

OSAWATOMIE CITY COUNCIL
AGENDA

December 14, 2023

6:30 p.m. | Memorial Hall | 411 11th Street

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Invocation
5. Consent Agenda
 - Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action.*
 - A. December 14, 2023 Agenda
 - B. November 30, 2023 Meeting Minutes
 - C. Pay Application(s)
 - BG Consultants – JB and So. Levee Loop KDOT/TA Grant - \$6,961.50
 - BG Consultants – Water Distribution Improvements - \$2,290.00
 - BG Consultants – 2022/2023 Street Improvements - \$5,336.25
 - BG Consultants – WWTP Improvements - \$1,243.58
 - BG Consultants – City Engineer Services - \$7,467.00
 - Killough Construction, Inc. – Brown Ave. #6 - \$1,001,004.58.
 - D. Special Event Permit(s)
6. Comments from the Public
 - Citizen participation will be limited to 5 minutes. Stand & be recognized by the Mayor.*
7. Public Hearing
 - A. Hearing Concerning Condemnation of 1116 4th Street
 - B. Hearing Concerning Condemnation of 719 5th Street
 - C. Hearing Concerning Condemnation of 321 Mill Street
8. Presentations, Proclamations, and Appointments
 - A. OzCommons Phase II “The Hub” Final Recommendations – *Architect One, Vireo, Shockey Consulting*
9. Unfinished Business
 - A. Resolution 1193 – Condemnation of 1116 4th Street
 - B. Resolution 1194 – Condemnation of 719 5th Street
 - C. Resolution 1195 – Condemnation of 321 Mill Street
10. New Business
 - A. Resolution 1196 – Review of Council Policies 101 through 110 (*No Action*)
 - B. Resolution 1197 – Authorizing Agreement for Construction Observation Services
 - C. Resolution 1198 - Resolution Upholding the Recommendation of the Planning Commission for Application REZ2023-002
11. Council Report
12. Mayor’s Report
13. City Manager & Staff Report
14. Adjourn

NEXT REGULAR MEETING – December 28, 2023

Osawatomie, Kansas. **November 30, 2023.** The Council Meeting was held at Memorial Hall located at 411 11th Street. Mayor Nick Hampson called the meeting to order at 6:30 p.m. Council members present were: Schasteen, Macek, Diehm, Dickinson, LaDuex, Bratton and Filipin. Council member Cathy Caldwell was absent. City Staff present at the meeting were: City Manager Bret Glendenning, City Clerk Tammy Seamands, City Attorney Jeff Deane and Public Works Director Michele Silsbee. Members of the public were: Derek Henness Hyun Ju Gil and Michelle Chester.

INVOCATION. – Pastor Hyun Ju Gil, Osawatomie First United Methodist Church

CONSENT AGENDA. Approval of November 30, 2023 Agenda, November 9th Council Meeting Minutes, Pay Application – BG Consultants –\$520.00 - Street Improvements, Pay Application – BG Consultants - \$3,435.00 – Water Distribution Improvements, Pay Application – KDOT – \$37,485.00 - TA Levee & John Brown Loops, Pay Application – BG Consultants - \$1,157.00 – WWTP Improvements, Special Event Permit – Brad Ziegler KC Running Company – Mile Zero Trailhead, 10-23 Council Report. **Motion** made by LaDuex, seconded by Dickinson to approve the consent agenda as presented. Yeas: All

COMMENTS FROM THE PUBLIC.

Pastor Hyun Ju Gil – We have a Christmas concert on December 16th at 2:00 PM at the Osawatomie First United Methodist Church. We also have a Christmas evening service at 11:00 p.m. and everyone is welcome.

PUBLIC HEARINGS. -None.

PRESENTATIONS, PROCLAMATIONS AND APPOINTMENTS. – None.

UNFINISHED BUSINESS.

RESOLUTION 1187 –AUTHORIZING SALE OF 904 CHESTNUT, LOTS 15-18 -
With the recently modified text to the city’s zoning regulations making, it easier to split lots into their original plats, we are able to ensure that we adhere to the natural development patterns that have existing in Osawatomie as a railroad community.

The property at 904 Chestnut is one such example. The city was able to purchase this property, confirm title work, demolish a home that was already on the condemnation list this year and clean the property up, and survey the property. The cost to the city was \$4,250/lot and there are 4 lots.

A single-family or multi-family residence shall be built to the 2018 International Residential Code standards within 12 months of conveyance of the property to Buyer or the land will revert back to the City of Osawatomie.

Prior to conveyance of the described property, Buyer shall demonstrate to the reasonable satisfaction of the City Manager or his/her designees, that he/she has adequate financial means in

place or committed to ensure that the construction of the residence on the property can be commenced and completed according to the time line established by this resolution. All utilities shall be installed (electric, water, wastewater, and gas as applicable). Should Buyer fail to comply with the terms of the agreement, Buyer agrees to give the Seller a Quit Claim Deed reverting the property back to the Seller, Buyer releases any further claim or interest in property including any partial construction. No refund of monies will be given if the Buyer fails to comply with any terms of the agreement.

The RFP was posted on the city web site for all to see. City Staff received 3 bids for the 4 lots at 904 Chestnut. The bidders and bids were as follows:

SSGK, LLC dba Wright Way Homes - \$1,500/lot
Elite Windows and Siding LLC - \$3,000/lot
Joseph Canfield – JDC Remodeling, LLC - \$4,000/lot

Assuming an 1,800 square foot single family residence will be built on each lot, with an estimated value of \$200,000/per lot, this nets the city an additional \$7,176/year in property taxes (\$1,794/home). Add in utilities at an average cost of \$250/month per home (\$1,000 total) and you have an additional \$12,000/year in utility revenue as well. **Motion** made by Bratton, seconded by Filipin to approve Resolution 1187 –Selling Lots 15, 16, 17 and 18 in block 1 of Robert’s second addition in the City of Osawatomie, formerly known as 904 Chestnut as presented. Yeas: All.

RESOLUTION 1188 – AUTHORIZING ASSISTANCE PACKAGE FOR BUSINESSES ALONG 6TH STREET – (No action) At the November 9th council meeting we started a discussing the possibility of creating a 6th Street Business Assistance Program to provide some aid to businesses during the reconstruction of 6th Street. I’ve worked with Janet McRae, the Economic Development Director for Miami County as well as the Director of the Osawatomie Chamber of Commerce, Jennifer Williams.

Essentially, there are three pieces to the program:

- 1.) Wayfinding signage (construction orange with black lettering) directing people to the businesses on 6th Street as well as letting the public know that the businesses are still open. Signage expenses are expected to be around \$500.
- 2.) A monthly drawing for a prize of up to a \$100 value (similar to the Miracle on Main Street boxes we do during the holiday season). This is one prize per month. Businesses along 6th Street must be patronized with a minimum of \$10 spent at the business before qualifying to enter the drawing. Maximum cost will be \$1,200.
- 3.) Partial utility reimbursements. Businesses must apply for and demonstrate a need. The application process won’t be overly burdensome. We are merely wanting to determine that there is a true need as opposed to basic desire to get most of a utility bill reimbursed. The AVERAGE per month for every business along 6th Street is ~ \$26,000/month and on an annual basis, it is approximately \$295,000. If every business applied, if every

business was eligible, and every business was impacted based on the definition of “impacted” that is in the resolution, this would be the cost. I believe a rough assumption of the total impact taking into account that not every business will qualify and not every business will be impacted for the duration of the project, we could safely assume that this will cost the city roughly \$100,000.

RESOLUTION 1189 – AUTHORIZING THE MAYOR TO EXECUTE GIA FOR SOLAR ARRAY - In October of 2021, the city began discussions with KMEA and Evergy Energy Partners (non-regulated subsidiary of Evergy Kansas Central) about the feasibility of constructing a solar array on city owned property across 335th from the Osawatomie State Hospital. From those discussions, it was determined that partnering with Evergy was a more cost-effective way to diversify our electric portfolio into more renewable energy sources.

The intent was to pool our needs with the needs of other KMEA members, which is what we did, albeit not with as many cities as we initially thought, but at no additional cost to the city or its electric customers. So, in January of 2022, the city entered into a solar development agreement and shortly thereafter in February, we entered into a power purchase agreement (PPA) with Evergy.

Since that time, the council has also approved a resolution to purchase the transformers for the small substation that would need to be built as part of our obligation under the development agreement and PPA. You may remember that our obligation started at the high side of transformer(s) and included any support steel, switches, and other materials. Evergy’s obligation ended at the low voltage side of the transformer.

This agreement allows the interconnection of the solar array to the Osawatomie distribution system.

There will be a second GIA that we need to sign in the first quarter of next year. This GIA will allow us to push our behind the meter generation out to the grid and sell into the integrated marketplace. **Motion** made by Dickinson, seconded by Schasteen to approve Resolution 1189 – Authorizing the execution of a generation interconnection agreement with Every Kansas Central, Inc. as presented. Yeas: All.

RESOLUTION 1191- ACCEPTING CHANGES TO CITY COUNCIL POLICY 109 (FOOD TRUCK POLICY) - Updates focus on the relocation of mobile food vendors to the developing “Hub” space, currently known publicly as “Main Street Plaza.” This community plaza space is designed to become a destination for members of the public and has been recently updated to include electric pedestals, outdoor seating, and a renovated pedestrian-friendly base of crushed stone. Future developments will continue to enhance the space and make it more inviting and encourage multiple uses.

Moving mobile food vendors from the 5th and Main intersection to the downtown location also improves visitor safety and removes the need for pedestrians to cross busy intersections or stand in an active parking lot while visiting a mobile food vendor.

Other amendments take into consideration location and timing of mobile vendors when nearby brick-and-mortar restaurants in the community. **Motion** made by Schasteen, seconded by LaDuex to approve Resolution 1191 – Directing the City Manager to implement certain changes to City Council Policy No. 109 – Food Truck Policy as presented. Yeas: All.

