315
Sherman County	5,917
State of Kansas	2,913,314

Age	Goodland	Sherman County
0-9 Years	472	723
10 to 19 Years	589	793
20 to 49 Years	1,776	2,228
50 to 69 Years	1,045	1,440
70+ Years	433	754
Median Age	38.1	39.3

Location Information

City of Goodland	4.37 Sq. Miles
Sherman County	1,056 Sq. Miles
Elevation	3,681 Ft. Above Sea Level
Time Zone	Mountain Standard Time

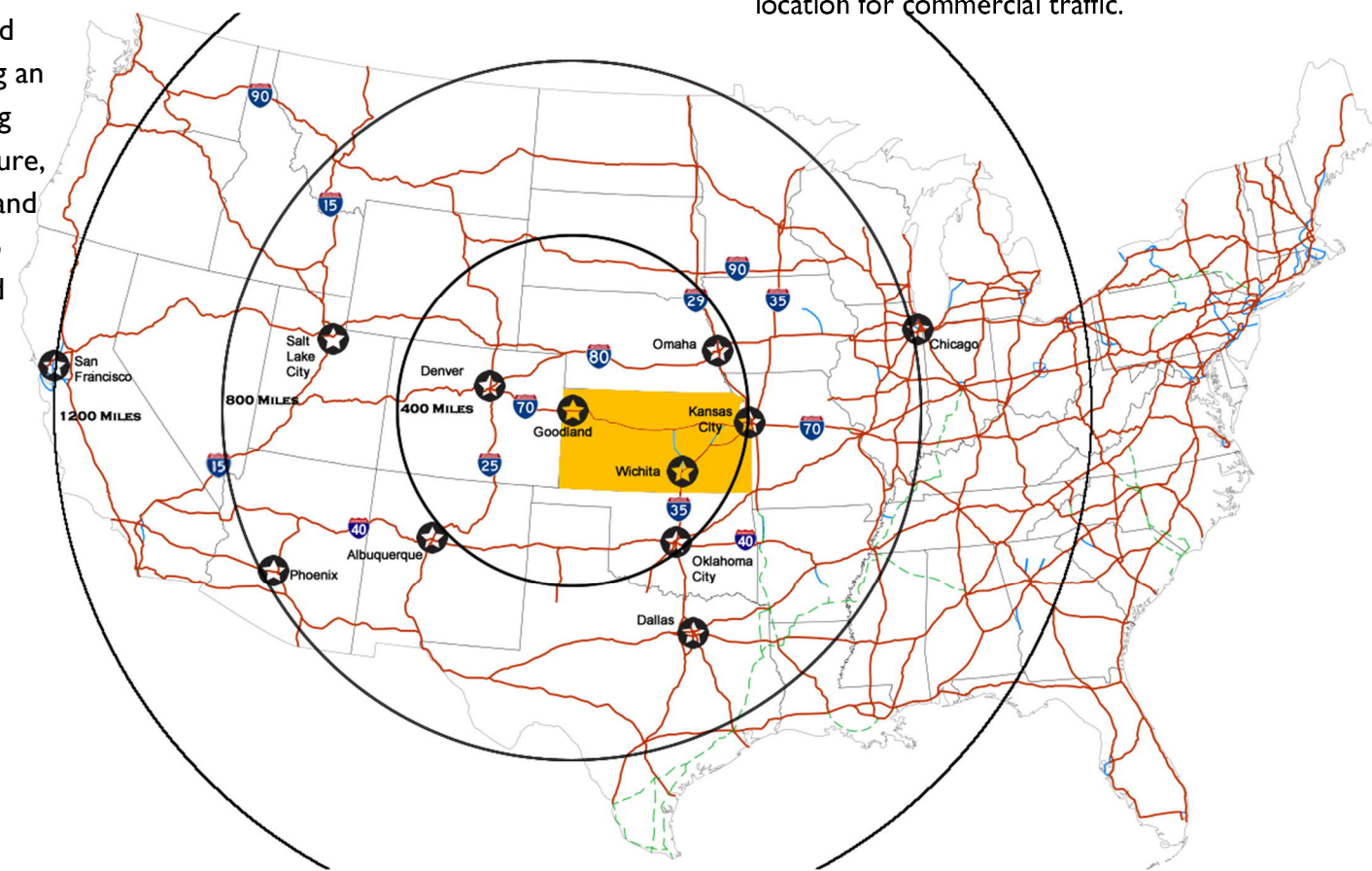
Goodland / Sherman County is located in Northwest Kansas at the crossroads of *Interstate 70* and *Kansas Highway 27*.

