



CITY COMMISSION AGENDA

MONDAY, MAY 2ND, 2022

204 W. 11TH ST. – 5:00 P.M.

AARON THOMPSON – MAYOR
JJ HOWARD – VICE MAYOR
JASON SHOWALTER – COMMISSIONER
BROOK REDLIN – COMMISSIONER
ANN MYERS – COMMISSIONER

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. PUBLIC COMMENT

(Members of the audience will have five minutes to present any matter of concern to the Commission. No official action may be taken at this time.)

3. PRESENTATIONS & PROCLAMATIONS

None scheduled.

4. CONSENT AGENDA

- A. 04-18-22 Commission Meeting Minutes
- B. Appropriation Ordinances 2022-09; 2022-09A; 2022-P09

5. FORMAL ACTIONS

- A. Mobile Food Vendor Ordinance
- B. Purchasing Policy
- C. Planning Commission Application- Dennis Snethen

6. DISCUSSION ITEMS

None scheduled.

7. REPORTS

- A. City Manager-
 - 1. Manager Memo
 - 2. IFB Home Demolition
 - 3. Animal Pound Contract
 - 4. 17th St. project construction update
 - 5. Airport runway project update
 - 6. Work session immediately following regular meeting.
- B. City Commissioners
- C. Mayor

8. ADJOURNMENT

- A. Next Regular Meeting: Monday, May 16th 2022

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

April 18, 2022

5:00 P.M.

Mayor Aaron Thompson called the meeting to order with Vice-Mayor J. J. Howard, Commissioner Jason Showalter, Commissioner Ann Myers and Commissioner Brook Redlin responding to roll call.

Also present were 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, Jake Kling – City Attorney and Kent Brown - City Manager.

Mayor Thompson led Pledge of Allegiance

PUBLIC COMMENT

PRESENTATIONS & PROCLAMATIONS

- A. Arbor Day Proclamation** – Mayor Thompson proclaimed April 29, 2022 as Arbor Day in the City of Goodland. Danny stated, the year we purchased ten trees for both the cemetery and parks. The celebration for Arbor Day is on April 29th at 1:30 p.m. at the southeast corner of Steever Park around the Suzanne McClure Memorial to plant two trees.

CONSENT AGENDA

- A. 04/04/22 Commission Meeting Minutes**
B. 04/11/22 Joint City/County Commission Meeting Minutes
C. Appropriation Ordinances: 2021-08, 2021-08A, and 2021-P08
ON A MOTION by Commissioner Showalter to approve Consent Agenda **seconded** by Commissioner Redlin. **MOTION carried on a VOTE of 5-0.**

FORMAL ACTIONS

- A. Ordinance 1747: Mobile Food Vendor** - Kent stated, Commission recommendations are included in the ordinance. Mayor Thompson asked, it appears penalty section is missing information? Kent stated, it appears to have been deleted in error. Consensus of Commission is table review of ordinance until next meeting to review penalty section.
- B. Ordinance 1748: Repealing and Amending Section 4-211 of the Building Code pertaining to contractor license examinations** - Kent stated, recommendation by Construction Board of Trades/Appeals is to remove item (a) for contractor license examinations under current code which no longer applies to the City. **ON A MOTION** by Commissioner Showalter to approve Ordinance 1748: Repealing and Amending Section 4-211 of the Building Code pertaining to contractor license examinations **seconded** by Commissioner Myers. **MOTION carried on a VOTE of 5-0.**
- C. Ordinance 1749: Amending Section 4-215 of the Building Code pertaining to contractor license certificates** - Kent stated, the Construction Board of Trades/Appeals recommended allowing contractors have a certificate rather than carrying a card for license. Commissioner Myers asked, what is the reason for a card instead of certificate? Kent stated, the only time contractor needs card is when OSHA shows up, but certificate works as well. **ON A MOTION** by Vice-Mayor Howard to approve Ordinance 1749: Amending Section 4-215 of the Building Code pertaining to contractor license certificates **seconded** by Commissioner Redlin. **MOTION carried on a VOTE of 5-0.**
- D. Chip Rock Delivery Bids** – Kenton stated, we received three bids and recommend low bid of \$13.33/ton from Heartland Carriers for total cost of \$11,997. They delivered rock last year for

MINUTES

Goodland City Commission

April 18, 2022

Page 2

\$11.50/ton. Material is delivered from Lamar, CO. **ON A MOTION** by Commissioner Redlin to approve chip rock delivery bid from Heartland Carriers in the amount of \$13.33 per ton, for a total bid amount of \$11,997.00 **seconded** by Vice-Mayor Howard. **MOTION carried on a VOTE of 5-0.**

- E. Renewal of Airport Board Appointments: Johathon Collet and John Topliff** – Kent stated, both members are active on the board. **ON A MOTION** by Commissioner Showalter to approve the reappointment of Jonathon Collet and John Topliff to the Airport Board for a three year term **seconded** by Commissioner Redlin. **MOTION carried on a VOTE of 5-0.**

DISCUSSION

- A. Review of ordinance requirements for Trailer parking on streets** – Kent stated, a citizen requested Commission review trailer parking code. Current code lumps all trailers together. The Police Chief and I discussed ordinance, he does not have as much concern with utility trailers except for visual markings. The bigger concern is larger trailers and RV's where issue is visual or pedestrians walking out from behind trailer. Utility trailers could probably be parked longer without problems. Mayor Thompson asked, how do you determine what is a utility trailer? Kent stated, you have a definition. Vice-Mayor Howard stated, you have many different trailers and where do you draw the line? Some utility trailers can be twenty-five feet long. Kent stated, have to have a good definition to enforce. Vice-Mayor Howard stated, enforcement is difficult. Mayor Thompson asked, did citizen have reason for change? Kent stated, the only communication I received was the two hour time limit. The biggest concern is trailers hauling mowers. Vice-Mayor Howard stated, if trailer is attached to vehicle there is no problem unless it is a semi-trailer. Kent stated, correct, the street is public property but sometimes neighbors do not like the trailer parked in street. Commissioner Myers asked, how do you monitor two hour limit? Kent stated, it is complaint based and if officer drives by and sees trailer, they follow up later on trailer parked. Commissioner Showalter stated, I feel ordinance is properly written unless someone comes forth with specific reason for change. Commissioner Redlin stated, I am interested in what other communities enforce. I agree with Commissioner Showalter that ordinance is adequate. Consensus of Commission is that ordinance is adequate as written, unless someone makes specific request.

- B. Kansas Fire & Rescue Training: Rent/lease on office space in the Wolak Building** – Kent stated, Sherman County Clerk received request from Kansas Fire and Rescue Training Institute to rent office space in Wolak Building. According to current lease with County, the City Commission must approve sub-lease for the County to sub-lease property. Chief James did not have an issue leasing an office. Matt Breininger stated, I was hired as the Western Regional Training Coordinator to promote training in western Kansas. This will bring benefits to Goodland and the region. I will continue using the office I am using now. Jake stated, if Commission is interested, approval should be pending approval of formal lease agreement to comply with agreement between City and County. Consensus is that the Commission is interested pending approval of formal lease agreement.

REPORTS

- A. City Manager - 1.** City cleanup is April 28th and 29th. City crews will pick items up from curb. I met with County Commission and requested they waive fees at landfill for all residents of County to encourage disposal of waste. **2.** 17th Street project has been delayed because contractor is delayed by wind at current project. Later this week signs will start going up and probably start next Monday with completion by June 15th. **3.** Airport runway project is proceeding. They have

removed asphalt, except for the portion in the main runway. They will start putting milling back to build base next week. **4.** Did not receive quit claim deed from property owner as of yet to complete demolition. **5.** Housing committee is meeting tomorrow to discuss housing proposals that will be brought before City and County Commissions. **6.** City has not reviewed pool and firework stand fees recently. Pool fees were last discussed in 2019 without change. We are lower than neighboring communities. The fee for firework stands is \$50 which is one of the lowest fees in state. Are these something Commission wants to discuss? Mayor Thompson asked, what is average fee for fireworks stands? Kent stated, a low average is \$150. It is not a money maker, but we are very low. We issue two to three a year. Mayor Thompson stated, no more than we issue, I do not see reason to address. Consensus of Commission is in agreement. Mayor Thompson asked, what is expectation for pool fees to pay? Kent stated, the pool is a community amenity but when discussed in 2019 Goodland was lower than other communities. Is this something the Commission would like to discuss? Current rates are \$4 daily, \$55 individual pass and \$100 family pass. Mayor Thompson stated, with the cost of everything going up, including cost to maintain pool and pay employees, I feel it is in our best interest to look at fees. **7.** City staff is preparing to paint pool beginning of May. **8.** We are working with senior center to redo parking area. City will complete gutters on south and east side, they will do parking areas. Estimated cost to City is \$5,000. They need to complete project before June 30th. **9.** Neal informed me the company has not arrived to pull pump on well 3, so still waiting to get this done.

B. City Commissioners

Vice-Mayor Howard – 1. No Report

Commissioner Showalter – 1. Alumni Association is asking for class party locations. If they ask for parks what do I need to tell them? Dan stated, just let me know so I am aware.

Commissioner Myers - 1. No Report

Commissioner Redlin – 1. No Report

C. Mayor Thompson– 1. When do we want to continue work sessions with list of priorities? Do we want to schedule a time with department heads to continue discussion? Consensus of Commission is to add item to next meeting for discussion. Kent stated, we will have our regular meeting, followed by a work session to discuss priorities.

ADJOURNMENT WAS HAD ON A MOTION BY Commissioner Redlin seconded by Commissioner Showalter. Motion carried by unanimous VOTE, meeting adjourned at 5:45 p.m. Next meeting is scheduled for May 2, 2022.

ATTEST:

Aaron Thompson, Mayor

Mary P. Volk, City Clerk

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

				2299 1000 BULBS.COM						
W03136093	1	4/01/22	19872	BALLAST X 2		15-42-3010		39.87	65032	5/02/22
				1000 BULBS.COM				----- 39.87		

				3539 AIRMEDCARE NETWORK						
PR20220422	1	4/22/22		AIRMED CARE		11-00-0012	N	705.00	65031	4/29/22
PR20220422	2	4/22/22		AIRMED CARE		15-00-0012	N	770.00	65031	4/29/22
PR20220422	3	4/22/22		AIRMED CARE		21-00-0012	N	435.00	65031	4/29/22
				AIRMEDCARE NETWORK				----- 1910.00		

				3784 AMAZON CAPITAL SERVICES						
19RH-GCDW-3DH7	1	4/14/22		MAGAZINE POUCH, HOLSTER		11-03-3120		57.06	65033	5/02/22
				AMAZON CAPITAL SERVICES				----- 57.06		

				2871 AMERICAN FAMILY LIFE						
PR20220422	1	4/22/22		AFLAC CANCER		11-00-0012	N	32.81	3045536	4/29/22 E
PR20220422	2	4/22/22		AFLAC CANCER		15-00-0012	N	16.02	3045536	4/29/22 E
PR20220422	3	4/22/22		AFLAC ACCIDENT		11-00-0012	N	122.52	3045536	4/29/22 E
PR20220422	4	4/22/22		AFLAC ACCIDENT		15-00-0012	N	130.92	3045536	4/29/22 E
PR20220422	5	4/22/22		AFLAC ACCIDENT		21-00-0012	N	19.02	3045536	4/29/22 E
PR20220422	6	4/22/22		AFLAC DENTAL		11-00-0012	N	34.44	3045536	4/29/22 E
PR20220422	7	4/22/22		AFLAC DENTAL		15-00-0012	N	34.44	3045536	4/29/22 E
PR20220422	8	4/22/22		AFLAC ST DISB		11-00-0012	N	43.08	3045536	4/29/22 E
PR20220422	9	4/22/22		AFLAC ST DISB		15-00-0012	N	105.00	3045536	4/29/22 E
PR20220422	10	4/22/22		AFLAC ST DISB		21-00-0012	N	22.08	3045536	4/29/22 E
PR20220422	11	4/22/22		AFLAC LIFE RIDR		15-00-0012	N	2.76	3045536	4/29/22 E
PR20220422	12	4/22/22		AFLAC LIFE		11-00-0012	N	23.82	3045536	4/29/22 E
PR20220422	13	4/22/22		SPEC HLTH EVENT		11-00-0012	N	20.10	3045536	4/29/22 E
PR20220422	14	4/22/22		SPEC HLTH EVENT		21-00-0012	N	13.62	3045536	4/29/22 E
PR20220422	15	4/22/22		AFLAC HOSP CONF		11-00-0012	N	48.78	3045536	4/29/22 E
PR20220422	16	4/22/22		AFLAC HOSP CONF		21-00-0012	N	26.28	3045536	4/29/22 E
				AMERICAN FAMILY LIFE				----- 695.69		