NEW BUSINESS.

RESOLUTION 1190 – TEMPORARY CHANGE TO PLANNING COMMISSION MEETING TIME - This resolution would change the starting time of the planning commission meetings to 5:00 pm through July 2024 as they begin the process of an update the future land use map, comprehensive plan, zoning regulations and subdivision regulations. **Motion** made by LaDuex, seconded by Bratton to approve Resolution 1190 – Concurring with the Osawatomie Planning Commission on setting the meeting time for the planning commission to 5:00 pm through July 2024 as presented. Yeas: All.

RESOLUTION 1192 – CHANGES TO CITY OF OSAWATOMIE EMPLOYEE HANDBOOK/PERSONNEL POLICY-LONGEVITY ELIGIBILITY – The City of Osawatomie Employee Handbook is updated as necessary to reflect best practices. One needed update is the clarification on which employees are eligible for annual longevity payments. The current language is vague and could be interpreted in multiple ways. Changes to the section will create much greater transparency and continuity in policy, and allows the organization to better recognize employees for their years of service.

Financial Impact:

2022 TOTAL	\$	8,150.00
2023 TOTAL W/OUT		
FIRE	\$	8,625.00
2023 TOTAL W/ FIRE	\$	12,800.00

Longevity payouts in November 2022 were tabulated for full-time and regular part-time staff only. It was the first year that part-time staff members were included. Administration decided to add fire department employees into the tabulations for 2023. **Motion** made by Bratton, seconded by Filipin to approve Resolution 1192 – Directing the city manager to update the City of Osawatomie Employee Handbook section regarding employee longevity eligibility as presented. Yeas: All.

EXECUTIVE SESSION – None.

COUNCIL REPORTS

Karen LaDuex ~ I attended the Mayor's Tree lighting and the tree is gorgeous. It was a very nice event.

Kevin Schasteen ~ Thank you to everyone that helped Pride to spruce up Main Stret for the holidays.

MAYOR'S REPORT - The Christmas tree does look nice. Ground Guys did a good job.

CITY MANAGER & STAFF REPORTS.

Bret Glendening ~ I am working on the budget amendment. The budget hearing will be set for December 28th. Council will also need to start thinking about an executive session to do my six months evaluation.

Michele Silsbee ~ gave an update on the street repairs. Don't forget to RSVP for the City Christmas party that will be held on December 16th at the Elks.

OTHER DISCUSSION/MOTIONS.

Motion made by Macek, seconded by Schasteen to adjourn. Yeas: All. The mayor declared the meeting adjourned at 07:20 p.m.

/s/ Tammy Seamands
Tammy Seamands, City Clerk



INVOICE NO. 37

December 4, 2023

Bret Glendening, Deputy City Manager
City of Osawatomie, Kansas
439 Main Street
Osawatomie, KS 66064

Re: 20-1414L - Osawatomie WWTP Improvements

-----Invoice for Consulting Services-----

This invoice is for services which were performed during the month of **November** as follows:

Engineering Services:

<u>Task</u>	<u>Lump Sum Amount</u>	<u>Completion Progress</u>	<u>Total</u>
1. Preliminary Design Phase	\$117,000.00	100.0%	\$117,000.00
2. Final Design Phase*	\$92,000.00	100.0%	\$92,000.00
3. Bidding and Negotiating Phase	\$20,000.00	100.0%	\$20,000.00
4. Approvals and Permitting	\$15,000.00	100.0%	\$15,000.00
5. Construction Substantial Completion	\$5,000.00	0.0%	\$0.00
*Updated, refer to Contract Amendment 01			
Subtotal Amount Due:			\$0.00
Total Completed to date:			\$244,000.00
Prior Billings to Date:			\$244,000.00

Resident Project Observation

Contract Amount	\$	234,000.00	
Work Completed to Date	\$	234,000.00	100.0%
Work Previously Billed	\$	232,756.42	
Subtotal		\$1,243.58	

Additional Services

Contract Amount	\$	5,000.00	
Work Completed to Date	\$	5,000.00	100%
Work Previously Billed	\$	5,000.00	
Subtotal		\$0.00	
Total Amount Due:			\$1,243.58

Sincerely,

BG CONSULTANTS, INC.

Abby Mills, PE, CFM
Project Engineer

* **by email only** *

City of Osawatomie
 Attn: Bret Glendening, Deputy City Manager
 439 Main Street
 Osawatomie, KS 66064

December 5, 2023

INVOICE #16

Re: 2023 Osawatomie Water Distribution Improvements
 Osawatomie, Kansas

BG Project No. 22-1195L

-----**Invoice for Consulting Services**-----

This Invoice is for services performed during the month of November 2023 as follows:

Basic Services	Lump Sum Amount	% Complete Progress	Subtotal
Preliminary Design.....	\$ 613,800.00	66.00%	\$ 405,108.00
Final Design.....	\$ 502,200.00	27.00%	\$ 135,594.00
Bidding.....	\$ 40,000.00	25.00%	\$ 10,000.00
Construction Phase.....	\$ 229,000.00	10.50%	\$ 24,045.00
Post-Construction.....	\$ 15,000.00	0.00%	\$ -
Subtotal #1 =			\$ 574,747.00

Resident Project Representative (RPR)

RPR Services (Not to Exceed).....	\$ 974,000.00		
Engineer IV.....	0.0 hrs @ \$ 144.00 /hr	\$	-
Engineer II.....	0.0 hrs @ \$ 130.00 /hr	\$	-
Senior Construction Observer.....	0.0 hrs @ \$ 120.00 /hr	\$	-
Certified Construction Observer.....	0.0 hrs @ \$ 103.00 /hr	\$	-
Subtotal #2 =			\$ -
Total Construction Observation Services Billed Thru this Invoice.....	\$		-
Contract Value of Construction Observation Services Remaining.....	\$		974,000.00

Total Amount of Services Complete (Subtotals #1 + #2).....	\$ 574,747.00
Less Previous Amount Billed (Thru Invoices: #15).....	\$ 572,457.00
Total Amount Owed this Invoice.....	\$ 2,290.00
Plus Previous Invoices Unpaid (none).....	\$ -
Total Amount Owed to Date.....	\$ 2,290.00

TOTAL AMOUNT DUE THIS INVOICE	\$ 2,290.00
--------------------------------------	--------------------

For questions, please contact me at 785-537-7448 or brian.foster@bgcons.com.

Sincerely,



Brian J. Foster
 Vice President



December 5, 2023

City of Osawatomie
c/o Bret Glendening, City Manager
439 Main Street
Osawatomie, KS 66064

Re: City Engineering Duties
23-1022L

-----Invoice for Consulting Services-----

This invoice is for services which were performed through the month of **November** as follows:

On-Call Services

Colton Steele

6th Street Submittal Reviews

INTERN ENGINEER/ARCHITECT II	14	hrs @	\$131.00	per hour	\$1,834.00
------------------------------	----	-------	----------	----------	------------

Colton Steele

6th Street Utility Pole Coordination

INTERN ENGINEER/ARCHITECT II	4	hrs @	\$131.00	per hour	\$524.00
------------------------------	---	-------	----------	----------	----------

Colton Steele

6th Street Change Order

INTERN ENGINEER/ARCHITECT II	27	hrs @	\$131.00	per hour	\$3,537.00
------------------------------	----	-------	----------	----------	------------

Colton Steele

Brown Avenue Change Order #2

INTERN ENGINEER/ARCHITECT II	12	hrs @	\$131.00	per hour	\$1,572.00
------------------------------	----	-------	----------	----------	------------

Subtotal: \$7,467.00

Total Amount Due \$7,467.00

Sincerely,

BG CONSULTANTS, INC.

Brian P. Kingsley, P.E.
Principal

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ADMINISTRATION	GENERAL OPERATING	OSAWATOMIE CHAMBER OF COMMERCE	RAFFLE PRIZES - MIRACLE ON	1,000.00
		CITY OF OSAWATOMIE	UTILITY BILLS	78.84
			UTILITY BILLS	83.07
			UTILITY BILLS	1,544.19
		FIRST OPTION BANK	DOMAIN REGISTRATION	8.95
			HALLOWEEN CANDY	203.74
			REIMBURSED TRAVEL	256.96-
			HOTEL LEAGUE CONFERENCE	1,470.28
			SERVER / ADDON	45.00
		KANSAS GAS SERVICE	GAS SERVICES	793.71
		LEAGUE OF KS MUNICIPALITIES	KACM FALL CONFERENCE - GLE	175.00
		MIAMI LUMBER INC.	DOOR FOR MH	267.73
			BRICKMOULD & HINGE	58.77
		UNIVERSITY OF KANSAS	HALL - INSTRUCTOR SCHOOL	275.00
		WAL-MART CAPITAL ONE	TRAIL OF TEARS MEAL	92.94
		QUILL CORPORATION	BATTERIES, TISSUES, CLEAN,	22.25
			BATTERIES, TISSUES, CLEAN,	102.48
			BATTERIES, TISSUES, CLEAN,	97.99
	MISCELLANEOUS	SEYMOUR, OLIVIA	SEYMOUR, OLIVIA: ESSAY CON	250.00
		BLACKMAN, HAVEN	BLACKMAN, HAVEN:ESSAY CONT	175.00
		SPRADLING, SOPHIE	SPRADLING, SOPHIE:ESSAY CO	100.00
		SECHREST, MEKAH	SECHREST, MEKAH:ESSAY CONT	50.00
		ROEHL, DEE	ROEHL, DEE: TRAINING REIM	57.33
		TALLEY, DEBBIE	MH CUSTODIAN NOV 2023	375.00
			DEC 2023 MEMORIAL HALL CUS	375.00
		ALLENBRAND-DREWS & ASSOC., INC	BOUNDARY LINE DECLARATION	2,250.00
		WASTE MANAGEMENT	REFUSE	18.88
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	5,464.53
		KSFIBERNET	INTERNET SERVICES	370.23
		RICOH USA, INC.	COPIES	41.60
			COPIES	410.07
		RICOH USA, INC.	COPIER RENTAL - CITY HALL	260.47
		REDISHRED KANSAS INC.	SHREDDING SERVICES	33.99
			SHREDDING SERVICES	33.99
			SHREDDING SERVICES EXTRAS	30.00
		EVERGY	UTILITY BILLS	49.52
		LIPPERT MECHANICAL SERVICE CORP	BOILER REPAIRS	2,441.29
		SEAMANDS, TAMMY	CITY CLERK ACADEMY REIMBUR	253.11
		NITEL, INC.	PHONE & INTERNET	254.83
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	245.56
		PAYCHEX	11/17 - PAYROLL SERVICES	161.82
			PAYROLL SERVICES - 11/03	143.25
		MOON, SAMANTHA	REIMBURSE HOTEL FOR ICMA C	1,933.95
		LAUBER MUNICIPAL LAW, LLC	10/23 - CITY ATTORNEY	2,450.00
			10/31- COUNCIL MEETINGS	1,592.50
		BRIGHTSPEED	PHONE & INTERNET	53.62
			PHONE SERVICES	53.75
		WEX BANK	FUEL	49.69
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	1,189.95
			PASSWORD KEEPER	15.00
		SCANLON, MICHAEL JAMES	NOV 2023 CONSULTING	8,333.00
		CHERRYROAD MEDIA	HEARING	104.32
			OCT 2023 LEGAL NOTICES	995.21
		OPTIMAL IMAGING SUPPLIES LLC	BROTHER INK	204.92
		BIERMAN'S CHRISTMAS TREE FARM	MAYORS CHRISTMAS TREE	800.00
TOTAL:				37,684.36