Bordering Colorado on the West and approximately 32 miles from Nebraska on the North.

Transportation Crossroads - Road, Rail & Air

Goodland's excellent combination of road, rail and air transportation, give it a truly global reach. Whether by highway, rail or air, Goodland offers excellent transportation and marketing advantages for your business. We are centrally located, and since we have focused on building and maintaining an outstanding infrastructure, it's easier and cheaper to ship to and from Goodland, Kansas.

- Located in the middle of the country, on Interstate 70.
- Denver is less than 200 miles away and is a connection to Interstate 80 in Nebraska and Interstate 40 in Texas, Goodland is a convenient location for commercial traffic.





AGENDA ITEM #
CITY COMMISSION COMMUNICATION FORM

FROM: Mary Volk, City Clerk

DATE: July 2, 2021

ITEM: Airport Rescue Grant Funds

NEXT STEP: Commission Information

☐ ORDINANCE
☐ MOTION
☒ INFORMATION

I. REQUEST OR ISSUE:

It was announced by the Secretary of Transportation on June 22, 2021, Goodland airport is eligible for funds under the American Rescue Plan Act 2021 (Public Law 117-2) (ARPA). The purpose of these funds is to provide economic relief to airports in response to the COVID-19 pandemic. Accepting an ARGP grant does not affect the City's ability to receive Airport Improvement Program grants.

Allocation for Goodland Airport is \$32,000. These funds are to be used for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. An example provided in the documentation is replacing and upgrading the heating, ventilation and air conditioning, where many of our units in the main building are aged.

Application for Federal Assistance SF-424***1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

***2. Type of Application**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):*****Other (Specify)**
_____***3. Date Received:**

NA

4. Applicant Identifier:

GLD (Renner Field /Goodland Municipal/) Goodland, KS

***5b. Federal Entity Identifier:**

20-0026

5b. Federal Award Identifier:*State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:*****a. Legal Name:** City of Goodland***b. Employer/Taxpayer Identification Number (EIN/TIN):**

48-6013884

***c. Organizational DUNS:**

16-730-4927

d. Address:***Street 1:** 204 W 11th Street**Street 2:** _____***City:** Goodland**County/Parish:** _____***State:** KS**Province:** _____***Country:** USA: United States***Zip / Postal Code** 67735**e. Organizational Unit:****Department Name:****Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:** Ms. ***First Name:** Mary**Middle Name:** _____***Last Name:** Volk**Suffix:** _____**Title:** City Clerk**Organizational Affiliation:*****Telephone Number:** 785-890-4506**Fax Number:*****Email:** mary.volk@goodlandks.gov

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

NA

*Title:

NA

13. Competition Identification Number:

NA

Title:

NA

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

\$32,000 for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: 1

*b. Program/Project: 1

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: NA

*b. End Date: NA

18. Estimated Funding (\$):

*a. Federal	\$32,000
*b. Applicant	\$0
*c. State	\$0
*d. Local	\$0
*e. Other	\$0
*f. Program Income	\$0
*g. TOTAL	\$32,000

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ____.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms. *First Name: Mary

Middle Name: _____

*Last Name: Volk

Suffix: _____

*Title: City Clerk

*Telephone Number: 785-890-4506

Fax Number: 785-890-4532

* Email: mary.volk@goodlandks.gov

*Signature of Authorized Representative: Mary P. Volk, City Clerk

*Date Signed: 4-28-2021