				1389 AMERICAN FID						
PR20220422	1	4/22/22		AF CANCER AT		11-00-0012	N	28.25	3045533	4/29/22 E
PR20220422	2	4/22/22		AF CANCER AT		15-00-0012	N	22.60	3045533	4/29/22 E
PR20220422	3	4/22/22		AF CANCER AT		21-00-0012	N	9.90	3045533	4/29/22 E
PR20220422	4	4/22/22		AMER FID CANCER		11-00-0012	N	124.84	3045533	4/29/22 E
PR20220422	5	4/22/22		AMER FID CANCER		15-00-0012	N	146.00	3045533	4/29/22 E
PR20220422	6	4/22/22		AMER FID CANCER		21-00-0012	N	26.95	3045533	4/29/22 E
PR20220422	7	4/22/22		AMER FID LIFE		11-00-0012	N	177.54	3045533	4/29/22 E
PR20220422	8	4/22/22		AMER FID LIFE		15-00-0012	N	240.53	3045533	4/29/22 E
PR20220422	9	4/22/22		AMER FID LIFE		21-00-0012	N	91.75	3045533	4/29/22 E
PR20220422	10	4/22/22		AM FID ACCIDENT		11-00-0012	N	72.25	3045533	4/29/22 E
PR20220422	11	4/22/22		AM FID ACCIDENT		15-00-0012	N	78.95	3045533	4/29/22 E
PR20220422	12	4/22/22		AM FID HOSPITAL		15-00-0012	N	26.99	3045533	4/29/22 E
PR20220422	13	4/22/22		AM FID HOSPITAL		21-00-0012	N	15.93	3045533	4/29/22 E
PR20220422	14	4/22/22		AM FD DISABILTY		11-00-0012	N	54.58	3045533	4/29/22 E
PR20220422	15	4/22/22		AF CRITICAL CR		11-00-0012	N	16.26	3045533	4/29/22 E
PR20220422	16	4/22/22		AF CRITICAL CR		15-00-0012	N	8.77	3045533	4/29/22 E

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1389 AMERICAN FID										

AMERICAN FID								1142.09		
1390 AMERICAN FIDELITY										
PR20220422	1	4/22/22		AF MED REIMBURS	11-00-0012		N	225.00	3045534	4/29/22 E
PR20220422	2	4/22/22		AF MED REIMBURS	15-00-0012		N	236.67	3045534	4/29/22 E
PR20220422	3	4/22/22		AF MED REIMBURS	21-00-0012		N	114.58	3045534	4/29/22 E

AMERICAN FIDELITY								576.25		
3725 BARDAVON HEALTH INNOVATIO										
0000568	1	4/20/22		POET/RIDNOUR	11-03-2140			75.00	65034	5/02/22
0000568	2	4/20/22		POET/WAGNER	21-40-2140			75.00	65034	5/02/22
0000568	3	4/20/22		POET/BOGUE	21-40-2140			75.00	65034	5/02/22

BARDAVON HEALTH INNOVATIO								225.00		
3952 BARKER FARM SERVICES										
GEN22-211	1	5/02/22		OVERPAYMENT ON ACCT	15-44-3180			61.04	65035	5/02/22

BARKER FARM SERVICES								61.04		
374 BLACK HILLS ENERGY										
GEN22-212	1	4/26/22		GAS SERVICE/APRIL 2022	15-40-2090			684.05	65036	5/02/22
GEN22-213	1	4/21/22		GAS SERVICE/APRIL 2022	11-03-2100			666.31	65036	5/02/22
GEN22-214	1	4/20/22		GAS SERVICE/APRIL 2022	11-19-2100			281.91	65036	5/02/22

BLACK HILLS ENERGY								1632.27		
3921 BURNIN METAL & THE CLIPBO										
GEN22-203	1	5/02/22		NATURE SIGNS FOR TOPSIDE TRL	38-01-4010			5577.69	65037	5/02/22

BURNIN METAL & THE CLIPBO								5577.69		
2902 CARGILL, INCORPORATED										
2907100622	1	4/18/22	19666	KD COURSE SOLAR SALT	21-40-3040			5112.46	65038	5/02/22

CARGILL, INCORPORATED								5112.46		
3898 CHEMSEARCH										
7729957	1	3/23/22	19837	30 GALLON DRUM OF SOLVENT	15-40-3060			670.68	65039	5/02/22

CHEMSEARCH								670.68		
2015 CONST.NEWENERGY										
3453429	1	4/15/22		GAS COST/CITY SHOP	11-11-2100			974.35	65040	5/02/22
3459540	1	4/25/22		GAS COST/CITY BLDG	15-44-2100			194.32	65040	5/02/22
3459540	2	4/25/22		GAS COST/CITY BLDG	21-40-2100			194.31	65040	5/02/22

CONST.NEWENERGY								1362.98		
3699 CRAFTCO INC										
9402668267	1	4/05/22		MASTIC ONE PLEXI MELT	11-11-3120			10143.00	65041	5/02/22

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
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3699 CRAFCO INC										

CRAFCO INC								10143.00		
70475	1	4/19/22		184 DEPENDABLE GLASS SERVICE, STEEVER PARK/KEY DEADBOLT		11-15-3030		54.95	65042	5/02/22
DEPENDABLE GLASS SERVICE,								-----		
								54.95		
11410	1	4/19/22		2272 DON'S ELECTRIC & REWIND I BLOWER MOTOR REPAIR		23-41-3060		2300.00	65043	5/02/22
11411	1	4/19/22		REPAIR POOL PUMP		11-25-3060		370.00	65043	5/02/22
DON'S ELECTRIC & REWIND I								-----		
								2670.00		
3678 EICKHOF COLUMBARIA INC										
14013	1	4/25/22		PLATE INSCRIPTION/P THOMPSON		05-01-2140		225.00	65044	5/02/22
EICKHOF COLUMBARIA INC								-----		
								225.00		
3884 EMPLOYEE BENEFITS CORP										
3599824	1	4/15/22		COBRA ELIGIBILITY		45-01-1050		60.00	65028	4/19/22
EMPLOYEE BENEFITS CORP								-----		
								60.00		
747 ESRI										
GEN22-215	1	4/21/22		GIS LICENSE		21-42-2140		250.00	65045	5/02/22
GEN22-215	2	4/21/22		GIS LICENSE		23-43-2140		250.00	65045	5/02/22
ESRI								-----		
								500.00		
517 EVANS, BIERLY, HUTCHISON &										
13751	1	3/30/22		AIRPORT RWY 5/23 2020		31-01-2040	M	39277.88	65046	5/02/22
13774	1	4/27/22		AIRPORT RWY 5/23 2020		31-01-2040	M	15249.68	65046	5/02/22
EVANS, BIERLY, HUTCHISON &								-----		
								54527.56		
3700 EXPRESS TOLL										
2071299970	1	4/15/22		EXPRESS TOLL/DINKEL SCHOOL		11-09-2190		4.60	65047	5/02/22
EXPRESS TOLL								-----		
								4.60		
211 FARM PLAN										
2120916	1	3/17/22		FUEL FILTER/ST SWEEPER #29		11-11-3060		61.67	65048	5/02/22
2122480	1	3/21/22		CLAMP/LOADER #26		11-11-3060		40.09	65048	5/02/22
2129158	1	4/04/22		OIL FILTER, CABLE, MOWER BLADE		23-41-3170		397.21	65048	5/02/22
2130212	1	4/06/22		MIRROR, WINDSHIELD, BUMPER-RANGE		11-11-3060		1011.34	65048	5/02/22
2133246	1	4/13/22		CHAIN LINK, ROLLER CHAIN		23-41-3060		181.91	65048	5/02/22
2133557	1	4/13/22		CHAIN LINK, ROLLER CHAIN		23-41-3060		181.91	65048	5/02/22
2134042	1	4/14/22		GASKET/ST SWEEPER #29		11-11-3060		10.32	65048	5/02/22
FARM PLAN								-----		
								1884.45		

2697 GOODLAND GLASS LLC

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
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10516	1	4/15/22		2697 GOODLAND GLASS LLC 1/4" LEXAN LID REGISTER BOX		11-21-3030		53.79	65049	5/02/22
				GOODLAND GLASS LLC				53.79		
9281285404	1	4/15/22	19840	3100 GRAINGER DRAIN VALVE FOR COMPRESSORS		15-40-3060		104.85	65050	5/02/22
				GRAINGER				104.85		
GEN22-204	1	5/02/22		3610 GUYER, JONI R. CEMETERY CARE/MAY 2022		11-19-2140	M	3916.66	65051	5/02/22
				GUYER, JONI R.				3916.66		
D12485	1	4/13/22		3855 HAM TOOLS 3/4"X1/2" 2 PC IMPACT ADAPTER		11-11-4020		57.56	65052	5/02/22
D12681	1	4/20/22		4 PC HOOK & SET, WRENCHES		11-11-4020		502.31	65052	5/02/22
				HAM TOOLS				559.87		
300359	1	3/24/22		391 HOOVER LUMBER FILM STRETCH/WRAP BRICKS		11-11-3120		44.99	65054	5/02/22
300398	1	3/24/22		REBAR 1/2"X20'		11-11-3120		125.90	65054	5/02/22
300618	1	3/28/22		1X4X8 PINE/RETURN		11-17-3120		8.63	65054	5/02/22
300619	1	3/28/22		BLADE CUTOFF/FLAP DISC		11-11-3120		29.11	65054	5/02/22
300638	1	3/29/22		PINE WOOD/1X4X8		11-17-3120		.60	65054	5/02/22
300646	1	3/29/22		SAND MIX 60#		11-11-3120		11.62	65054	5/02/22
300694	1	3/30/22		KILZ PRIMER & PAINT ROLLER		11-17-3120		39.05	65054	5/02/22
300722	1	3/30/22		1/4RND 3/4X3/4X8 MOLDING		11-17-3120		125.90	65054	5/02/22
300756	1	3/31/22		ELBOW, TEE, PIPE		11-03-3120		62.68	65054	5/02/22
300776	1	3/31/22		RECEPTACLE WHITE 20A		15-42-3050		46.33	65054	5/02/22
300779	1	3/31/22		1/4 ANCHOR, DRILL BIT		15-42-3120		17.79	65054	5/02/22
300798	1	3/31/22		CONNECTORS, YELLOW & RED		15-42-3120		15.71	65054	5/02/22
300814-TAX	1	4/01/22		NUTS, BOLTS, STRAP		15-42-3120		23.38	65054	5/02/22
300951	1	4/04/22		ROOF REPAIR		11-19-3030		11.69	65054	5/02/22
301224	1	4/08/22		CAULKING FOR WASH BAY		11-15-3030		8.99	65054	5/02/22
301234	1	4/08/22		LATCH FORK 1 3/8"X2 3/8"		15-40-3030		5.04	65054	5/02/22
301432	1	4/12/22		SQUARE HEAD PLUG 1/4"		23-43-3060		2.33	65054	5/02/22
301518	1	4/13/22		LED BULB 48" 32W 2 PACK		11-25-3030		28.78	65054	5/02/22
301603	1	4/15/22		CABLE TIE FOR LIGHTS, CAULKING		11-25-3030		51.94	65054	5/02/22
301973	1	4/22/22		NUTS/BOLTS REPAIRCITY BLDGROOF		11-02-3030		8.28	65054	5/02/22
367628	1	3/24/22		COLONIAL CASING 7'		11-17-3120		169.36	65054	5/02/22
367637	1	4/07/22		1X6X14' CAR SIDING		11-17-3120		276.00	65054	5/02/22
K00360	1	3/24/22		2X4X16 BOARD		11-11-3120		28.24	65054	5/02/22
K01501	1	4/13/22		LAQUER THINNER		11-11-3120		32.38	65054	5/02/22
				HOOVER LUMBER				1174.72		
GEN22-205	1	4/01/22		3152 ICMA DUES RENEWAL BROWN/MEMBERSHIP		11-02-2080		768.00	65055	5/02/22
				ICMA DUES RENEWAL				768.00		