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CODES ENFORCEMENT	GENERAL OPERATING	FIRST OPTION BANK	MEMBERSHIP DUES	40.00
			KACE FALL CONFERENCE	200.00
		RURAL WATER DIST. #2	RURAL WATER SERVICE	99.23
		VERIZON WIRELESS	CELL PHONE & HOT SPOT	126.41
			PHONES, IPADS, CAMERAS	127.93
		DREXEL TECHNOLOGIES INC	CAT LINE DRAWINGS	170.32
		KSFIBERNET	INTERNET SERVICES	41.14
		ELLIS, DAVID	MILEAGE & MEALS	233.32
		EVERGY	UTILITY BILLS	302.07
		NITEL, INC.	PHONE & INTERNET	47.79
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	46.05
		PAYCHEX	11/17 - PAYROLL SERVICES	30.35
			PAYROLL SERVICES - 11/03	26.86
		COMMERCIAL CAPITAL LEASING, LLC	HP DESIGN JET	195.00
		WEX BANK	FUEL	221.77
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	223.15
		STIFTER, TYLER	10/21 - NUSIANCE MOWING	980.00
		INSTITUTE FOR BUILDING TECHNOLOGY AND	114 3RD PARTY INSPECTION	320.00
			TOTAL:	3,431.39
POLICE	GENERAL OPERATING	BREWER'S AUTOMOTIVE REPAIR INC	LUBE & OIL CHANGE	43.20
			BRAKE PAD REPLACEMENT	197.08
		CITY OF OSAWATOMIE	UTILITY BILLS	653.84
		FIRST OPTION BANK	DRINKING WATER	23.00
			SOFTWARE SECURITY	95.97
			TISSUE KEYS	20.92
			ULTRA DAWN	8.50
			DRINKING WATER	17.25
			GLOVES, EVIDENCE SUPPLIES	331.67
		FAMILY CENTER FARM & HOME	KEY CUT	4.35
		KANSAS GAS SERVICE	GAS SERVICES	62.96
		WAL-MART CAPITAL ONE	COFFEE, COCOA	36.26
		GALL'S INC	FT1775 BLCK ATAC STORM DZ	150.99
		GENERATOR SERVICES INC	GENERATOR REPAIRS	298.26
		WASTE MANAGEMENT	REFUSE PD	30.18
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	4,135.32
		AXON ENTERPRISE INC	10GB EVIDENCE CART STORAGE	1,274.00
		REDISHRED KANSAS INC.	SHREDDING SERVICES	33.99
			SHREDDING SERVICES	33.99
		KANSAS TURNPIKE AUTHORITY	TOLLS - WICHITA	10.00
		NITEL, INC.	PHONE & INTERNET	350.40
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	337.66
		PAYCHEX	11/17 - PAYROLL SERVICES	222.51
			PAYROLL SERVICES - 11/03	196.98
		TOSHIBA FINANCIAL SERVICES	PD COPIER	195.64
		TRANSUNION RISK & ALTERNATIVE	OCT 2023 - PERSON SEARCHES	136.00
		OPTIMUM	CABLE SERVICES	14.86
			CABLE SERVICES	14.86
		BRIGHTSPEED	PHONE & INTERNET	109.37
			PHONE SERVICES	110.27
		WEX BANK	FUEL	3,548.81
		CCG SAFETY GEAR LLC	UNIFORM BODY ARMOR	908.69
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	1,636.25
			TOTAL:	15,244.03
CABIN	GENERAL OPERATING	CITY OF OSAWATOMIE	UTILITY BILLS	207.14

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		KANSAS GAS SERVICE	GAS SERVICES	189.69
		BRADLEY AIR CONDITIONING & HEATING	TUNE UP FURNANCE	120.00
		NITEL, INC.	PHONE & INTERNET	47.79
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	46.05
		PAYCHEX	11/17 - PAYROLL SERVICES	30.35
			PAYROLL SERVICES - 11/03	26.86
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	<u>223.15</u>
			TOTAL:	891.03
STREETS & ALLEYS	GENERAL OPERATING	CITY OF OSAWATOMIE	UTILITY BILLS	5.37
			UTILITY BILLS	248.55
			UTILITY BILLS	1.50
			UTILITY BILLS	588.96
		O'REILLY AUTO PARTS	HEX BIT SET	35.98-
		FAMILY CENTER FARM & HOME	FILTER REPLACEMENT BIT INS	31.96
		KANSAS GAS SERVICE	GAS SERVICES	157.82
		VERIZON WIRELESS	CELL PHONE & HOT SPOT	121.48
			PHONES, IPADS, CAMERAS	121.48
		WASTE MANAGEMENT	REFUSE	96.42
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	787.68
		NITEL, INC.	PHONE & INTERNET	47.79
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	46.05
		PAYCHEX	11/17 - PAYROLL SERVICES	30.35
			PAYROLL SERVICES - 11/03	26.86
		WEX BANK	FUEL	648.51
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	223.15
			PASSWORD KEEPER	<u>2.50</u>
			TOTAL:	3,150.45
PARKS & CEMETERIES	GENERAL OPERATING	BREWER'S AUTOMOTIVE REPAIR INC	TIRE REPAIR	12.00
		CITY OF OSAWATOMIE	UTILITY BILLS	5.37
			UTILITY BILLS	248.55
			UTILITY BILLS	103.51
			UTILITY BILLS	7.50
		O'REILLY AUTO PARTS	SWEEPING COM	24.99
		FIRST OPTION BANK	TRASH BAGS	89.22
			TRASH BAGS	82.46
		FAMILY CENTER FARM & HOME	TRACTOR & SMALL ENG PARTS	63.78
			GLOVES & FLY TRAP STICKY	19.97
		RURAL WATER DIST. #2	RURAL WATER SERVICE	44.00
		VIKING INDUSTRIAL SUPPLY	CLEANING PRODUCTS & SUPPLI	716.49
		VERIZON WIRELESS	CELL PHONE & HOT SPOT	40.01
			PHONES, IPADS, CAMERAS	40.01
		WASTE MANAGEMENT	REFUSE	96.42
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	196.92
		EVERGY	UTILITY BILLS	18.15
		NITEL, INC.	PHONE & INTERNET	31.90
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	30.74
		PAYCHEX	11/17 - PAYROLL SERVICES	20.26
			PAYROLL SERVICES - 11/03	17.93
		THE GROUND GUYS OF OLATHE	OCT 2023 MONTHLY MAINT	13,762.55
			LEVY MOWING OCTOBER 2023	720.00
			CONTRACT MOWING - NOV 2023	13,762.55
			LEVY MOWING - NOV 2023	1,025.00
		WATERS HARDWARE	HOSE HANDLER REEL	41.99
		MCCREA MANAGEMENT LLC	OCT & NOV MONTHLY MANAGEME	1,000.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		WEX BANK	FUEL	499.69
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	148.95
			PASSWORD KEEPER	<u>2.50</u>
			TOTAL:	32,873.41
FIRE	GENERAL OPERATING	CITY OF OSAWATOMIE	UTILITY BILLS	520.43
		FIRST OPTION BANK	DOOR REPAIR	782.00
		FAMILY CENTER FARM & HOME	PLUG ANGLE 30/50 AMP POLE	14.99
		KANSAS GAS SERVICE	GAS SERVICES	118.57
		WYCOFF'S LOCKSMITHING	HON FILE CABINET LOCK & KE	102.54
		WAL-MART CAPITAL ONE	FIREHOUSE OPEN HOUSE ITEM	113.58
		MISCELLANEOUS EAGLE ENGRAVING INC	EAGLE ENGRAVING INC:CROSS	179.81
		FAREWAY MEAT MARKET	FAREWAY MEAT MARKET:FIRE C	1,329.93
		BRADLEY AIR CONDITIONING & HEATING	REPLACE DUAL CAPACITOR	144.32
		WASTE MANAGEMENT	REFUSE	22.26
		NITEL, INC.	PHONE & INTERNET	111.46
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	107.41
		PAYCHEX	11/17 - FIRE PAYROLL SERVI	316.12
			11/17 - PAYROLL SERVICES	70.78
			PAYROLL SERVICES - 11/03	62.66
		WEX BANK	FUEL	168.48
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	520.50
		JERRY INGRAM FIRE & RESCUE	RYDER EXTRICATION GLOVES	<u>516.00</u>
			TOTAL:	5,201.84
MUNICIPAL COURT	GENERAL OPERATING	SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	2,953.80
		NITEL, INC.	PHONE & INTERNET	47.79
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	46.05
		PAYCHEX	11/17 - PAYROLL SERVICES	30.35
			PAYROLL SERVICES - 11/03	26.86
		LAUBER MUNICIPAL LAW, LLC	10/31 - CITY PROSECUTOR	8,915.00
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	<u>223.15</u>
			TOTAL:	12,243.00
LIBRARY	GENERAL OPERATING	CITY OF OSAWATOMIE	UTILITY BILLS	575.80
		FIRST OPTION BANK	BOOKS	17.19
			BOOKS	20.49
			GAMES	3.76
			BULBS	2.50
			HOUSEHOLD SUPPLIES	6.28
			SPECIAL PROJECT SUPPLIES	9.94
			ORNAMENTS	16.25
			BOOKS	60.99
			BOOKS	15.96
		KANSAS GAS SERVICE	GAS SERVICES	70.55
		BAKER & TAYLOR	BOOKS	81.66
			BOOKS	27.90
			BOOKS	15.73
			BOOKS	61.75
			BOOKS	136.03
			BOOKS	138.70
			BOOKS	47.08
			BOOKS	114.85
		NEKLS	THERMAL PAPER RECEIPT ROLL	12.72
			PATRON CARDS	36.00
		MISCELLANEOUS LINDWOOD COMMUNITY LIB	LINDWOOD COMMUNITY LIBRARY	11.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		MURPHY, AMANDA	MURPHY, AMANDA: TRAINING R	9.88
		WASTE MANAGEMENT	REFUSE	85.44
			LIBRARY RECYCLING	10.61
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	196.92
		GOOD GUYS PLUMBING INC	RAN KITCHEN SINK LINE TO M	135.00
		MIDWEST TAPE	DIGITAL MEDIA - OCT 2023	212.50
		KWIKOM COMMUNICATIONS	LIBRARY INTERNET SERVICES	95.00
		RICOH USA, INC.	LIBRARY COPIER	82.66
		NITEL, INC.	PHONE & INTERNET	15.89
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	15.31
		PAYCHEX	11/17 - PAYROLL SERVICES	10.09
			PAYROLL SERVICES - 11/03	8.93
		BRIGHTSPEED	PHONE & INTERNET	52.86
			PHONE SERVICES	52.58
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	<u>74.20</u>
			TOTAL:	2,541.00
WATER ADMINISTRATION	WATER	KANSAS DEPT OF REVENUE	3RD QTR CLEAN DRINKING	1,878.64
		WASTE MANAGEMENT	REFUSE	96.42
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	400.73
		KPERS	11/17/2023 - KPERS	474.05
			KPERS - 11/03/2023	470.10
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	118.04
			IMCA - 11/03/2023	127.88
		EFTPS	PAYROLL TAXES - NOVEMBER 2	739.22
		POSTALOCITY.COM	POSTAGE - UTILITY BILLING	500.00
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	778.92
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	39.40
			NOV 2023 - LIFE,VISION,DEN	<u>9.80</u>
			TOTAL:	5,633.20
WATER TREATMENT	WATER	CITY OF OSAWATOMIE	UTILITY BILLS	5,089.43
			UTILITY BILLS	151.95
		OLATHE WINWATER WORKS	6 1/8 FFRR FLAG PACK	38.00
			6" FLG CHECK VALVE	2,140.00
		FIRST OPTION BANK	CABLE WIRE	9.99
		FAMILY CENTER FARM & HOME	DUAL SIDED BRUSH & MICE GL	5.98
		KANSAS DEPT OF HEALTH & ENVIRO	B. HURT WATER CERTIFICATE	20.00
			WIYNIGER TESTING FEES	25.00
		WAL-MART CAPITAL ONE	WATER & VINEGAR	30.40
			FOLGERS COFFEE	25.96
		USA BLUE BOOK	HACH DR300 CHLORINE	679.25
			SUPER LUBE SYNTHETIC GREAS	133.56
			AMMONIA POWDERS	429.64
		HAWKINS INC	Freight	31.00
			#1 pump tube	111.75
			#2 pump tube	111.75
			#5 pump tube	111.75
			Polymer	3,392.93
			Bleach	2,052.60
			Ammonia	805.39
			Freight	33.50
			Polymer	3,392.93
			Bleach	1,959.30
			347	710.64
			freight	33.50

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			polymer	3,097.33
			Bleach	2,052.60
			Ammonia	829.08
			freight	33.50
			Polymer	3,407.07
			Bleach	2,612.40
		VERIZON WIRELESS	CELL PHONE & HOT SPOT	140.76
			PHONES, IPADS, CAMERAS	140.76
		WASTE MANAGEMENT	REFUSE	37.65
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	935.21
		KPERS	11/17/2023 - KPERS	949.99
			KPERS - 11/03/2023	1,009.22
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	175.73
			IMCA - 11/03/2023	34.11
		EFTPS	PAYROLL TAXES - NOVEMBER 2	1,543.12
		R. E. PEDROTTI CO., INC.	PROGRAMMING ENGINEER TRAVE	488.00
		NITEL, INC.	PHONE & INTERNET	47.79
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	46.05
		PAYCHEX	11/17 - PAYROLL SERVICES	30.35
			PAYROLL SERVICES - 11/03	26.86
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	2,184.98
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE, VISION, DEN	21.00
			NOV 2023 - LIFE, VISION, DEN	88.28
			NOV 2023 - LIFE, VISION, DEN	24.88
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	223.15
			PASSWORD KEEPER	1.67
		HAYNES EQUIPMENT CO.	GREYLINE METER	1,500.00
			TOTAL:	43,207.74
WATER DISTRIBUTION	WATER	BREWER'S AUTOMOTIVE REPAIR INC	CROSSWIND A/T 10 PLY TIRES	152.75
		CITY OF OSAWATOMIE	UTILITY BILLS	5.37
			UTILITY BILLS	51.85
		FIRST OPTION BANK	LITHIUM BATTERIES	10.25
		FAMILY CENTER FARM & HOME	COUPLING, TAPE PLUGS, ADAP	104.61
		BG CONSULTANTS INC	15 - WATER DIST IMPROV - 1	3,435.00
		OIL PATCH PUMP & SUPPLY INC	CAP STD BLK 2"	13.30
		KILLOUGH CONSTRUCTION INC	PLANT MIX - WATER LEAK REP	344.38
			PLANT MIX	134.00
			PLANT MIX - 10/11	603.00
		KANSAS ONE CALL SYSTEM INC	OCT 2023 - LOCATES	38.40
		VERIZON WIRELESS	CELL PHONE & HOT SPOT	60.74
			CELL PHONE & HOT SPOT	40.01
			PHONES, IPADS, CAMERAS	60.74
			PHONES, IPADS, CAMERAS	40.01
		WASTE MANAGEMENT	UTILITY SHOP CLEAN OUT	20.79
		MIDWEST COLLISION II	Deer Accident	8,786.49
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	263.88
		CORE & MAIN LP	METER RETROFIT - OMNI+2 R2	398.00
			FEMALE COUPLING	259.44
			2" Water service Mat	4,276.68
			BLUE FLAGS	140.00
			COUPLINGS	1,333.72
			COUPLINGS	1,478.04
			COUPLINGS	1,310.45
			HYMAX 2 FLIP COUPLING	813.72
			3" FLANGE ACCESSORY KIT	45.92