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

1733 IN THE CAN LLC										
GEN22-216	1	5/02/22		SOLID WASTE/MAY 2022		30-01-2220		38655.00	65056	5/02/22

								38655.00		
663 JD FINANCIAL-ORSCHELN										
010381	1	4/07/22		BOOTS, JEANS		11-11-3160		471.92	65057	5/02/22
011016	1	4/13/22		13" PLASTIC TOOL BOX		11-15-3020		6.39	65057	5/02/22
011490	1	4/18/22		GLOVES		15-42-2310		78.94	65057	5/02/22
011491	1	4/18/22		GLOVES		15-42-2310		7.10	65057	5/02/22
018698	1	3/23/22		GLOVES		15-42-2310		16.34	65057	5/02/22
019431	1	3/30/22		GLOVES		11-15-3160		38.97	65057	5/02/22
019603	1	4/01/22		HELMET HEADGEAR, BOLT BARREL		11-11-3120		44.97	65057	5/02/22
024896	1	3/28/22 0		DOG FOOD		11-03-3250		52.99	65057	5/02/22
1074	1	4/13/22		ENAMEL, LOCK PIN, PAINT GLOSS		11-11-3120		166.89	65057	5/02/22
1354	1	4/15/22		JEANS		11-11-3160		217.56	65057	5/02/22
1354	2	4/15/22		HIGH FLO PUMP 4.5 GPM 12VOLT		11-11-3060		139.99	65057	5/02/22

								1242.06		
3157 JG TIRE & AUTO SERVICE										
8203	1	4/26/22		TIRE REPAIR		11-09-3170		20.00	65058	5/02/22

								20.00		
1424 KANSAS DEPARTMENT OF REVE										
GEN22-206	1	4/01/22		WATER PROTECTION FEE/1ST QTR		48-01-5090		1186.80	65059	5/02/22
GEN22-206	2	4/01/22		CLEAN DRINKING WATER FEE/1 QTR		21-52-5020		1112.62	65059	5/02/22

								2299.42		
3005 KANSAS MUNICIPAL INS. TRU										
13-2536	1	4/01/22		WORKERS COMP INS PREM		45-01-2060		657.82	65060	5/02/22
13-2536	2	4/01/22		WORKERS COMP INS PREM		23-41-2400		25.04	65060	5/02/22
13-2536	3	4/01/22		WORKERS COMP INS PREM		23-43-2400		17.40	65060	5/02/22
13-2536	4	4/01/22		WORKERS COMP INS PREM		21-40-2400		15.28	65060	5/02/22
13-2536	5	4/01/22		WORKERS COMP INS PREM		21-42-2400		27.16	65060	5/02/22
13-2536	6	4/01/22		WORKERS COMP INS PREM		15-40-2400		181.43	65060	5/02/22
13-2536	7	4/01/22		WORKERS COMP INS PREM		15-42-2400		130.50	65060	5/02/22
13-2536	8	4/01/22		WORKERS COMP INS PREM		15-44-2400		6.37	65060	5/02/22

								1061.00		
613 KANSAS MUNICIPAL UTILITIE										
20006219	14	3/18/22	19865	BEDORE/CONFERENCE		15-40-2170		137.50	65061	5/02/22
20006219	15	3/18/22	19865	BEDORE/CONFERENCE		15-42-2170		137.50	65061	5/02/22
20006219	16	3/18/22	19865	DOUGLASS/CONFERENCE		15-40-2170		275.00	65061	5/02/22

								550.00		
1072 KANSAS PAYMENT CENTER										
PR20220422	1	4/22/22		INCOME WITHHOLD		11-00-0012	N	156.46	3045532	4/29/22 E
PR20220422	2	4/22/22		INCOME WITHHOLD		15-00-0012	N	392.31	3045532	4/29/22 E

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
				KANSAS PAYMENT CENTER			548.77			
				738 KEY EQUIPMENT & SUPPLY CO						
KC203602	1	4/12/22		TRANSDUCER-3000 PSI ST SWEEPER	11-11-3060		252.82	65062	5/02/22	
				KEY EQUIPMENT & SUPPLY CO			252.82			
				3392 KLING, JAKE D.						
GEN22-207	1	5/01/22		ATTORNEY FEES/MAY 2022	11-02-2140	M	4208.33	65063	5/02/22	
				KLING, JAKE D.			4208.33			
				523 KS PUBLIC EMP. RETIREMENT						
PR20220422	1	4/22/22		KPERS	11-00-0012	N	2160.71	3045531	4/29/22	E
PR20220422	2	4/22/22		KPERS	15-00-0012	N	1916.51	3045531	4/29/22	E
PR20220422	3	4/22/22		KPERS	21-00-0012	N	839.27	3045531	4/29/22	E
PR20220422	4	4/22/22		KPERS II	11-00-0012	N	1515.84	3045531	4/29/22	E
PR20220422	5	4/22/22		KPERS II	15-00-0012	N	1257.25	3045531	4/29/22	E
PR20220422	6	4/22/22		KPERS II	21-00-0012	N	83.69	3045531	4/29/22	E
PR20220422	7	4/22/22		KPERS II	23-00-0012	N	83.69	3045531	4/29/22	E
PR20220422	8	4/22/22		KPERS III	11-00-0012	N	3372.69	3045531	4/29/22	E
PR20220422	9	4/22/22		KPERS III	15-00-0012	N	1353.50	3045531	4/29/22	E
PR20220422	10	4/22/22		KPERS III	21-00-0012	N	472.78	3045531	4/29/22	E
PR20220422	11	4/22/22		KPERS III	23-00-0012	N	234.53	3045531	4/29/22	E
				KS PUBLIC EMP. RETIREMENT			13290.46			
				1342 L & L ENGINE SERVICE						
59107	1	4/05/22		PRESSURE CHECK, NEW HEADS #49	15-42-3060		1234.49	65064	5/02/22	
				L & L ENGINE SERVICE			1234.49			
				301 LEAGUE OF KS. MUNICIPALIT						
3836	1	4/15/22		DINKLE/PLANNING & ZONING	11-09-2170		75.00	65065	5/02/22	
3888	1	4/28/22		BROWN/PLANNING & ZONING	11-09-2170		75.00	65065	5/02/22	
				LEAGUE OF KS. MUNICIPALIT			150.00			
				336 MID AMERICAN RESEARCH						
0759891	1	4/15/22	19879	BLUE MARKING PAINT	21-42-3120		385.96	65066	5/02/22	
0759891	2	4/15/22	19879	GREEN MARKING PAINT	23-43-3120		385.96	65066	5/02/22	
				MID AMERICAN RESEARCH			771.92			
				2104 NATIONWIDE TRUST CO. FSB						
PR20220422	1	4/22/22		NATIONWIDE TRST	11-00-0012	N	325.00	3045535	4/29/22	E
PR20220422	2	4/22/22		NATIONWIDE TRST	15-00-0012	N	265.00	3045535	4/29/22	E
				NATIONWIDE TRUST CO. FSB			590.00			
				3502 O'REILLY AUTO PARTS						
202408	1	3/30/22		WORK TABLE	11-11-4020		214.99	65067	5/02/22	
202788	1	4/06/22		ECT SENSOR UNIT #49	15-42-3060		199.13	65067	5/02/22	
5617-202033	1	3/23/22		REMOVAL TOOL	11-11-4020		28.20	65067	5/02/22	

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

				3502 O'REILLY AUTO PARTS						
5617-202344	1	3/28/22		MAP SENSOR #49		15-42-3060		61.15	65067	5/02/22
5617-202788	1	4/06/22		ORING,GASKET,BELT,OIL LINE#49		15-42-3060		152.00	65067	5/02/22
5617-203095	1	4/13/22		PAINT GUN		11-11-3020		89.99	65067	5/02/22
5617-203560	1	4/22/22		SILICONE		15-40-3120		19.60	65067	5/02/22
				O'REILLY AUTO PARTS				----- 765.06		
				1903 PACE ANALYTICAL						
2260156786	1	4/26/22		WATER ANALYSIS		21-40-2070		94.00	65068	5/02/22
				PACE ANALYTICAL				----- 94.00		
				2401 PAW WASH						
GEN22-208	1	5/02/22		ANIMAL CONTROL/MARCH 2022		11-05-2140		2250.00	65069	5/02/22
				PAW WASH				----- 2250.00		
				3701 PETERBILT OF GOODLAND						
GP24705	1	4/14/22		LIGHT BEACON, RANGER		23-41-3060		373.73	65070	5/02/22
				PETERBILT OF GOODLAND				----- 373.73		
				3759 PRAIRIESPRINGS HOSPITALIT						
GEN22-217	1	5/02/22		SALES TAX REIMB		28-01-2050		4880.96	65071	5/02/22
				PRAIRIESPRINGS HOSPITALIT				----- 4880.96		
				1683 PRINCIPAL MUTUAL LIFE INS						
PR20220422	1	4/22/22		PRIN. MUTUAL		11-00-0012	N	101.91	65029	4/29/22
PR20220422	2	4/22/22		PRIN. MUTUAL		15-00-0012	N	256.60	65029	4/29/22
				PRINCIPAL MUTUAL LIFE INS				----- 358.51		
				2265 SCHERMERHORN,KATHY						
GEN22-209	1	5/02/22		ANIMAL CONTROL/MAY 2022		11-05-2140	M	1500.00	65072	5/02/22
				SCHERMERHORN,KATHY				----- 1500.00		
				413 SCHLOSSER, INC.						
9023	1	4/22/22		FLO FILL 17TH & CHERRY		21-42-3050		590.00	65073	5/02/22
9030	1	4/21/22		CONCRETE 17TH/CHERRY		21-42-3050		426.00	65073	5/02/22
				SCHLOSSER, INC.				----- 1016.00		
				1157 SHERMAN CO COMMUNITY SERV						
GEN22-210	1	5/02/22		FREEDOM FESTIVAL DONATION		11-02-2200		2000.00	65074	5/02/22
				SHERMAN CO COMMUNITY SERV				----- 2000.00		
				2027 SHERMAN COUNTY HEALTH DEP						
17279	1	4/12/22		HEP A/B R. YARBROUGH		21-42-2140		150.00	65075	5/02/22
				SHERMAN COUNTY HEALTH DEP				----- 150.00		