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		KPERS	11/17/2023 - KPERS	293.68
			KPERS - 11/03/2023	290.59
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	84.38
			IMCA - 11/03/2023	9.38
		EFTPS	PAYROLL TAXES - NOVEMBER 2	474.20
		NITEL, INC.	PHONE & INTERNET	16.01
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	15.43
		PAYCHEX	11/17 - PAYROLL SERVICES	10.17
			PAYROLL SERVICES - 11/03	9.00
		FORTILINE WATERWORKS	MAIN VLV REP KIT	1,318.00
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	12.60
		WEX BANK	FUEL	437.77
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	74.76
		120 WATER	PWS PRO	9,000.00
			LCRR LIF sampling	1,200.00
			Comms + PTD Module	1,200.00
			LCRR Managed Service	5,000.00
			Compliance Sampling	5,000.00
			Data Services	<u>5,000.00</u>
			TOTAL:	53,667.51
NON-DEPARTMENTAL	ELECTRIC	MISCELLANEOUS	FOXWORTH, RICQUE	100.66
			KC 1 PROPERTY GROUP	219.62
			FREEL, ALLEN	77.32
			GASKINS, CECIL	66.18
			GIBBONS, LARRY	16.31
			WOODS, TRISHA	94.20
			KC NEW DAY LLC	131.98
			HOPE ANTHEM CHURCH	247.73
			H & K LLC	97.13
			BURNS, RACHEL	92.66
			THE CORNERSTONE BY C	<u>576.58</u>
			TOTAL:	1,720.37
ELECTRIC ADMINISTRATIO	ELECTRIC	KANSAS DEPT OF REVENUE	OCT 2023 - UTILITIES SALES	2,645.84
			OCT 2023 - UTILITIES SALES	4,882.27
			OCT 2023 - UTILITIES SALES	4,184.80
			OCT 2023 - UTILITIES SALES	1,553.79
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	390.91
		KPERS	11/17/2023 - KPERS	494.08
			KPERS - 11/03/2023	488.39
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	119.35
			IMCA - 11/03/2023	129.20
		EFTPS	PAYROLL TAXES - NOVEMBER 2	763.02
		POSTALOCITY.COM	POSTAGE - UTILITY BILLING	2,600.00
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	910.02
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	45.14
			NOV 2023 - LIFE,VISION,DEN	<u>11.42</u>
			TOTAL:	19,218.23
ELECTRIC PRODUCTION	ELECTRIC	HALL'S BOBCAT SERVICE	SUBSTATION ROAD BUILD	5,654.55
		KMEA	OCTOBER 2023 - EMP1	20,928.73
			OCTOBER 2023 - EMP1	22,440.01
			NOVEMBER 2023 - GRDA	87,743.00
			OCTOBER 2023 - SPA	2,256.04
			OCTOBER 2023 - WAPA	8,071.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		KANSAS GAS SERVICE	GAS SERVICES	44.46
			GAS SERVICES	234.32
		MIAMI LUMBER INC.	CHAIN LINK FENCING GAUGE B	257.05
			CHAIN LINK FENCING	34.99-
		MISCELLANEOUS NUESSEN, RODNEY	NUESSEN, RODNEY:GENERATOR	287.00
		BELGER CARTAGE SERVICE INC	Sub Transformer Crane	70,743.00
		GERKEN RENT-ALL INC	GENERATOR TOWABLE 70KW	770.00
		VERIZON WIRELESS	CELL PHONE & HOT SPOT	140.76
			PHONES, IPADS, CAMERAS	140.76
		WASTE MANAGEMENT	REFUSE	96.42
			REFUSE	37.65
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	212.66
		KPERS	11/17/2023 - KPERS	113.83
			KPERS - 11/03/2023	120.27
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	3.67
			IMCA - 11/03/2023	4.87
		EFTPS	PAYROLL TAXES - NOVEMBER 2	183.58
		EVERGY	UTILITY BILLS	45.14
		POWERTECH, LLC	Work around control issue	2,923.99
		MOON, SAMANTHA	REIMBURSE FOR UTILITIES LUN	286.20
		WATERS HARDWARE	REDUCER ADAPTER CONNECTOR	33.44
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	269.00
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	10.98
			NOV 2023 - LIFE,VISION,DEN	3.10
		WEX BANK	FUEL	427.83
		INFINITY TECHNOLOGY SERVICES	PASSWORD KEEPER	1.67
		GERE'S LLC	TRUCK & TRAILER HAULING	14,200.90
			TOTAL:	238,650.89
ELECTRIC DISTRIBUTION	ELECTRIC	BREWER'S AUTOMOTIVE REPAIR INC	INTERSTATE BATTERIES	526.00
		CITY OF OSAWATOMIE	UTILITY BILLS	83.79
			UTILITY BILLS	51.85
			UTILITY BILLS	35.64
		FIRST OPTION BANK	LITHIUM BATTERIES	10.24
			POWER OUTAGE MEAL	172.71
			BATTERIES	78.69
			SPRING PIN & TOOTH	105.06
		DITCH WITCH SALES INC	REPLACED BATTERY TRAY ASSE	1,014.03
		MID AMERICAN SIGNAL INC	TIME CLOCK WITH HARNESS SC	640.00
		KANSAS ONE CALL SYSTEM INC	OCT 2023 - LOCATES	38.40
		T & R ELECTRIC SUPPLY CO. INC	112.5 pad mount WYE	49,275.36
		CITY ELECTRICAL SUPPLY COMPANY	45W LED BULB	532.20
		APPLIED MAINTENANCE SUPPLIES	NINJA ICE 7GA GLOVES	336.02
		VERIZON WIRELESS	CELL PHONE & HOT SPOT	81.47
			CELL PHONE & HOT SPOT	60.74
			PHONES, IPADS, CAMERAS	81.47
			PHONES, IPADS, CAMERAS	60.74
		WASTE MANAGEMENT	UTILITY SHOP CLEAN OUT	20.79
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	655.74
		ANIXTER INC	WIRE, ELBOW, BRACKET	399.25
			ELBOW 35KV LOADBREAK	2,192.00
			Light fixtrues/Globe	34,423.92
			CLAMP WEDGE, WIRE, FUSE	239.50
			CLAMP WEDGE WIRE FUSE LINK	271.50
			ROADWAY LUMINAIRE	1,639.80
		KPERS	11/17/2023 - KPERS	1,138.23

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			KPERS - 11/03/2023	1,334.73
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	120.00
			IMCA - 11/03/2023	45.00
		EFTPS	PAYROLL TAXES - NOVEMBER 2	1,912.17
		NITEL, INC.	PHONE & INTERNET	79.69
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	76.79
		PAYCHEX	11/17 - PAYROLL SERVICES	50.60
			PAYROLL SERVICES - 11/03	44.80
		PREMIER TRUCK GROUP	COOLANT LEAK REPAIRS	2,300.36
		KMEA - MID-STATES	Sub Transformer Labor	36,154.69
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	2,375.80
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	21.00
			NOV 2023 - LIFE,VISION,DEN	134.54
			NOV 2023 - LIFE,VISION,DEN	30.36
		WEX BANK	FUEL	1,079.78
		GRAYBAR ELECTRONIC COMPANY, INC.	Class 4 40 foot	14,626.08
			Class 4 30 foot	6,881.49
			Tax	2,096.99
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	372.10
		EASYICE LLC	ICE BIN REPAIRS REPLACED P	416.07
		CITY OF GARDEN CITY, KANSAS	TRANSFORMER PURCHASE	150,000.00
			Load Transformer in GC	2,600.00
			TOTAL:	316,918.18
SEWER ADMINISTRATION	SEWER	SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	374.14
		KPERS	11/17/2023 - KPERS	255.29
			KPERS - 11/03/2023	234.86
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	9.81
			IMCA - 11/03/2023	9.81
		EFTPS	PAYROLL TAXES - NOVEMBER 2	378.36
		POSTALOCITY.COM	POSTAGE - UTILITY BILLING	900.00
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	304.45
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	12.78
			NOV 2023 - LIFE,VISION,DEN	3.58
			TOTAL:	2,483.08
WWTP OPERATIONS	SEWER	CITY OF OSAWATOMIE	UTILITY BILLS	3,135.02
		FAMILY CENTER FARM & HOME	NOZZLE ADJUSTABLE METAL	13.78
			CATTLE PANEL 6 GAL	55.98
			DUAL SIDED BRUSH & MICE GL	14.99
			CATTLE PANEL 6GA	27.99
			DISCONNECT, CONDUIT, MALE	46.63
		MISSION COMMUNICATIONS LLC	WATER TOWER SERVICE PACKAG	1,965.60
		WAL-MART CAPITAL ONE	LAUNDRY SOAP	34.71
		GENERATOR SERVICES INC	6 GALLON ROTELLA T MOTOR O	1,032.08
		PACE ANALYTICAL SERVICES INC	ANALYTICAL SERVICES	538.40
		WASTE MANAGEMENT	SLUDGE HALL OFF	2,165.52
			REFUSE	75.30
			SLUDGE HAUL OFF	2,156.06
			SLUDGE HAUL OFF	2,147.40
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	98.63
		KPERS	11/17/2023 - KPERS	342.05
			KPERS - 11/03/2023	280.71
		EFTPS	PAYROLL TAXES - NOVEMBER 2	478.63
		NITEL, INC.	PHONE & INTERNET	31.90
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	30.74

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PAYCHEX	11/17 - PAYROLL SERVICES	20.26
			PAYROLL SERVICES - 11/03	17.93
		WATERS HARDWARE	BOLT, TRHEADCUT, DRILL SET	18.88
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	793.00
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	4.20
			NOV 2023 - LIFE,VISION,DEN	33.08
			NOV 2023 - LIFE,VISION,DEN	9.32
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	148.95
			PASSWORD KEEPER	<u>1.66</u>
			TOTAL:	15,719.40
SEWER COLLECTION	SEWER	CITY OF OSAWATOMIE	UTILITY BILLS	5.37
			UTILITY BILLS	51.85
			UTILITY BILLS	23.47
			UTILITY BILLS	303.81
		FIRST OPTION BANK	TOLL FEES	10.00
		KANSAS ONE CALL SYSTEM INC	OCT 2023 - LOCATES	38.40
		WASTE MANAGEMENT	UTILITY SHOP CLEAN OUT	20.79
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	458.82
		KWIKOM COMMUNICATIONS	SEWER PLANT INTERNET	90.00
		KPERS	11/17/2023 - KPERS	290.84
			KPERS - 11/03/2023	288.79
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	9.37
			IMCA - 11/03/2023	9.37
		EFTPS	PAYROLL TAXES - NOVEMBER 2	464.95
		WEX BANK	FUEL	<u>183.21</u>
			TOTAL:	2,249.04
NON-DEPARTMENTAL	REFUSE	WASTE MANAGEMENT	CITY WIDE CLEANUP	872.97
			CURBSIDE SERVICES	<u>31,834.53</u>
			TOTAL:	32,707.50
LIBRARY	LIBRARY	FIRST OPTION BANK	FOOD	55.32
			SPECIAL PROJECT SUPPLIES	28.43
			FOOD FOR SPECIAL PROJECT	30.16
			SPECIAL PROJECT SUPPLIES	19.98
			SPECIAL PROJECT SUPPLIES	2.76
			FOOD FOR SPECIAL PROJECT	11.23
		T MOBILE	HOT SPOTS	62.10
			HOT SPOTS - LIBRARY	62.30
		DUNCAN TREASURES	LIBRARY SHIRT FUNDRAISER	300.00
		GATEWAY GARAGE FLOORS	GRIND AND SEAL FLOOR COAT	<u>7,738.50</u>
			TOTAL:	8,310.78
NON-DEPARTMENTAL	INDUSTRIAL PROMOTI	CITY OF OSAWATOMIE	UTILITY BILLS	40.22
		BRADLEY AIR CONDITIONING & HEATING	FURNACE REPAIR - 500 MAIN	329.52
		THE GROUND GUYS OF OLATHE	CHRISTMAS DECOR - 2023	<u>6,777.00</u>
			TOTAL:	7,146.74
PARKS & CEMETERIES	SPECIAL PARK & REC	CITY OF OSAWATOMIE	UTILITY BILLS	<u>54.18</u>
			TOTAL:	54.18
STREET AND ALLEYS	STREET IMPROVEMENT	MIAMI LUMBER INC.	2X8-10 #2 STD & BTR	96.70
		KILLOUGH CONSTRUCTION INC	PLANT MIX	278.72
			PLANT MIX - 10/03	556.10
			PLANT MIX - 10/11	158.79

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
			TOTAL:	1,090.31	
CABIN	TOURISM	KANSAS GAS SERVICE	GAS SERVICES	46.99	
		WASTE MANAGEMENT	REFUSE	57.18	
		SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	393.84	
		WINGERT SIGN COMPANY LLC	NOVEMBER 2023 BILLBOARD RE	1,650.00	
		WEX BANK	FUEL	58.50	
		DISCOVER VINTAGE AMERICA	SEPTEMBER 2023 1/10 PAGE A	206.00	
		TOTAL:	2,412.51		
COURSE OPERATIONS	GOLF COURSE	FIRST OPTION BANK	FOOD FOR CLUBHOUSE RESALE	107.73	
			FOOD FOR CLUBHOUSE RESALE	2.95	
			FOOD FOR CLUBHOUSE RESALE	3.85	
			FOOD FOR CLUBHOUSE RESALE	3.10	
			FOOD FOR CLUBHOUSE RESALE	19.45	
			FOOD FOR CLUBHOUSE RESALE	13.50	
			FOOD FOR CLUBHOUSE RESALE	6.75	
			TURF WORKS CONFERENCE	393.17	
			ICE BAGS	46.86	
			GOLF CABLE SERVICES	137.09	
			FURNACE FILTERS	64.13	
			FURNACE FILTERS	34.74	
			LOAN 19650 - NOVEMBER 2023	612.55	
			LOAN 19650 - NOVEMBER 2023	247.99	
			LOAN 19514 - NOVEMBER 2023	3,135.11	
			LOAN 19514 - NOVEMBER 2023	917.93	
			FAMILY CENTER FARM & HOME	TIRE 13X5.0 TURF SAVER	27.99
			KANSAS DEPT OF REVENUE	GOLF - OCTOBER SALES TAX	295.34
				GOLF - OCTOBER SALES TAX	253.14
				GOLF - OCTOBER SALES TAX	1,096.96
			MIAMI LUMBER INC.	FACED INSULATION LINEAL FT	89.68
			WYCOFF'S LOCKSMITHING	FLACE PLATE 6 WAY LATCH	17.30
			MIDWEST DISTRIBUTORS	BEER	168.45
			RURAL WATER DIST. #2	RURAL WATER SERVICE	42.97
			WAL-MART CAPITAL ONE	BUNS & VEGGIES	95.38
				SPONGES	9.60
				SPRAY PAINT	34.90
			OIL PATCH PUMP & SUPPLY INC	CAP PVC SCH 40 4" SLIP	13.00
			TURFWERKS	SPRINKLER HEADS	3,437.82
			VAN WALL	STATIONARY KNIFE	127.64
				FRAME, GRASS CATC	459.86
				STATIONARY KNIFE	127.54
			CRAWFORD SALES COMPANY	BEER	240.95
				BEER	370.50
			DISH NETWORK	CABLE SERVICES	137.10
				CABLE SERVICES	137.10
			M&M GOLF CARS LLC	GOLF CARS	648.00
			PROFESSIONAL TURF PRODUCTS LP	BRUSH, SEAL, BALLJOINTS, R	752.42
				TANK HYDRAULIC	500.13
				SALSCO ROLLER	8,500.00
			REINDERS INC	CENTER CUT BENTRGRASS	294.96
			WASTE MANAGEMENT	REFUSE	119.42
			SHI INTERNATIONAL CORP	GOOGLE SOFTWARE	590.75
			GREATLIFE WARSAW LLC	OCT 2023 MONTHLY CONSULTIN	416.00
				NOVEMBER 2023 - CONSULTING	416.00
			MFA OIL COMPANY	RED DIESEL FUEL - GOLF COU	399.38

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		KPERS	11/17/2023 - KPERS	327.87
			KPERS - 11/03/2023	283.14
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	12.50
			IMCA - 11/03/2023	12.50
		EFTPS	PAYROLL TAXES - NOVEMBER 2	888.81
		EVERGY	UTILITY BILLS	1,028.44
		SYSCO KANSAS CITY, INC.	RANCH DRESSING RETURN	19.72-
		NITEL, INC.	PHONE & INTERNET	63.65
		NEXTIVA, INC.	PHONE & INTERNET SERVICES	61.36
		PAYCHEX	11/17 - PAYROLL SERVICES	40.40
			PAYROLL SERVICES - 11/03	35.81
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	1,083.08
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	8.40
			NOV 2023 - LIFE,VISION,DEN	44.12
			NOV 2023 - LIFE,VISION,DEN	12.44
		BRIGHTSPEED	PHONE & INTERNET	112.85
			PHONE SERVICES	112.85
		WEX BANK	FUEL	35.82
		INFINITY TECHNOLOGY SERVICES	FULLY MANAGED IT SERVICES	297.34
		SAM INSCORE'S CONSTRUCTION	FROST FREE HYDRANT FULE PU	<u>1,535.00</u>
			TOTAL:	31,543.84
WWTP OPERATIONS	CIP - SEWER	BG CONSULTANTS INC	#36 - 20-1414L WWTP IMPROV	<u>1,157.00</u>
			TOTAL:	1,157.00
STREETS & ALLEYS	CIP - STREET PROJE	BG CONSULTANTS INC	23-1022L - 11/05/2023 BROW	552.00
		KILLOUGH CONSTRUCTION INC	PHASE 3 - 10/31/23	668,804.10
			STREET IMPROVEMENTS	<u>20,000.00</u>
			TOTAL:	689,356.10
PARKS & CEMETERIES	CIP - SPECIAL PROJ	BG CONSULTANTS INC	SOUTH LEVEE LOOPS	<u>37,485.00</u>
			TOTAL:	37,485.00
NON-DEPARTMENTAL	EMPLOYEE BENEFITS	CITY OF OSAWATOMIE	HSA MATCH - NOVEMBER 2023	3,280.18
		KANSAS DEPT OF REVENUE	NOVEMBER 2023	4,560.92
			NOVEMBER 2023	5,382.80
		KANSAS PAYMENT CENTER	NOVEMBER 2023 - CHILD SUPP	1,664.61
			NOVEMBER 2023 - CHILD SUPP	1,664.61
		KPERS	KPERS LIFE - 11/01/2023	116.73
			KPERS FP & F - 11/17/2023	2,692.80
			11/17/2023 - KPERS	4,750.90
			KPERS - 11/03/2023	4,655.86
			11/03/2023 - KPERS KP&F	2,155.08
		VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	1,279.13
			IMCA - 11/03/2023	1,333.18
		EFTPS	PAYROLL TAXES - NOVEMBER 2	38,570.57
		BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	14,793.06
		PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	462.02
			NOV 2023 - LIFE,VISION,DEN	301.06
			NOV 2023 - LIFE,VISION,DEN	92.34
			NOV 2023 - LIFE,VISION,DEN	566.12
			NOV 2023 - LIFE,VISION,DEN	296.72
			NOV 2023 - LIFE,VISION,DEN	175.38
			NOV 2023 - LIFE,VISION,DEN	124.31-
		BANKERS FIDELITY	NOVEMBER 2023 - CANCER INS	<u>480.70</u>
			TOTAL:	89,150.46

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
NON-DEPARTMENTAL	EMPLOYEE BENEFITS	KERS	KERS FP & F - 11/17/2023	8,609.43	
			11/17/2023 - KERS	3,435.10	
			KERS - 11/03/2023	3,151.82	
			11/03/2023 - KERS KP&F	6,890.24	
			VANTAGEPOINT TRANSFER	11/17 - VANTAGEPOINT TRANS	202.82
			IMCA - 11/03/2023	207.96	
			EFTPS	PAYROLL TAXES - NOVEMBER 2	11,546.65
			VAUGHANFIRE LLC	NOV 2032 - MONTHLY SERVICE	2,500.00
			BLUE CROSS & BLUE SHIELD	NOVEMBER 2023 - MEDICAL IN	18,500.19
			PRINCIPLE LIFE INSURANCE COMPANY	NOV 2023 - LIFE,VISION,DEN	138.60
			NOV 2023 - LIFE,VISION,DEN	940.44	
			NOV 2023 - LIFE,VISION,DEN	224.78	
			TOTAL:	56,348.03	
			NON-DEPARTMENTAL	CAFETERIA 125	BLUE CROSS & BLUE SHIELD
TOTAL:	21,930.45-				

===== FUND TOTALS =====

01	GENERAL OPERATING	113,260.51
02	WATER	102,508.45
03	ELECTRIC	576,507.67
04	SEWER	20,451.52
05	REFUSE	32,707.50
06	LIBRARY	8,310.78
09	INDUSTRIAL PROMOTION	7,146.74
11	SPECIAL PARK & RECREATION	54.18
12	STREET IMPROVEMENTS	1,090.31
13	TOURISM	2,412.51
18	GOLF COURSE	31,543.84
24	CIP - SEWER	1,157.00
25	CIP - STREET PROJECT	689,356.10
29	CIP - SPECIAL PROJECTS	37,485.00
31	EMPLOYEE BENEFITS	145,498.49
32	CAFETERIA 125	21,930.45CR

GRAND TOTAL: 1,747,560.15

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-OSAWATOMIE KS
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 11/01/2023 THRU 11/30/2023
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 11/01/2023 THRU 11/30/2023

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T - 2 0 2 3 - 1 1
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

* **by email only** *

City of Osawatomie
 Attn: Bret Glendening, Deputy City Manager
 439 Main Street
 Osawatomie, KS 66064