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

				427 SHORES NAPA						
237325	1	3/25/22		HOSE CLAMP		23-41-3060		92.70	65082	5/02/22
237349	1	3/25/22		HEATER HOSE		11-11-3120		11.40	65082	5/02/22
237356	1	3/25/22		MILK HOUSE HEATER		11-23-3030		39.99	65082	5/02/22
237360	1	3/25/22		MILK HOUSE HEATER RETURNED		11-23-3030		12.00-	65082	5/02/22
237573	1	3/28/22		SLEEVE RETAINER, BRUSH, OIL FI		15-42-3060		37.37	65082	5/02/22
237599	1	3/28/22		RUST TOUGH X 3		15-42-3120		53.79	65082	5/02/22
237614	1	3/28/22		FUEL LINE HOSE		15-42-3060		1.64	65082	5/02/22
237661	1	3/29/22		STRAIT LINE IRWIN 5LBS, LINE		11-11-3120		19.98	65082	5/02/22
237673	1	3/29/22		CUT OFF WHEEL		11-11-3120		11.99	65082	5/02/22
237709	1	3/29/22		GRUB KILLER/INSECT CITY OFFICE		11-02-3120		7.87	65082	5/02/22
237709	2	3/29/22		GRUB KILLER/INSECT ARTS CENTER		11-02-3120		7.87	65082	5/02/22
237709	3	3/29/22		GRUB KILLER/INSECT AIRPORT		11-13-3120		7.87	65082	5/02/22
237709	4	3/29/22		GRUB KILLER/INSECT MUSEUM		11-17-3120		7.87	65082	5/02/22
237709	5	3/29/22		GRUB KILLER/INSECT POWER PLANT		15-40-3120		7.87	65082	5/02/22
237709	6	3/29/22		GRUB KILLER/INSECT PARKS		11-15-3040		306.93	65082	5/02/22
237709	7	3/29/22		GRUB KILLER/INSECT BALL FIELDS		11-23-3120		212.48	65082	5/02/22
237709	8	3/29/22		GRUB KILLER/INSECT WELCOME CEN		11-02-3120		7.88	65082	5/02/22
237747	1	3/29/22		VACUUM BAG, ELBOW FITTING		15-40-3120		42.48	65082	5/02/22
237886	1	3/30/22		1/2 RIGID COUPLING		11-15-3120		3.38	65082	5/02/22
237941	1	3/31/22		OUTLET COVER, 4X4 BOX		15-42-3050		83.76	65082	5/02/22
237950	1	3/31/22		COVER PLATE, RECEIPT,BOX,SWITCH		15-42-3050		103.96	65082	5/02/22
237957	1	3/31/22		ELECTRICAL PLUG INS		15-40-3120		36.41	65082	5/02/22
237989	1	3/31/22		CLIPS		15-42-3120		3.12	65082	5/02/22
237991	1	3/31/22		NITRILE GLOVES, MPACT GLOVES		23-41-3120		86.96	65082	5/02/22
238005	1	3/31/22		BOLTS, NUTS, WASHERS		23-41-3060		25.64	65082	5/02/22
238014	1	3/31/22		HARDWARE		23-41-3060		3.99	65082	5/02/22
238064	1	4/01/22		DOOR HANDLE, LOCKS		11-11-3170		38.27	65082	5/02/22
238147	1	4/01/22		AIR FILTER		15-40-3060		39.61	65082	5/02/22
238259	1	4/04/22		COOLANT		11-11-3060		20.74	65082	5/02/22
238453	1	4/05/22		SNOW BLOWER MOTOR, HOSE WASHER		11-15-3060		76.16	65082	5/02/22
238577	1	4/06/22		10/32 BOLT		11-25-3060		1.20	65082	5/02/22
238583	1	4/06/22		AIR FILTER		11-11-3170		16.50	65082	5/02/22
238611-1	1	4/07/22		SPRAY TIPS, SPRAYER LUBE		11-11-3120		85.97	65082	5/02/22
238621	1	4/07/22		FROST FREE HYDRANT		11-17-3120		39.99	65082	5/02/22
238630	1	4/07/22		BELL RED, NIPPLE		11-17-3120		5.18	65082	5/02/22
238702-1	1	4/08/22		ROOT STIMULATOR		11-15-3040		18.99	65082	5/02/22
238702-1	2	4/08/22		LEVEL		11-15-3020		13.99	65082	5/02/22
238702-1	3	4/08/22		GORILLA TAPE		11-15-3120		8.99	65082	5/02/22
238746	1	4/08/22		FUSE HOLDER/RANGER		23-41-3060		2.95	65082	5/02/22
238944	1	4/11/22		ROPE		15-40-3030		52.65	65082	5/02/22
238945	1	4/11/22		ROPE SNAP		15-40-3030		4.62	65082	5/02/22
238953	1	4/11/22		WATERLINE WASH BAY		11-15-3030		20.98	65082	5/02/22
238985	1	4/11/22		PRESSURE HOSE, ADAPTOR #79		21-42-3060		184.94	65082	5/02/22
239053	1	4/12/22		PULL CORD CEILING FAN		11-17-3120		4.79	65082	5/02/22
239087	1	4/12/22		CHANNEL LOCKS WRENCHES PIPE		23-41-3020		421.75	65082	5/02/22
239093	1	4/12/22		CRESCENT WRENCH		11-15-3020		49.99	65082	5/02/22
239224	1	4/13/22		COTTER PIN ASSORTMENT		23-41-3120		8.99	65082	5/02/22
239237	1	4/13/22		SPRAY PAINT PACKOUT		11-11-3020		45.31	65082	5/02/22
239263	1	4/13/22		ADAPTER/PAINT GUN		11-11-3020		6.50	65082	5/02/22
239327	1	4/14/22		SAND PAD		11-11-3120		29.20	65082	5/02/22
239350	1	4/14/22		SCREWS, GLUE/VAN GOGH BOX LID		11-21-3030		5.91	65082	5/02/22
239400	1	4/14/22		BOLTS/HARDWARE		11-11-3120		6.87	65082	5/02/22
239413	1	4/14/22		SCREWS		21-42-3120		47.97	65082	5/02/22

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

427 SHORES NAPA										
239516	1	4/15/22		ENGINE PRELUBE #49		15-42-3060		6.94	65082	5/02/22
239537	1	4/15/22		WOLF 9MM 115GR FMJ		11-03-3120		140.00	65082	5/02/22
239733	1	4/18/22		METAL CONNECTOR,MALE HOSE RPR		11-15-3120		28.68	65082	5/02/22
239758	1	4/18/22		CAULKING GUN, SEALANT		11-25-3030		51.96	65082	5/02/22
239785	1	4/18/22		BRAKE CLEANER, SILICONE		15-40-3060		68.60	65082	5/02/22
239786	1	4/18/22		LADDER		15-40-3020		250.69	65082	5/02/22
239838	1	4/19/22		DISP GLOVES, WRENCH		15-40-3120		42.83	65082	5/02/22
239879	1	4/19/22		SERPENTINE BELT, OIL FTR #68		11-09-3170		52.36	65082	5/02/22
239927	1	4/19/22		DRIP HOSE FITTINGS		11-15-3120		4.17	65082	5/02/22
239940	1	4/19/22		IDLER PULLEY #68		11-09-3170		14.26	65082	5/02/22
239947	1	4/19/22		4" POPUP SPRAY/SPRINKLERS		11-02-3060		4.88	65082	5/02/22
239951	1	4/19/22		BELT TENSIONER PULLEY/RTN IDLE		11-09-3170		.17-	65082	5/02/22
240026	1	4/20/22		CAULKING		11-25-3030		29.98	65082	5/02/22
240050	1	4/20/22		12G 500' WIRE		21-42-3050		145.00	65082	5/02/22
240125	1	4/20/22		AIR CLEANER COVER/FOGGER		11-11-3060		64.98	65082	5/02/22
240231	1	4/21/22		SWITCH, FLATE, SEAL CRIMP CONN		11-11-3060	N	44.51	65082	5/02/22
240255	1	4/21/22		RADIATOR HOSE, #49		15-42-3060		13.40	65082	5/02/22
240260	1	4/21/22		GLOVES		21-40-3020		45.98	65082	5/02/22
240260	2	4/21/22		GLOVES X 2		21-42-3020		80.73	65082	5/02/22
240285	1	4/22/22		EXTEDEND LIFE GALLON/UNIT 49		15-42-3060		43.36	65082	5/02/22
240381	1	4/22/22		CAB AIR FILTER #80		21-42-3170		9.43	65082	5/02/22
240397	1	4/22/22		ADAPTER, ROLL PIN		15-40-3060		5.26	65082	5/02/22
240416	1	4/23/22		GLOVES, SAFETY GLASSES		15-42-3120		66.63	65082	5/02/22
240532	1	4/25/22		INJ PRESS SENSOR #49		15-42-3060		93.24	65082	5/02/22
240586	1	4/25/22		KEY		11-15-3120		3.00	65082	5/02/22
240758	1	4/26/22		DRAWER LOCK		11-11-3030		5.69	65082	5/02/22
240832	1	4/26/22		ADAPTER		11-15-3120		2.56	65082	5/02/22

SHORES NAPA								3791.16		
2642 SMOKY HILL INC										
GEN22-221	1	4/28/22		PAY ESTIMATE #1 RW 5-23		31-01-2010		73137.11	65083	5/02/22
SMOKY HILL INC								73137.11		
1898 SPORER LAND DEVELOPMENT,										
GEN22-220	1	5/02/22		PAY ESTIMATE 3		04-01-2050		38257.20	65084	5/02/22
SPORER LAND DEVELOPMENT,								38257.20		
438 STANION WHOLESALE ELECTRI										
5310383-00	1	4/19/22	19871	FLOATING CAN,PLUG IN CONNECTOR		15-42-3010		453.44	65085	5/02/22
5310383-01	1	4/19/22	19871	FLOATING CAN,PLUG IN CONNECTOR		15-42-3010		277.06	65085	5/02/22
STANION WHOLESALE ELECTRI								730.50		
2655 THE GREAT OUTDOORS										
0863664	1	4/14/22		9MM GLOCK, 9MM 10RD MAGAZINE		19-01-4020		463.00	65086	5/02/22
THE GREAT OUTDOORS								463.00		
2159 TRIPLETT INC										
GEN22-218	1	5/02/22		SALES TAX REIMB		28-01-2060		2970.83	65087	5/02/22

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

				2159 TRIPLETT INC						
				TRIPLETT INC				2970.83		
				2784 USD # 352						
GEN22-219	1	5/02/22		SCHOOL TAX/APRIL 2022		11-02-2050		26048.40	65088	5/02/22
				USD # 352				26048.40		
				2895 VISION CARE DIRECT ADM.						
PR20220422	1	4/22/22		VISION CARE DIR		11-00-0012	N	81.20	65030	4/29/22
PR20220422	2	4/22/22		VISION CARE DIR		15-00-0012	N	117.97	65030	4/29/22
				VISION CARE DIRECT ADM.				199.17		
				640 WAL*MART						
01026	1	3/29/22		OFFICE SUPPLIES		15-40-3120		160.26	65089	5/02/22
02782	1	3/22/22		WEBCAM		11-02-3060		27.47	65089	5/02/22
02782	2	3/22/22		WEBCAM/SPEAKERS		11-15-3060		38.35	65089	5/02/22
03019	1	3/28/22		CUPS, NEOP SLING X 3		11-03-3120		35.40	65089	5/02/22
04130	1	3/28/22		SNACKS FOR TRAINING		11-03-3120		48.82	65089	5/02/22
06296	1	4/07/22		CALCULATOR, 5 GALLON BUCKET		11-11-3120		22.66	65089	5/02/22
07383	1	4/11/22		DOOR MATS		11-17-3120		61.95	65089	5/02/22
07965	1	4/11/22		SHIRTS, WATER		15-44-3120		68.02	65089	5/02/22
9451	1	4/04/22		SHARPIES, PENS		15-42-3120		12.71	65089	5/02/22
				WAL*MART				475.64		
				***** REPORT TOTAL *****				320046.07		