December 6, 2023

INVOICE #10

Re: John Brown and South Levee Loop
 Osawatomie, Kansas

BG Project No. 23-1109L

-----**Invoice for Consulting Services**-----

This Invoice is for services performed during the month of November 2023 as follows:

	Lump Sum		
	Amount	% Complete	Subtotal
<u>Design Phase Services</u>			
Design Services (Lump Sum Fee).....	\$ 214,200.00	83.25 %	\$ 178,321.50
		Subtotal #1 =	\$ 178,321.50
Professional Services Billed this Invoice.....			\$ 64,152.90
Total Professional Services Billed Thru this Invoice.....			\$ 178,321.50
Contract Value of Professional Services Remaining.....			\$ 35,878.50

Reimbursable Expenses

None this month.....	\$ -
	Subtotal #2 =
	\$ -
Total Reimbursable Expenses Billed Thru this Invoice.....	\$ -

Total Amount of Services Complete (Subtotals #1 + #2).....	\$ 178,321.50
Less Previous Amount Billed (Thru Invoices: #9).....	\$ 171,360.00
Total Amount Owed this Invoice.....	\$ 6,961.50
Plus Previous Invoices Unpaid (<i>none</i>).....	\$ -
Total Amount Owed to Date.....	\$ 6,961.50

TOTAL AMOUNT DUE THIS INVOICE	\$ 6,961.50
--------------------------------------	--------------------

For questions, please contact me at 785-749-4474 or diane.rosebaugh@bgcons.com.

Sincerely,



Diane Rosebaugh, P.E.
 Project Manager | Associate Principal

* **by email only** *

City of Osawatomie

November 6, 2023

Attn: Bret Glendening, Deputy City Manager

439 Main Street

INVOICE #21

Re: Brown Street Improvements (16th to 18th Street) BG Project No. 22-1139L
Main Street Terrace (18th Street to 16th Street) / Walnut Avenue (6th Street to 4th Street)
18th Street (Main Street to Brown Avenue) / Brown Avenue (12th Street to 7th Street)
6th Street (Lincoln Avenue to Kelly Avenue)
Osawatomie, Kansas

-----**Invoice for Consulting Services**-----

This Invoice is for services performed during the month of October 2023 as follows:

<u>Design Phase Services</u>	Lump Sum Amount	% Complete Progress	Subtotal
Design, Bid, and Const. Eng. Services (Lump Sum Fee)*.....	\$ 773,000.00	100.00%	\$ 773,000.00
		Subtotal #1 =	\$ 773,000.00

Contract Value of Design Phase Services Remaining..... \$ -

**Includes Supplemental No. 1 dated 5/26/2023*

Construction Observation

Observation Services (Not to Exceed).....	\$ 120,000.00		
Principal II.....	0.0 hrs @	\$ 226.00 /hr	\$ -
Engineer IV.....	0.0 hrs @	\$ 144.00 /hr	\$ -
Engineer II.....	0.0 hrs @	\$ 130.00 /hr	\$ -
Engineer I.....	0.0 hrs @	\$ 111.00 /hr	\$ -
Senior Construction Observer.....	23.5 hrs @	\$ 120.00 /hr	\$ 2,820.00
Certified Construction Observer.....	0.0 hrs @	\$ 103.00 /hr	\$ -
		Subtotal #2 =	\$ 2,820.00

Total Construction Observation Services Billed Thru this Invoice..... \$ **6,960.00**

Contract Value of Construction Observation Services Remaining..... \$ 113,040.00

Reimbursable Expenses

Kruger Technologies (Invoice Attached).....	\$ 2,516.25
	Subtotal #3 = \$ 2,516.25

Total Reimbursable Expenses Thru this Invoice..... \$ **5,569.59**

Total Amount of Services Complete (Subtotals #1 + #2 + #3)***	\$ 785,529.59
Less Previous Amount Billed (Thru Invoices: #20).....	\$ 780,193.34
Total Amount Owed this Invoice.....	\$ 5,336.25
Plus Previous Invoices Unpaid.....	\$ -
Total Amount Owed to Date.....	\$ 5,336.25

TOTAL AMOUNT DUE THIS INVOICE	\$ 5,336.25
--------------------------------------	--------------------

For questions, please contact me at 785-749-4474 or diane.rosebaugh@bgcons.com.

Sincerely,



Diane Rosebaugh, P.E.

Project Manager | Associate Principal

KRUGER TECHNOLOGIES, INC.

8271 Melrose Drive
Lenexa, KS 66214

Invoice

Phone # 913-498-1114 abaar@ktionline.com
Fax # 913-498-1116 www.ktionline.com

Invoice #: 10407
Invoice Date: 11/11/2023
Due Date: 12/11/2023
Project: 423130C

Bill To:

BG Consultants Inc.
Accounts Payable
Re: 2022 Street Rehab 22-1139L
1405 Wakarusa Drive
Lawrence, KS 66049

Project/ PO Number

Date	Description	Hours/Qty	Rate	Technician	Report No.	Amount
10/24/2023	Concrete Testing (Cancellation)	2	65.00	MCB		130.00
10/24/2023	Transportation, per trip	1	50.00	MCB		50.00
10/26/2023	Concrete Testing	3.25	65.00	MCB	.009	211.25
10/26/2023	Compressive Strength Specimen - Concrete - C39	5	20.00	MCB	.010	100.00
10/26/2023	Transportation, per trip	1	50.00	MCB		50.00
10/27/2023	Sample Retrieval	2	65.00	MCB	.010	130.00
10/27/2023	Transportation, per trip	1	50.00	MCB		50.00
11/6/2023	Concrete Testing	2	65.00	KB	.011	130.00
11/6/2023	Compressive Strength Specimen - Concrete - C39	9	20.00	KB	.012	180.00
11/6/2023	Transportation, per trip	1	50.00	KB		50.00
11/7/2023	Concrete Testing	3.5	65.00	KB	.013	227.50
11/7/2023	Compressive Strength Specimen - Concrete - C39	5	20.00	KB	.014	100.00
11/7/2023	Transportation, per trip	1	50.00	KB		50.00
11/8/2023	Concrete Testing	3.5	65.00	KB	.015	227.50
11/8/2023	Compressive Strength Specimen - Concrete - C39	5	50.00	KB	.016	250.00
11/8/2023	Transportation, per trip	1	50.00	KB		50.00
11/9/2023	Sample Retrieval	2	65.00	KB	.016	130.00
11/9/2023	Transportation, per trip	1	50.00	KB		50.00
	Professional Engineer - Report Review	2	150.00			300.00
	Report Generation	1	50.00			50.00

Total \$2,516.25

Payments/Credits \$0.00

Balance Due \$2,516.25

KILLOUGH CONSTRUCTION, INC.
P.O. BOX 810
OTTAWA, KANSAS 66067

WORK PROGRESS ESTIMATE

ESTIMATE FOR: CITY OF OSAWATOMIE

DATE: 11/30/2023

KILLOUGH JOB #: 22328

ESTIMATE #: 6

WORK THROUGH: 11/30/2023

PROJECT: PHASE 3

ITEM #	PHASE	DESCRIPTION	ORIGINAL ESTIMATED QUANTITIES	QTY COMPLETE TO DATE	UNITS	UNIT PRICE	DOLLARS COMPLETE TO DATE	PREVIOUS AMOUNT	NEW AMOUNT
1	164	contractor construction staking	1.00	1.00	lsum	21,745.00	21,745.00	21,745.00	
2	401	mobilization	1.00	1.00	lsum	124,785.00	124,785.00	112,306.50	12,478.50
3	163	traffic control	1.00	1.00	lsum	16,550.00	16,550.00	14,895.00	1,655.00
4	162	SWPPP	1.00	1.00	lsum	5,000.00	5,000.00	4,500.00	500.00
5	162	temp seeding	1.00		lsum	3,000.00			
6	162	seeding fert and mulching	1.00		lsum	5,000.00			
7	111	clearing and grubbing	1.00	1.00	lsum	40,560.00	40,560.00	40,560.00	
8	161	removal of existing structures	1.00	1.00	lsum	13,140.00	13,140.00	13,140.00	
9	112	common excavation	5,362.00	5,362.00	cuyd	23.25	124,666.50	116,250.00	8,416.50
10	114	rock excavation	2,044.00	2,044.00	cuyd	28.00	57,232.00	57,232.00	
11	113	comp of earthwork MR-90	260.00	260.00	cuyd	4.00	1,040.00	1,040.00	
12	121	agg base AB-3 6"	3,989.00	3,989.00	sqyd	11.50	45,873.50	11,500.00	34,373.50
13	137	concrete pavement 6" AE	2,295.00	2,295.00	sqyd	69.39	159,250.05		159,250.05
14	137	concrete pavement 8" AE	1,440.00	1,440.00	sqyd	95.29	137,217.60	11,701.61	125,515.99
15	137	concrete pavement 8" AE NRDJ	198.00	198.00	sqyd	95.29	18,867.42		18,867.42
16	137	sidewalk construction 4" AE	3,029.00	3,029.00	sqyd	52.50	159,022.50	609.00	158,413.50
17	137	sidewalk ramp	173.00	173.00	sqyd	294.78	50,996.94		50,996.94
18	137	concret grade 3.0 AE	9.70	9.70	cuyd	1,250.00	12,125.00		12,125.00
19	137	reinforcing steel grade 60	570.00	570.00	lbs	3.75	2,137.50		2,137.50
20	165	handrail metal-galvanized	20.00		lnft	400.00			
21	142	inlet curb set back 5x4	22.00	22.00	each	7,200.00	158,400.00	158,400.00	
22	142	inlet curb setback 10 x 4	1.00	1.00	each	9,220.00	9,220.00	9,220.00	
23	142	inlet manhole 4'	2.00	2.00	each	2,835.00	5,670.00	5,670.00	
24	142	inlet manhole 5'	4.00	4.00	each	3,855.00	15,420.00	15,420.00	
25	142	storm sewer 15" ACSP	540.00	540.00	lnft	66.69	36,012.60	36,012.60	
26	142	storm sewer 18" ACSP	334.00	334.00	lnft	71.36	23,834.24	23,834.24	
27	142	Storm sewer 24" ACSP	213.00	213.00	lnft	80.00	17,040.00	17,040.00	
28	142	storm sewer 30" ACSP	790.00	790.00	lnft	90.70	71,653.00	71,653.00	
29	142	storm sewer 36" ASCP	169.00	169.00	lnft	103.75	17,533.75	17,533.75	
30	142	storm sewer 15" RCP	1,056.00	1,056.00	lnft	77.66	82,008.96	82,008.96	
31	142	storm sewer 18" RCP	31.00	31.00	lnft	81.44	2,524.64	2,524.64	
32	142	storm sewer 24" RCP	222.00	222.00	lnft	86.07	19,107.54	19,107.54	
33	142	storm sewer 30" RCP	62.00	62.00	lnft	112.33	6,964.46	6,964.46	
34	142	storm sewer 36" RCP	114.00	114.00	lnft	135.67	15,466.38	15,466.38	
35	142	end section 30" ASCP	1.00	1.00	each	1,675.00	1,675.00	1,675.00	
36	142	end section 36" ASCP	1.00	1.00	each	2,240.00	2,240.00	2,240.00	
37	137	flowable fill low strength	373.80	373.80	cuyd	150.00	56,070.00	38,250.00	17,820.00
38	122	rip rap light stone	31.00	31.00	sqyd	45.00	1,395.00	1,395.00	
39	142	sanitary sewer cleanout	4.00	4.00	each	560.00	2,240.00	2,240.00	
40	142	sanitary sewer lateral 4" PVC	235.00	386.50	lnft	65.00	25,122.50	25,122.50	
41	142	sanitary sewer lateral 6" PVC	55.00	55.00	lnft	75.00	4,125.00	4,125.00	
42	154	pavement marking multi white 6"	480.00		lnft	2.00			
43	154	pavement marking multi white 24"	13.00		lnft	30.00			
44	154	pavemtn markin symb whtie RR ring	1.00		each	500.00			