JRNL ID/ ACCOUNT NUMBER	OTHER NUMBER/ ACCOUNT TITLE	OTHER REFERENCE/ REFERENCE	DEBIT	CREDIT	BANK #
PAYROLL					
11-00-0011	GENERAL EMP TAX A/P	SS/MED EMPE GEN	3,871.88		
11-00-0001	GENERAL OPERATING CASH	SS/MED EMPE GEN		3,871.88	1
15-00-0011	ELECTRIC EMP TAX A/P	SS/MED EMPE ELE	2,266.72		
15-00-0001	ELECTRIC CASH	SS/MED EMPE ELE		2,266.72	1
21-00-0011	WATER EMP TAX A/P	SS/MED EMPE WAT	702.06		
21-00-0001	WATER CASH	SS/MED EMPE WAT		702.06	1
23-00-0011	SEWER EMP TAX A/P	SS/MED EMPE SEW	163.38		
23-00-0001	SEWER CASH	SS/MED EMPE SEW		163.38	1
11-00-0011	GENERAL EMP TAX A/P	SS/MED EMPE GEN	3,871.88		
11-00-0001	GENERAL OPERATING CASH	SS/MED EMPE GEN		3,871.88	1
15-00-0011	ELECTRIC EMP TAX A/P	SS/MED EMPE ELE	2,266.72		
15-00-0001	ELECTRIC CASH	SS/MED EMPE ELE		2,266.72	1
21-00-0011	WATER EMP TAX A/P	SS/MED EMPE WAT	702.06		
21-00-0001	WATER CASH	SS/MED EMPE WAT		702.06	1
23-00-0011	SEWER EMP TAX A/P	SS/MED EMPE SEW	163.38		
23-00-0001	SEWER CASH	SS/MED EMPE SEW		163.38	1
11-00-0011	GENERAL EMP TAX A/P	FED TAX GEN	3,966.12		
11-00-0001	GENERAL OPERATING CASH	FED TAX GEN		3,966.12	1
15-00-0011	ELECTRIC EMP TAX A/P	FED TAX ELE	2,014.18		
15-00-0001	ELECTRIC CASH	FED TAX ELE		2,014.18	1
21-00-0011	WATER EMP TAX A/P	FED TAX WAT	678.53		
21-00-0001	WATER CASH	FED TAX WAT		678.53	1
23-00-0011	SEWER EMP TAX A/P	FED TAX SEW	72.90		
23-00-0001	SEWER CASH	FED TAX SEW		72.90	1
11-00-0011	GENERAL EMP TAX A/P	STATE TAX GEN	1,951.96		
11-00-0001	GENERAL OPERATING CASH	STATE TAX GEN		1,951.96	1
15-00-0011	ELECTRIC EMP TAX A/P	STATE TAX ELE	1,218.96		
15-00-0001	ELECTRIC CASH	STATE TAX ELE		1,218.96	1
21-00-0011	WATER EMP TAX A/P	STATE TAX WAT	397.32		
21-00-0001	WATER CASH	STATE TAX WAT		397.32	1
23-00-0011	SEWER EMP TAX A/P	STATE TAX SEW	56.37		
23-00-0001	SEWER CASH	STATE TAX SEW		56.37	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS 3/01	27,160.90		
07-00-0001	SELF INSUR CASH	STOP LOSS 3/01		27,160.90	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS 04/19	13,613.61		
07-00-0001	SELF INSUR CASH	STOP LOSS 04/19		13,613.61	1
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	STOP LOSS 04/26	7,801.26		
07-00-0001	SELF INSUR CASH	STOP LOSS 04/26		7,801.26	1
45-01-1050	EMP BENEFIT HEALTH/ACC INSUR	COBRA BCBS	292.91		
45-00-0001	EMP BENEFITS CASH	COBRA BCBS		292.91	1
45-01-1050	EMP BENEFIT HEALTH/ACC INSUR	COBRA SELF INS	322.23		
45-00-0001	EMP BENEFITS CASH	COBRA SELF INS		322.23	1
14-01-5080	SALES TAX REMITTANCE TO STATE	MARCH SALES TAX	19,766.90		
14-00-0001	SALE TAX CASH	MARCH SALES TAX		19,766.90	1
15-50-5020	ELECTRIC COMPENSATING TAX	MARCH SALES TAX	107.74		
15-00-0001	ELECTRIC CASH	MARCH SALES TAX		107.74	1
11-00-0893	GENERAL OP. MISC RECEIPTS	MARCH SALES TAX	81.28		
11-00-0001	GENERAL OPERATING CASH	MARCH SALES TAX		81.28	1
11-00-0893	GENERAL OP. MISC RECEIPTS	MARCH SALES TAX	12.11		
11-00-0001	GENERAL OPERATING CASH	MARCH SALES TAX		12.11	1
15-50-5020	ELECTRIC COMPENSATING TAX	MARCH COMP TAX	446.25		

JRNL ID/ ACCOUNT NUMBER	OTHER NUMBER/ ACCOUNT TITLE	OTHER REFERENCE/ REFERENCE	DEBIT	CREDIT	BANK #
15-00-0001	ELECTRIC CASH	MARCH COMP TAX		446.25	1

Journal Total :	93,969.61	93,969.61
Sub Total	93,969.61	93,969.61
** Report Total **	93,969.61	93,969.61

FUND	NAME	DEBITS	CREDITS
07	SELF INSURANCE	48,575.77	48,575.77
11	GENERAL	13,755.23	13,755.23
14	SALES TAX	19,766.90	19,766.90
15	ELECTRIC UTILITY	8,320.57	8,320.57
21	WATER UTILITY	2,479.97	2,479.97
23	SEWER UTILITY	456.03	456.03
45	EMPLOYEE BENEFIT	615.14	615.14
TOTALS		93,969.61	93,969.61

** 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	48,575.77	48,575.77-
07-01-5030	SELF INSUR BCBS STOP LOSS PYMT	48,575.77	.00	48,575.77
11-00-0001	GENERAL OPERATING CASH	.00	13,755.23	13,755.23-
11-00-0011	GENERAL EMP TAX A/P	13,661.84	.00	13,661.84
11-00-0893	GENERAL OP. MISC RECEIPTS	93.39	.00	93.39
14-00-0001	SALE TAX CASH	.00	19,766.90	19,766.90-
14-01-5080	SALES TAX REMITTANCE TO STATE	19,766.90	.00	19,766.90
15-00-0001	ELECTRIC CASH	.00	8,320.57	8,320.57-
15-00-0011	ELECTRIC EMP TAX A/P	7,766.58	.00	7,766.58
15-50-5020	ELECTRIC COMPENSATING TAX	553.99	.00	553.99
21-00-0001	WATER CASH	.00	2,479.97	2,479.97-
21-00-0011	WATER EMP TAX A/P	2,479.97	.00	2,479.97
23-00-0001	SEWER CASH	.00	456.03	456.03-
23-00-0011	SEWER EMP TAX A/P	456.03	.00	456.03
45-00-0001	EMP BENEFITS CASH	.00	615.14	615.14-
45-01-1050	EMP BENEFIT HEALTH/ACC INSUR	615.14	.00	615.14
TRANSACTION TOTALS		93,969.61	93,969.61	.00

PAYROLL REGISTER

ORDINANCE #2022-P09

4/29/2022

<u>DEPARTMENT</u>	<u>GROSS PAY</u>
GENERAL	51,291.17
ELECTRIC	30,384.23
WATER	9,367.33
SEWER	2,135.65
TOTAL	<u>93,178.38</u>

PASSED AND SIGNED THIS _____ DAY OF _____, 2022

CITY CLERK

MAYOR



CITY COMMISSION COMMUNICATION FORM

FROM: Frankie Hayes, Police Chief
Jake Kling, City Attorney
Kent Brown, City Manager

DATE: 5/02/2022

ITEM: Mobile Food Vendors License

NEXT STEP: Commission Motion

ORDINANCE
 MOTION
 INFORMATION

-
- I. REQUEST OR ISSUE:** Sherman County Community Development is looking at adding mobile food vendors (food trucks) to summer concert series of events in different city parks. As a result, city staff reviewed the codes and requirements for these type of food vendors. The current code only has a series of items identified in the section on SOLICITORS, CANVASSERS, PEDDLERS which is included in your packet. Some of the information included in the code is pertinent to mobile food vendors; however, since the code section was revised in 1997; it does not directly address mobile food vendors and the specific concerns for the City of Goodland.

At the 2/22/2022 City Commission meeting, direction was given to staff to draft an ordinance. Over the past couple meetings, a sample ordinance was reviewed. A complete ordinance is now prepared with all the changes requested by the Commission at the 4/4 and 4/18/2022 City Commission meetings and is ready for Commission review and approval if they so choose.

- II. RECOMMENDED ACTION / NEXT STEP:** Staff recommends approval of the ordinance.

- III. FISCAL IMPACTS:** Revenue is negligible regarding these actions.

- IV. BACKGROUND INFORMATION:** At the 2/22/2022 City Commission meeting, direction was given to staff to draft an ordinance. A sample ordinance was in the agenda packet for the 3/21/2022 City Commission meeting. The City Commission wanted additional time to review the ordinance and tabled any further discussion until this meeting.

The brief discussion at the 3/21/2022 meeting included the following categories:

Sound requirements – both music and generators.

All locations or just downtown.

Staff discussion/recommendation - - all locations

Time limitations (until 8 pm).

Penalty section needs to be sufficient.

Preapproved locations – especially on public property.

Staff discussion/recommendation - - -

Chamber Park – east, north and west sides within off street parking

Gulick Parks – south side along 9th St.

Pioneer Park/Welcome Center – welcome center parking lot as well as parking lot on north side of Pioneer Park

Steever Park – driveway access on either side of pool, parking area on n side of park

From the draft ordinance presented at the 4/4/2022 City Commission meeting, the Commission gave the following direction to staff.

- 1) Staff recommendation is to apply ordinance to the entire City, not just downtown district. Commission wanted to have more time to review the information.
- 2) Proof of Food Service Permit issued by the State of Kansas. Commissioner Myers stated, the Health Department does not require a license if only ten days but I feel if we are going to do it, we need to do it for everything. It will be easier to enforce licensing.
- 3) Regarding written permission of property owner, once vendor shows permission to be on property, we should not continue checking on them, it is the property owner's responsibility to enforce if vendor is not allowed on property.
- 4) Brick and mortar businesses just need to let us know they are operating a truck and where it is going to operate.
- 5) Hours of operation - Consensus of commission is to change 8:00 p.m. to 9:00 p.m. for operations and no noise after 10:00 p.m. to fall under noise ordinance.
- 6) Consensus of commission is that email addresses are not an issue.
- 7) Consensus of Commission is to leave fees as outlined.
- 8) Remove the M-1 zoning classification.

Consensus of commission was to make changes discussed in ordinance for approval at the next meeting.

At the 4/18/2022 City Commission meeting minutes, Commissioners advised that the penalty section had not been completed. City Attorney Kling has provided the corrections and the ordinance is complete for Commission review.

V. LEGAL ISSUES:

VI. CONFLICTS OR ENVIRONMENTAL ISSUES: NONE

VII. SUMMARY AND ALTERNATIVES:

Commission may take one of the following actions:

1. Approve the ordinance as presented.
2. Reject the ordinance as presented.
3. Direct staff to pursue an alternative approach.

ORDINANCE NO. 1747

**AN ORDINANCE REGULATING MOBILE FOOD VENDORS
WITHIN CORPORATE LIMITS OF THE CITY OF GOODLAND,
KANSAS. AMENDING CHAPTER 8 OF THE GOODLAND CITY CODE**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GOODLAND, KANSAS:

Chapter 8 – Licenses and Business Regulations is hereby amended to add and establish a new Article 4. Mobile Food Vending to read as follows:

ARTICLE 4. – MOBILE FOOD VENDING

Sec. 8-401 - Definitions.

The words and phrases listed below when used in this Chapter shall have the following meanings:

"City Approved Event" shall mean any event sponsored by the City, any event such as a community celebration or festival approved by the Governing Body, or any event sanctioned by a permit issued by the City, including but not limited to a Temporary Use Permit.

"Food and/or Beverage" shall mean (1) articles used for food or drink for humans or other animals, (2) chewing gum, and/or (3) articles used for components of any such article, in accordance with the definition of food within K.S.A. 65-656.

"Mobile Food Vending" shall mean to conduct, hold, carry on, pursue or operate a business of vending, peddling, hawking and/or selling any food and/or beverage from a Mobile Food Unit stopped in one location for a period of more than 5 minutes.

"Mobile Food Vendor" shall mean any person, corporation, association, or other entity, however organized, that offers any food or beverage for sale from a Mobile Food Unit to conduct Mobile Food Vending.

"Mobile Food Unit" or "Unit" shall mean any self-contained vehicle, trailer, cart, wagon, or other type of conveyance from which any food and/or beverage is offered for sale.

"Person" shall mean an individual, corporation, partnership, company, agency, institution, or any other entity.

Sec. 8-402 - Vending without City License.

It is unlawful for any person to conduct Mobile Food Vending within the corporate limits of the City of Goodland, Kansas, without obtaining a license in accordance with this Chapter.

Sec. 8-403 – License Application.

No person shall engage in activities coming under this article within the city without first obtaining a license. Any applicant for a license under this article shall file with the city clerk a sworn application on a form furnished by the city clerk, which shall give information, or provide documentation as follows:

- A. Name, date of birth, phone number, copy of state or government issued identification card, and permanent address of the applicant and the business.
- B. The name of the owner and the type, make and registration number of the vehicle(s)/mobile food unit to be used;
- C. Date(s) and time(s) for which the license is desired:
- D. Address (or description) of Location and nature of the business;
- E. A statement as to whether or not the applicant has ever had a mobile vending license or other similar license or registration revoked or suspended under the Goodland Municipal Code or the ordinances of the City of Goodland or any other city. Such a revocation or suspension may result in the City's refusal to process the requested license.
- F. A statement as to whether or not all persons or employees has within two (2) years prior to the date of the application been convicted of any felony or misdemeanor of any kind;
- G. A statement that the applicant understands and agrees that the license will not be used or represented in any way as an endorsement of the applicant by the City of Goodland, Kansas or by any department, officer, or elected or appointed official of the City.
- H. Proof of a valid driver's license from any state for operation of the class of vehicle identified in the application for the applicant and any agents or employees of the applicant who will be involved in driving the identified vehicle;
- I. Proof of a current sales tax license from the State of Kansas or proof of exempt status from state sales tax;
- J. Proof of Food Service Permit issued by the State of Kansas;

- K. Proof that the applicant has secured commercial general liability insurance for the mobile vending operation to be maintained for the entire length of the license, written by an insurance carrier licensed to do business in Kansas, with minimum limits of \$500,000 combined, single limit for bodily and property damage, each occurrence and \$1,000,000 in the general aggregate. Evidence of compliance with these insurance requirements shall be in the form of a certificate of insurance that shall be submitted with the application. Such insurance certificate shall not be cancellable without prior written notice to the City; and
- L. Signatures of applicant, individually and/or by its members and officers, and any agents or employees of the applicant who will be involved in the applied-for mobile food vending certifying that all of the information provided in the application is true and correct.

Sec. 8-404- Fees.

All applications for mobile food vending license certificates shall be accompanied by a non-refundable license fee as follows:

One Week (consecutive days)- \$25, One Month (consecutive days) – \$60.00, Six Months (consecutive months) – \$200.00, Annual --\$400.00 (expires 365 days from issuance)

Sec. 8-405- License.

If the facts stated in the application are satisfactory and the requirements of this Chapter are met, the City Clerk may issue a mobile food vending license to the applicant. The issuance of a license shall not constitute approval of the business or activity or otherwise prohibit enforcement of this Chapter or any other applicable laws, city code provisions, rules or regulations. Vendor shall possess all applicable health and safety licenses, food handling licenses or the like as required by local, state, and federal laws, rules, or regulations.

Sec. 8-406- Operating conditions.

All mobile food vending licenses shall be subject to compliance with the following conditions:

- A. **Location.** Mobile Food Vendors may vend on property within the City subject to the following:
 - 1. Mobile food vendors may vend on public, governmental, church and city property (in accordance with the provisions of this Ordinance) as well as property in the following zoning classifications:
C-1 and C-2;
 - 2. Mobile food vendors may not be located on property where the Unit or a line of customers would (1) hinder the flow of traffic on any

street, (2) hinder the flow of bicycles within any bike lane or route, (3) hinder the flow of pedestrians along any sidewalks, (4) block or reduce to less than five feet in width any accessible route to persons with disabilities, (5) block, hinder, or obstruct the vehicular flow within any parking lot, or (6) block or obstruct access to any driveway or access point to any property;

3. Mobile food vendors shall not locate on any City or public property without first securing approval from the city manager;
4. Mobile food vendors shall not locate within 500 feet of an otherwise Approved City Event unless approval is given by the City Administrator;
5. Every Unit shall be stationary while vending; and
6. Whenever any vehicle is used for mobile food vending upon a street, alley, sidewalk or other public right-of-way within the City, the transaction shall occur on the right side of any such vehicle with the right wheels of the vehicle located next to the curb and the Unit shall not locate within one hundred (100) feet of any public street intersection.

B. **Written Permission of Property Owner.** All mobile food vendors operating on private property shall acquire and maintain the written permission of the property owner for the use of and location of the Unit on said property. Written permission of the property owner shall be kept in the Unit and produced upon request by the Chief of Police or designee or other public officer charged by the City Manager with enforcement of this Chapter.

C. **Hours of Operation.** Mobile food vendors are prohibited from offering for sale any food or beverage outside the hours of 8:00 a.m. to 9:00 p.m. Mobile food vendors are prohibited at all times from selling or offering for sale alcoholic beverages, cereal malt beverages, or tobacco products without first being properly licensed pursuant to any applicable federal, state or local laws.

D. **Lights.** In accordance with the City Zoning Regulations, no flashing lights or attention attracting devices are permitted on or in association with the use of the Mobile Food Unit. No direct light from a Mobile Food Unit may be shined on adjacent property or cause a glare or distraction for vehicles, bicycles, or pedestrians.

E. **Signs.** One sign, within fifteen (15) feet of the associated Unit, may be displayed and shall not be greater than 16 square feet in total area. The sign may not interfere with vehicle access, pedestrian movement, or handicap-accessible routes to and around the Unit. Streamers, pennants,

search lights and any device with flashing, blinking, rotating, or moving actions or messages are prohibited. No signage shall be placed in a public right-of-way.

- F. **Trash and Site Cleanup.** All Mobile Food Vendors shall ensure that a trash receptacle shall be provided with each Mobile Food Unit. Such receptacle must be attached to the Unit or located within fifteen (15) feet of the Unit and cannot interfere with vehicle access, pedestrian movement or handicap-accessible routes to and around the Unit. Immediately upon the cessation of vending, the Mobile Food Vendor shall remove and properly dispose of all trash and litter accumulated at the vending site.
- G. **Licenses and Permits.** All mobile food vendors shall acquire and maintain all required licenses and permits applicable to the use and operation of Mobile Food Units from all applicable jurisdictions. Evidence of such licenses and/or permits shall be kept in the Unit and produced upon request by the Chief of Police or designee or other public officer charged by the City Administrator with enforcement of this Chapter.
- H. **Safety.** All mobile food vending units shall be maintained in good repair, shall be free from peeling or flaking paint, and shall be clean and sanitary so as to not pose a threat to public health, safety or welfare. All units shall be connected safely to electricity and other necessary utilities, so they do not pose a threat to public health, safety or welfare.

Sec. 8-407- Term and transferability.

Licenses issued under this Chapter are available for periods of one week, one month, six months or annual. Such certificates may not be transferred.

Sec. 8-408- Parking

It is unlawful for the operator of any mobile food unit to stop, stand or park such vehicle in any street, alley, or sidewalk or other public right-of-way for the purpose of mobile food vending, so as to obstruct the free flow of vehicular traffic; except that an operator may temporarily stop, stand or park such vehicle with its right wheels next to the curb for a period of time not to exceed five minutes at any one location, other than upon or along an arterial or collector street for the purpose of mobile food vending.

The mobile food vendor shall obtain a location that provides adequate parking for customers or other persons going to and from the activity or business.

Sec. 8-409- Sound devices.

The production of amplified music or chimes from a mobile food unit is allowed between the hours of 10:00 AM and 10:00 PM provided that the sound from the amplified music or chimes is inaudible at any distance greater than three hundred (300) feet from the vehicle.

Sec. 8-410- Exemption.

The provisions of this Chapter shall not apply to the following activities:

- The sale of farm or garden products or fruits grown by the seller or his or her employer or recognized Farmers Market;
- Vendors selling as part of a Special Event sponsored in part by the City, Sherman County Fair, civic organizations, not-for-profit organizations, charitable organizations, public or private schools;
- Individuals providing catering services to a private event and not open for the sale of food and/or beverage to the general public.
- Auctions
- Garage sales at private residences
- Lemonade Stands
- Brick and Mortar Restaurants already operating as a business with a City of Goodland, Kansas address.

Sec. 8-411- Approval.

Any person registered under this Chapter must keep their approved application inside the unit used for mobile food vending. Such certificate must be current and may be used only by the registered person.

Sec. 8-412- Penalty for violation.

Any person, partnership or corporation who violates any provision of this article shall be punished by a fine of not more than \$500.00 for each violation.

Sec. 8-413 Effective Date

This Ordinance shall take effect and be in force from and after publication in the official city newspaper.

PASSED AND APPROVED by the Governing Body of the City of Goodland, Kansas, on this 2nd day of May, 2022.

MAYOR, AARON THOMPSON

ATTEST:

CITY CLERK, MARY VOLK



CITY COMMISSION COMMUNICATION FORM

FROM: Kent Brown, City Manager
Mary Volk, City Clerk

DATE: May 2, 2022

ITEM: Resolution 1586: Purchasing Policy

NEXT STEP: Commission Motion

ORDINANCE
 MOTION
 INFORMATION

I. REQUEST OR ISSUE:

The resolution approves the purchasing policy for the City of Goodland as part of an administrative policy manual to be developed. The purchasing policy is attached. The Commission will be asked to review and advise if any changes should be made.

II. FISCAL IMPACTS: No direct fiscal impact.

III. BACKGROUND INFORMATION: As stated by the interim City Manager Thieben last summer to the previous city commission, in the City Manager form of government, the City Commission is responsible for 3 primary roles – 1. Hiring the City Manager, 2. Adopting Policy and 3. the Budget. Without policies a City Manager will have to bring way more information back to the Commission than you should have to deal with under this form of government. So previously, there was compiled a list of policies and brief description of those policies that were given to the Commission for consideration. These policies are simply that – guidelines for the employees to work under. As an example, some policies give the employees the ability to be consistent in their responses to individuals and businesses, while other policies are recommended to be put in place due to various Federal laws and yet other policies are recommended to be put in place for stronger financial controls (these are generally recommended by bond counsel or auditors). You may have some in place already in the format of ordinances- unfortunately, over time and through transitions of staff that knowledge gets lost. So having an overall Administrative Policy manual in place allows all staff to easily find answers and direction. These policies do not prohibit variances under exceptional circumstances– it just gives you a great starting point. There were a number of policies to be considered including ADA, tax exempt financing, tax exemption, industrial revenue bonds, street closures, street lighting, sale of city owned real estate, financing of public improvements, impact fees, water/sewer/electric extensions, airport DBE program, open meetings and/or providing assistance to other cities/townships, as well as others. The direction from the City Commission at that time was that it wait until the new city manager was on board. Staff is starting to review, revise and prepare policies to be presented to the Commission. The only one presented with this resolution is the purchasing policy.

Staff will continue to review the policies and may present others for consideration or just

discussion in the near future.

IV. **LEGAL ISSUES:** No current code or additional liability

V. **CONFLICTS OR ENVIROMENTAL ISSUES:** Not applicable.

SUMMARY AND ALTERNATIVES:

Asking the Commission to approve the resolution to approve the purchasing policy as set forth in the attachment for the City of Goodland.

Commission may take one of the following actions:

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



RESOLUTION NO. 1586

**A RESOLUTION ESTABLISHING
A PURCHASING POLICY
FOR CITY OF GOODLAND AND REFERS TO THE
ATTACHED DOCUMENTS**

WHEREAS, It is the goal of the City of Goodland Administration to assist departments in acquiring the materials, supplies or services that are required at a fair and competitive price. It is the purpose of the purchasing policy to ensure that sound business judgment is utilized in all procurement transactions and the supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable local, state and federal laws; and

WHEREAS, The Purchasing Policy, as established and approved by the City Commission, shall be a guideline of purchasing information and procedures through bid request for purchasing of supplies, equipment, construction and services presented to the City Commission for the City of Goodland;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GOODLAND, KANSAS, THAT:

1. That the five-page supplemental document entitled Administrative Purchasing Policy for City of Goodland and included with this Resolution is hereby adopted and incorporated in the administrative policy manual.

ADOPTED by the Governing Body of the City of Goodland, Kansas this 2nd day of May, 2022.

Aaron Thompson, Mayor

ATTEST:

Mary Volk, City Clerk

Purchasing Policy
for City of Goodland Utilities

NAME OF POLICY: PURCHASING POLICY
DATE OF ADOPTION: MAY 2, 2022
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

PURPOSE. It is the goal of the City of Goodland Administration to assist departments in acquiring the materials, supplies or services that are required at a fair and competitive price. It is the purpose of the purchasing policy to ensure that sound business judgment is utilized in all procurement transactions and the supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable local, state and federal laws. The Purchasing Policy, as established and approved by the City Commission, shall be a guideline of purchasing information and procedures through bid request for purchasing of supplies, equipment, construction and services presented to the City Commission for the City of Goodland.

The City Manager shall appoint an individual to assume the role of Purchasing Agent for such bid requests. The Purchasing Agent will be responsible for purchases, pursuant to rules, regulations, or ordinances, shall contract for, purchase, store and distribute all supplies, materials and equipment required by any office, department, or agency of the City government. The Purchasing Agent shall:

1. Act as the central purchasing function of the City.
2. Prepare, solicit and approve Bids/Quotations/Proposals for all items and/or services of \$5,000 or more, except for professional services (this includes Engineering) which is covered in “Competitive Negotiation” in this policy.
3. Coordinate the purchasing process with the user department and the ultimate vendor.
4. Maintain a file of specifications and approve and send out all specifications prior to their being sent out for bid.
5. Coordinate purchases of items and/or services that may be utilized by more than one department.
6. Maintain a vendor/bidder list and make source selections consistent with City policy.
7. Assist departments in planning purchases for submission of the annual budget.
8. Represent the City on disputed bills, terms, etc.
9. Coordinate joint governmental purchases and auctions when it is in the best interest of the City of Goodland to participate. All City employees should familiarize themselves with the regulations set forth herein and shall adhere to the procedures and practices established by this purchasing policy. All purchases will be reasonable and be within budget and policy guidelines. The City Manager, City Clerk and Agent responsible for purchases are aware that exceptions to the Purchasing Policy may occur as needs and responsibilities change. The City Manager, therefore,

Purchasing Policy
for City of Goodland Utilities

reserves the right to waive regulations established in this policy so long as the spirit and intent of this policy is upheld. Once this decision is made it shall be communicated to the Purchasing Agent. The Agent responsible for purchases is prepared to offer assistance whenever a need arises. Proper planning by Departments with assistance from the Agent responsible for purchases will eliminate duplication of effort and increase City purchasing power by consolidating purchases and encouraging competition among vendors.

JOINT GOVERNMENTAL PURCHASES. The City of Goodland may join with and cooperate with other cities, school districts, community college, counties, state or federal agencies for the purchase of supplies, goods and/or services when the City of Goodland deems it to be in the best interest of the City.

SPECIFICATIONS FOR PURCHASES. All specifications, including but not limited to design, performance, combination and brand name specifications shall be drafted so as to provide a clear and concise description of the material, service or construction desired.

1. Before any purchase made under this policy, the Purchasing Agent may cause to be prepared written specifications detailing the City's requirements for the material, service or construction. The Purchasing Agent may request other departments or agencies of the City to assist in preparation of specifications for purchase to be made primarily for such department or agency.

PURCHASES LESS THAN \$5,000. Department Heads may authorize purchases under \$5,000. They shall insure that two or more quotations are obtained for purchases over \$500.

1. Each Department will identify specific personnel eligible to make authorized purchases. A list of those personnel shall be given to the Purchasing Agent and Accounts Payable Clerk and kept updated. Such personnel shall be given a copy of this purchasing policy and shall be familiar with its contents.

2. Personal items will not be purchased by the City. (Example: desk clocks, book ends, wall frames, tissue, clothing not considered a uniform, etc.)

3. Department Heads shall ensure that all purchases made by their department are for a public purpose and shall maximize the purchasing value of public funds (taking into consideration the life cycle of the product).

PURCHASES MORE THAN \$5,000 BUT LESS THAN \$15,000. Purchases for products or services in excess of \$5,000 but less than \$15,000 will follow the procedures outlined below. Such purchases shall be approved by the City Manager following review of price quotations by the Agent responsible for purchases. The City Clerk may authorize purchases in the absence of the City Manager.

1. Purchases of products in excess of \$10,000 require a purchase order number before that purchase will be authorized. Purchase order numbers shall be obtained from the Accounts

Purchasing Policy
for City of Goodland Utilities

Payable Department. If this policy is not followed, the purchase may not be authorized.

2. Purchase orders shall be in writing with firms who can supply the needed products or services. Purchase orders may be made orally only on an emergency basis and after a purchase order number is received from Accounts Payable.

3. Written price quotations or bids are required from a minimum of three vendors if available. Written documentation including date, vendor, salesperson, quantity and price for the item must be submitted and maintained with the purchase order.

4. Price does not need to be the deciding factor, but must be given high priority and if it is not purchased from the vendor with the lowest price, reasons must be noted and approved.

PURCHASES IN EXCESS OF \$15,000. All purchases in excess of \$15,000 shall have the proper approval of the City Manager (up to \$25,000) and the Governing Body (in excess of \$25,000) after bids/proposals have been received and will also follow the policy listed above regarding purchase orders. Bids/proposals shall be accompanied by an estimate from the appropriate department and shall be advertised in the local paper. Exception: Purchases for Public Works and Public Utility Improvements (Infrastructure, i.e., streets, electric, water, sewer) of less than \$25,000 need not be advertised.

1. Bid notices shall be published on the City web site and e-mail notifications will be sent to all vendors signed up for e-notification on the City web site, www.goodlandks.gov not less than seven (7) days prior to the bid opening. Bid notices may be published in the official newspaper by the City Clerk or the Purchasing Agent. If the bids are published in the official newspaper, they may contain minimal information and direct the potential bidder to the City's website and the publication should not be less than seven (7) days prior to the bid opening. Bid notices shall be prepared by the Purchasing Agent or City Clerk prior to publication. All bids requiring Commission approval will be opened in a City Hall or another place designated by the City Clerk at 11:00a.m. on the designated Wednesday. Exception: If prior arrangements are made with the City Clerk's office, the time of bid opening may be changed. The department head or other authorized department representative will be at the bid opening.

2. All bids shall be marked on the outer envelope "Sealed Bid for _____." Bids will be accepted by mail or in person at City Hall 204 West 11 th St., Goodland, KS 67735. Bids received prior to the bid opening time will be kept in the City Clerks Office.

3. The Agent responsible for purchases will maintain a schedule of bid openings that provides updated information regarding when bids are to be opened. The Agent will send the City Manager, City Clerk, Department Head and other authorized representative an invitation for the bid opening. One copy of the bid specs will be kept at City Hall.

4. All requests for bids will include a contact person from the purchasing department where additional information can be obtained.

Purchasing Policy
for City of Goodland Utilities

5. Bids which are received that do not follow these procedures may not be submitted to the City Commission for approval.
6. After the bid/proposal is approved by the Governing Body, the Purchasing Agent shall obtain a purchase order from the Accounts Payable Clerk. The Purchase Order shall be made in writing to the vendor authorized by the Governing Body.
7. Any or all bids may be rejected by the Governing Body if there is a documented sound reason to do so.
8. The City Manager is authorized to waive these procedures when it is deemed necessary to make a purchase on an immediate basis. The City Manager shall inform the Commission and Purchasing Agent of any such activities.

LOCAL BUSINESS PREFERENCE. The City Commission and City staff are conscious of the economic impact created by purchasing goods and services locally. Provisions are made as needed that does not violate other funding restrictions in this policy; based on dollar, percentage or other types of preferential considerations for local vendors or contractors. It is the policy, however, to solicit bids from local suppliers whenever competitive local sources exist, and where no sacrifice or loss in price or quality would result. In the event of a tie bid between a local vendor and an out-of-town vendor, award will be made to the local vendor, if all factors, including price, quality, terms, and method and cost of delivery are equal.

SOLE SOURCE PURCHASES. A contract may be awarded or a purchase made without competition after a good faith review of available sources is conducted by the Purchasing Agent and upon approval by the Purchasing Agent and the City Manager. When it is determined that there is only one source for the required product, the City Manager, City Clerk or Purchasing Agent may then conduct negotiations as appropriate as to price, delivery and terms. Circumstances that require a sole source purchase may include, but are not limited to:

- (1) no competitive product or availability from only one supplier;
- (2) the purchase of a component or replacement part for which there is no commercially available product, and which can be obtained only from the manufacturer;
- (3) the purchase of an item where compatibility is the overriding consideration, such as to maintain standardization or compatibility, or to match materials already in use to produce visual harmony;
- (4) the purchase of a used item; or
- (5) the purchase of a product for trial or testing.

Sole source can refer to the supplier as well as a product or service. Thus, the ability to meet a delivery date or to provide on-call repairs can create a sole supplier condition. Justification for a sole source purchase depends on a needed item being available from only a single supplier under the prevailing conditions. If the item may be obtained from more than one source, price competition shall be solicited.

EMERGENCY PURCHASES. An emergency condition exists when there is a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failure,

Purchasing Policy
for City of Goodland Utilities

etc.

The condition must create an immediate and serious need for supplies, equipment, materials, and/or services that cannot be met through normal procurement procedures and the lack of which would threaten the function of City government or its programs. Any department may make emergency purchases when an emergency arises, however with such competition as is possible under the circumstances. Purchases shall be limited to only the quantity necessary to meet the emergency and in no event shall the contract price exceed commercially reasonable prices. If the emergency arises after normal working hours, the appropriate department shall notify the Purchasing Department on the next working day.

COMPETITIVE NEGOTIATION. In competitive negotiation, proposals are requested from a number of sources and a Request for Proposal is publicized. Competitive negotiations may be used if conditions are not appropriate for the use of competitive sealed bids. The following requirements shall apply for Competitive Negotiations:

1. The City of Goodland may utilize competitive negotiation procedures for procurement of architectural/engineering professional services, or other professional services whereby competitor's qualifications are evaluated and the most qualified competitors' qualifications are selected subject to negotiation of fair and reasonable compensation.

2. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposal shall be publicized in local and regional media and reasonable requests by other sources to compete shall be honored to the maximum extent practicable. The request shall be published in the local newspaper at least one time, 7 days prior to the proposal deadline.

3. The Request for Proposal shall identify all significant evaluation factors, including price or cost and their relative importance.

4. Awards may be made to the responsible responder whose proposal will be most advantageous to the City with price and other factors considered. Unsuccessful responders will be notified promptly. **NON-COMPETITIVE NEGOTIATION:** Noncompetitive negotiation is procurement through solicitation of a proposal from only one source. Noncompetitive negotiation can be had when: only one source is available; after solicitation of a number of sources, competition is determined inadequate; in the event of a public emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation; or federal awarding agency or passthrough entity expressly authorizes its use in response to a written request.

SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES: The City of Goodland shall solicit qualified small, minority, and women's businesses in compliance with the requirements of this policy.

DATE OF LAST REVISION: MAY, 2 2022



AGENDA ITEM #
CITY COMMISSION COMMUNICATION FORM

FROM: Jeff Dinkel, Building Official
Shannon Shippy, Administrative Assistant
Kent Brown, City Manager

DATE: May 2, 2022

ITEM: Planning Commission Appointments

NEXT STEP: Commission Motion

ORDINANCE
 MOTION
 INFORMATION

I. REQUEST OR ISSUE:

In a previous meeting, the Commission directed city staff to announce the recruitment to fill the open positions on the planning commission. The planning commission has not met recently and all five positions are open. The primary responsibility of the planning commission would be the following:

1. Cause the preparation, development and adoption of a comprehensive plan;
2. Formulate subdivision regulations;
 - a. Approve or disapprove subdivision applications including minor, major, or staged subdivisions.
 - b. Approve or disapprove variance requests.
 - c. Approve or disapprove plans, plats or replats of land.
3. Formulate zoning regulations;
 - a. Recommend approval or denial of amendments to zoning district boundaries to city commission.
 - b. Recommend approval or denial of changes or amendments to zoning regulations.
 - c. Approve or disapprove the site plan, reviewed by the Building Official on all developments in the multifamily, commercial and industrial zoning districts.
4. Hold public hearings for proposed zoning changes and make a recommendation to the Governing Body;
5. Consider flood plain development controls;
6. Perform an annual review of the Comprehensive Plan; and
7. Adopt bylaws.

Below is the city of Goodland code section on the Planning Commission.

- **Sec. 1-901. - Planning commission established.**

The establishment of the planning commission shall be in accordance with the policies and procedures as set forth in K.S.A. 12-744. The planning commission shall consist of the number of members as specified herein. Additionally, one member may be appointed from the city governing body as an ex officio member to the planning commission. Such member shall have the right to attend all meetings and take part in all discussion but shall not vote on planning commission decisions.

(Ord. No. [1710](#), § 2, 2-20-18)

• **Sec. 1-902. - Membership, terms.**

The city commission shall appoint a city planning commission which shall consist of five members; all of which shall be taxpayers and residents of the City of Goodland, Kansas. The members of the board shall be appointed for terms of three years each. The initial appointments may be shorter so that terms are staggered. Vacancies in the city planning commission shall be filled by appointment for the unexpired term only; the appointment shall be made by the city commission. Members of the city planning commission shall serve without compensation.

(Ord. No. [1710](#), § 2, 2-20-18)

City staff has received the completed Board candidate form that is presented to the City Commission. City Manager Brown and city staff recommend the candidate presented for appointment by the City Commission. If approved, this appointment will allow the planning commission to have a quorum. Staff has received a variance request as well as plans for a commercial property that is the responsibility of the planning commission to approve or disapprove.

SUMMARY AND ALTERNATIVES:

Recommend the Commission make a motion to appoint Dennis Snethen for a three year term to the Planning Commission. It has been suggested to the candidate to come to the meeting to meet and answer questions from the City Commission.

Commission may take one of the following actions:

1. Approve the appointment of each member as presented.
2. Disapprove the appointment of one member or each member as presented
3. Direct staff to pursue an alternative approach.



CITY OF GOODLAND

204 W. 11TH ST.
PO BOX 59
GOODLAND, KANSAS 67735

PLANNING COMMISSION RECRUITMENT

The City of Goodland wants you! Would you be interested in serving on the Planning Commission of the City of Goodland? The Planning Commission makes formal recommendations to the Mayor and the City Commission on Land Development Code petitions and issues.

The Planning Commission is a citizen board appointed by the Mayor and the City Commission. It is composed of five voting members and a chairperson who votes only in the event of a tie. Terms are staggered and are for three years.

Members must be residents within the city limits of Goodland KS. Planning Commission members are not compensated by the City for their service. The Planning Commission meets at City Hall (Time and Date determined by Planning Commission).

Areas of Responsibility: It shall be the responsibility of the Planning Commission to:

1. Cause the preparation, development and adoption of a comprehensive plan;
2. Formulate subdivision regulations;
 - a. Approve or disapprove subdivision applications including minor, major, or staged subdivisions.
 - b. Approve or disapprove variance requests.
 - c. Approve or disapprove plans, plats or replats of land.
3. Formulate zoning regulations;
 - a. Recommend approval or denial of amendments to zoning district boundaries to city commission.
 - b. Recommend approval or denial of changes or amendments to zoning regulations.
 - c. Approve or disapprove the site plan, reviewed by the Building Official on all developments in the multifamily, commercial and industrial zoning districts.
4. Hold public hearings for proposed zoning changes and make a recommendation to the Governing Body;
5. Consider flood plain development controls;
6. Perform an annual review of the Comprehensive Plan; and
7. Adopt bylaws.

To apply for a Planning Commission appointment, complete the attached forms and submit it to the City Clerk before March 15th, 2022. First review will be at the March 21st City Commissioners Meeting.



City of Goodland

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

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

Board and Commission Form

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

I am seeking:

New Appointment

Reappointment

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

Airport Board

Cemetery Board

Construction Board of Trades/Appeals

Library Board

Housing Authority Board

Parks & Recreation/Tree Board

Museum Board

Planning Commission/BZA

Economic Dev./Tourism Board

Full Name: Dennis Snethon E-mail: snethondennis14@gmail.com

Street Address: 217 East 12th St.

Phone: Home 785 890 7320 Cell 785 821 5353 Work 785-899-5628

Years lived in Goodland: 50+ Education: Goodland Grad 1972, Colby College 1974

Occupation: Retired Employer: Hitchcock Goodland PT

Business Address: Hitchcock Goodland

Prior Appointed or Elected Offices held (if any): none

Please describe any present or past community involvement: Helped with Flatlanders Bike Show

Why would you like to serve? To Help Promote Building Projects in the City

Referred by (if any): Shannon Shippy

Date 4/25/2022 Signature: Dennis R. Snethon



CITY OF GOODLAND

204 W. 11TH ST.
PO BOX 59
GOODLAND, KANSAS 67735

PLANNING COMMISSION MEMBER APPLICATION QUESTIONS (applications will not be processed without completion of these questions)

1. Why do you want to be a member of the Goodland Planning Commission?

To see Goodland Expand & grow

2. What do you believe to be the most important aspect of the role that a Planning Commissioner plays for the community and the City?

To promote the Best Intrests of the Comunity

3. Explain your understanding of the City of Goodland's Land Development Code.

I am NOT Shure of the Details but will learn

4. Briefly explain a land use decision that interested you. Share your observations about the process and the decision.

Make the Airport for training Pilots, + Mechanics through Votec Courses

Build a Bowling Alley in old Jubille Building
Skating Rink

5. Where do you see the City of Goodland in ten (10) years?

More Industry & More Growth

6. In your own words, please give your personal opinion as to the meaning of "conflict of interest."

Conflict of interest is one persons interest is Different Than somebody Elses and Need to Listion and Comprimise

Signature Dennis L. Snethen

Today's Date 4-26-2022

Printed Name Dennis L. Snethen



City of Goodland
204 W. 11th Street
Goodland, KS 67735

MEMORANDUM

TO: Mayor Thompson and City Commissioners
FROM: Kent Brown, City Manager
DATE: May 2, 2022
SUBJECT: Agenda Report

Presentations & Proclamations:

None for this meeting

Consent Agenda:

- A. 4-18-2022 Commission Meeting Minutes
- B. Appropriation Ordinances 2022-09; 2022-09A; 2022-P09;
Staff recommends approval of the Consent Agenda.

RECOMMENDED MOTION: I move that we approve Consent Agenda items A and B.

Formal Actions:

- A. Ordinance #1747 - Mobile Food Vendor Ordinance
At a prior meeting, the subject of mobile food vendors was discussed and the lack of any requirements, licensing or regulations in the Goodland city code. A sample ordinance was presented and the Commission made several recommendations at the 4/4/2022 commission meeting. At the last meeting on 4/18, the Commission requested one final revision on the penalty section. The revised ordinance was prepared by City Attorney Kling and is presented for Commission's consideration.

RECOMMENDED MOTION: I move that we approve Ordinance #1747, AN ORDINANCE REGULATING MOBILE FOOD VENDORS WITHIN THE CORPORATE LIMITS OF THE CITY OF GOODLAND, KANSAS and AMENDING CHAPTER 8 OF THE GOODLAND CITY CODE

- B. Resolution 1586 – reestablishing a purchasing policy
This Purchasing Policy, if established and approved by the City Commission, shall be a guideline of purchasing information and procedures through bid request for purchasing of supplies, equipment, construction and services presented to the City Commission for the City of Goodland.

RECOMMENDED MOTION: I move that we approve Resolution #1586, a Resolution establishing a purchasing policy for the City of Goodland.

C. Planning Commission Appointment – Dennis Snethen

Dennis has completed an application for planning commission and understands the responsibilities of the board. If the application is approved, this would place a 3rd member on the planning commission and they would be able to hold a meeting. Staff recommends approval of the appointment.

Discussion:

No items for this meeting.

Reports:

A. City Manager

- Manager Memo
- IFB Home Demolition
- Animal Pound Contract
- 17th St. project construction update
- Airport runway project update
- Citywide cleanup follow up
- COPS grant application information
- Work session immediately following regular meeting.

B. City Commissioners

The Mayor will ask each City Commissioner for their comments or questions for staff on any other topic not on the agenda at this time.

C. Mayor

Mayor will present any comments or questions for staff at this time.



Fact Sheet

cops.usdoj.gov

2022 COPS Hiring Program

Strengthening Community Policing by Hiring Officers

The FY 2022 COPS Hiring Program (CHP) is designed to advance public safety through community policing by addressing the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide. CHP provides funds directly to law enforcement agencies to hire new or rehire additional career law enforcement officers and to increase their community policing capacity and crime-prevention efforts.

The FY 2022 CHP award program is an open solicitation. All local, state, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

WHEN: Deadline for first part of application in Grants.gov is **June 9, 2022**, at 7:59 p.m. ET. Deadline for completed application in JustGrants is **June 16, 2022**, at 7:59 p.m. ET.

Start EARLY. This is more than a one-day process.

WHERE: **1.** Register at www.grants.gov.
2. Complete the application in <https://justicegrants.usdoj.gov>.

HOW: Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

Supporting Local Law Enforcement in Advancing Community Policing so Communities can Thrive

More than 25 years after its establishment by the Violent Crime Control and Law Enforcement Act of 1994, the COPS Office continues to support the efforts of law enforcement agencies across the country to develop creative and innovative ways to meet long-standing challenges in their communities. To date, the COPS Office has funded the addition of more than 13,000 state, local, and tribal law enforcement agencies to fund the hiring and redeployment of more than 134,000 officers.

COPS Office hiring programs like CHP assist law enforcement agencies in advancing public safety by enhancing their community policing efforts. In a changing economic climate, these programs help state, local, and tribal law enforcement agencies maintain sufficient sworn personnel levels to keep their communities safe.

Funding Provisions

FY 2022 CHP awards will provide up to 75 percent of the entry-level salary and fringe benefits for each approved position for a three-year period. There is a minimum 25 percent local cash match (cost share) requirement unless a waiver is

approved. The maximum federal share per officer position is \$125,000 over the three-year period unless a local match waiver is approved. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency.

CHP awards provide funding for three years (36 months) of entry-level salary for each position awarded. The award period of performance is five years (60 months) to accommodate the hiring process. Agencies must retain each CHP-funded position for 12 months following the three years of funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state or local funds (or both) over and above the number of locally funded officer positions that would have existed in the absence of the award. Absorbing CHP-funded positions through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

Funding under this program may be used to do the following: (1) hire new officers (including filling existing officer vacancies that are no longer funded in an agency's budget); (2) rehire officers already laid off (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of award funding; or (3) rehire officers scheduled to be laid off (at the time of application) on a specific future date as a result of state, local, or BIA budget reductions unrelated to the receipt of award funding. CHP applicants may request funding in one or more of these three hiring categories.

The COPS Office may grant a waiver of some or all of an applicant's local match requirement. During the application review process, waiver requests will be evaluated based on a demonstration of severe fiscal distress.

The COPS Office statutory nonsupplanting requirement mandates that CHP funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward sworn officer positions if federal funding had not been awarded. CHP award funds must not be used to supplant (replace) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with state, local, or BIA funds.

Applicants are required to affirm in their CHP award application that their agency plans to retain any additional officer positions funded following the expiration of the award and identify their planned sources of retention funding.

Highlights of FY 2022 CHP

Additional consideration in the application review process will be given to applicants that propose a community-based approach to the following problem/focus areas: Building Legitimacy and Trust, Violent Crime (particularly gun violence), Police-Based Response to Persons in Crisis, and Combating Hate and Domestic Extremism. If awarded CHP funding, recipients that chose any of these specific community policing problem areas will not be allowed to change the problem area post-award.

Additional consideration will also be given to applicants that meet any of the following criteria:

- **Persistent Poverty.** Applicants in an area with persistent poverty
- **Preventing Radicalization of Personnel.** Applicants seeking support for screening and counseling programs to identify and prevent the radicalization of applicants and personnel who endorse violent and hateful extremist movements
- **Community-based Hires.** Applicants that commit to recruiting officers from the community in which they will serve
- **Community-based Officer Relocation.** Applicants that commit to recruiting officers who are willing to relocate to areas characterized by fragmented relations between police and community residents or to areas of high crime
- **Diversity Training.** Agencies that require evidence-based cultural sensitivity training for officers
- **Safe Harbor.** Applicants in states with certain anti-human trafficking laws that treat minors engaged in commercial sex as victims (referred to as "safe harbor" laws) and permit individuals to vacate arrest or prosecution records for nonviolent offenses as a result of being trafficked
- **Catastrophic Incident.** Applicants that experienced an unanticipated catastrophic event or Attorney General-declared area in crime-related crisis

- **Hiring Veterans.** Applicants that commit to hiring at least one military veteran
- **Rural Designation.** Applicants from rural areas
- **Agency Not Funded in FY21.** Applicants that did not receive a CHP award in FY 2021

CHP recipients who use CHP funding to deploy school resource officers (SRO) will be required to submit a memorandum of understanding (MOU) between the law enforcement agency and the school partners. In addition, all applicants who receive FY 2022 CHP funding for SROs will be required to send each awarded SRO position to a training sponsored and subsidized by the COPS Office. Additional information about this training requirement will be provided to recipients at the time of award.

Contact the COPS Office

For more information about COPS Office programs and resources, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office website at <https://cops.usdoj.gov>.

How to Apply

Step 1. Register with the SAM (System of Award Management) database or confirm or renew your existing SAM registration.

Step 2. Confirm your entity's electronic business point of contact (E-Biz POC) in SAM is accurate.

Step 3. Register with Grants.gov or confirm your existing registration.

Step 4. Submit the first part of your application in Grants.gov. **Deadline to complete this step is June 9, 2022, at 7:59 p.m.**

Step 5. Onboard your agency to the JustGrants Justice Grants System.

Step 6. Complete and submit the second part of your application in JustGrants (<https://www.justicegrants.usdoj.gov>).

Further instructions and explanations of the application process can be found on the COPS Office website at <https://cops.usdoj.gov>.

Complete application packages for the FY 2022 CHP solicitation are due by **June 16, 2022, at 7:59 p.m. ET.**