45	165	sign flat sheet HP	76.69		sqft	24.00		
46	165	sign post 1-3/4" perf sq tube	160.00		lnft	40.00		
47	165	sign post footing 1-3/4 ferf sq tube	16.00		each	30.00		
48	142	adjust water line vertical	2.00	2.00	each	5,300.00	10,600.00	10,600.00
49	142	12" c-900 in place	1,746.00	1,746.00	lnft	117.00	204,282.00	204,282.00
50	142	10" c-900 in place	80.00	80.00	lnft	132.00	10,560.00	10,560.00
51	142	8" C-900 in place	45.00	45.00	lnft	72.00	3,240.00	3,240.00
52	142	6" c-900 in place	1,200.00	1,200.00	lnft	67.00	80,400.00	80,400.00
53	142	2" RJ waterline directional bore	63.00	63.00	lnft	62.00	3,906.00	3,906.00
54	142	3/4" service line in place	879.00	879.00	lnft	47.00	41,313.00	41,313.00
55	142	3/4" service line directional bore	1,150.00	1,150.00	lnft	44.00	50,600.00	50,600.00
56	142	5/8" standard service assembly W/O meter	75.00	75.00	each	1,300.00	97,500.00	97,500.00
57	142	2" tap	1.00	1.00	each	1,650.00	1,650.00	1,650.00
58	142	12" gate valve w/box	6.00	6.00	each	4,200.00	25,200.00	25,200.00
59	142	10" gate valve with box	2.00	2.00	each	3,500.00	7,000.00	7,000.00
60	142	8" gate valve w/box	2.00	2.00	each	2,470.00	4,940.00	4,940.00
61	142	6" gate valve w box	2.00	2.00	each	1,800.00	3,600.00	3,600.00
62	142	2" gate valve w box	1.00	1.00	each	1,225.00	1,225.00	1,225.00
63	142	connect to existing waterline	6.00	6.00	each	1,860.00	11,160.00	11,160.00
64	142	5 1/4" fire hydrant setting	5.00	5.00	each	7,590.00	37,950.00	37,950.00
65	142	remove and replace surfacing (flow fill)	145.00	168.00	cuyd	225.00	37,800.00	37,800.00
66	142	extra work/materials 7th street	1.00	1.00	lsum	2,267.00	2,267.00	2,267.00
BID ALT NO. 1								
1	152	HMA Commercial grade Class A base	2,900.00	2,900.00	tons	88.75	257,375.00	257,375.00
2	152	HMA commercial grade class A surface	829.00	829.00	tons	88.75	73,573.75	73,573.75
3	137	curb and gutter comb AE 9" toe	6,339.00	6,339.00	lnft	19.42	123,103.38	2,913.00 120,190.38
4	121	agg base AB-3 6"	9,732.00	9,732.00	sqyd	11.50	111,918.00	111,918.00
5	113	compaction AA MR-5-5	498.00	498.00	cuyd	6.00	2,988.00	2,988.00
		Change order #1	1.00	1.00	lsum	47,086.74	47,086.74	47,086.74

CONTRACT EARNED TO DATE	2,815,169.95	1,761,480.92	1,053,689.03
-------------------------	--------------	--------------	--------------

RETAINAGE	5.00%	140,758.50
-----------	-------	------------

AMOUNT DUE TO DATE	2,674,411.45
--------------------	--------------

LESS PREVIOUS APPLICATIONS	1,673,406.87
----------------------------	--------------

AMOUNT DUE THIS ESTIMATE	1,001,004.58
--------------------------	--------------



ACTION ITEM SUMMARY	Item Number:	
	Date:	December 6, 2023
Building Official	From:	Keith Myers

RE: Condemnation Resolution 1193, 1194 & 1195

RECOMMENDATION: Staff recommends that City Council approve the three Condemnation Resolutions

DETAILS: The City of Osawatomie has identified the following properties as candidates for condemnation and demolition. Each property is currently vacant.

719 5th St.

- This property is currently vacant, and the utilities have not been active since August 2023. Proper permits have been obtained on this property. The contractor is currently changing out the electric service and is in the process of repairing the entire structure.

321 Mill St.

- This property is currently vacant. The structural stability of this home has been removed due to the owners intending on remodeling the structure. The structure has been stripped down to the studs, removing all the windows, plaster, and other misc. items. The owners have obtained proper permits and provided engineering details on how to repair the structure's foundation. This project has taken longer due to waiting on the engineers report.

1116 4th St.

- This property is currently vacant, and the water is not turned on. Proper permits have been obtained on this property. The siding is currently being replaced by the owner of the property. This home is no longer exposed to the elements. The owner is currently repairing the decayed structural members in the interior of the home.

700 Pacific and 904 Chestnut have been demolished.

Related Statute / City Ordinances	N/A
Line Item Code/Description	N/A
Available Budget:	N/A

RESOLUTION NO 1193

A RESOLUTION FINDING THAT THE STRUCTURE LOCATED AT IDA MAY SINKAY'S ADDN OSAW, BLOCK 1, LOT 4, SECTION 11 TOWNSHIP 18 RANGE 22. IN THE CITY OF OSAWATOMIE, MIAMI COUNTY, KANSAS; COMMONLY KNOWN AND REFERRED TO AS **1116 4TH ST**, OSAWATOMIE, KANSAS, IS UNSAFE OR DANGEROUS AND DIRECTING THAT THE STRUCTURE BE REMOVED AND THE PREMISES MADE SAFE AND SECURE.

WHEREAS, the Enforcing Officer of the City of Osawatomie, Kansas, did on the 28th day of September, 2023, file with the Governing Body of said City a statement in writing that the certain structure, hereinafter described are either abandoned or unsafe and dangerous; and

WHEREAS, the Governing Body did by Resolution No. 1171, dated the 28th day of September, 2023 fix the time and place of a hearing at which the owner, his or her agent, and lienholders, any occupants and all other parties in interest of such structure would appear and show cause why such structure should not be condemned and ordered repaired or demolished and provided for giving notice thereof as provided by law; and,

WHEREAS, Resolution No. 1171 was published in the official City newspaper on the 4th & 11th day of October, 2023, and a copy of said resolution was served upon all persons entitled thereto as provided by law; and,

WHEREAS, on the 14th day of December, 2023, the Governing Body did conduct the hearing scheduled in Resolution No. 1171 and took evidence from the following: The Enforcing Officer on behalf of the City (Keith Myers).

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

1. The Governing Body hereby finds that the structure located at Ida May Sinkay's Addn Osaw, Block 1, Lot 4, section 11 Township 18 Range 22. In the City of Osawatomie, Miami County, Kansas, commonly known and referred to as **1116 4th St.**, Osawatomie, Kansas, is unsafe and dangerous based on the following findings:
 - a. The structure is dilapidated and in need of immediate repair.
 - b. Rotten or damaged facia, and/or soffit.
 - c. Damaged or missing gutter drain.
 - d. Unmaintained weeds, trees
 - e. Possible rodent infestation

2. The owner of such structure is hereby directed to complete the renovation or the removal of the property by July 1, 2024. Additionally, the Owner of this property shall: *1.) pay all back taxes and special assessments that are levied and outstanding against the property;* and *2.) deposit with the City Clerk, an irrevocable letter of credit naming the City of Osawatomie as the beneficiary and shall have an expiration date of not less than one year from the date of this Resolution's adoption to be used to pay for the demolition of the subject property.* If the subject property is brought to current building codes as adopted by the City of Osawatomie by July 1, 2024, the irrevocable letter of credit will be released by the City of Osawatomie.

3. If the owner fails to commence the repair of the structure within the time stated herein, or any additional time granted by the Governing Body, or fails to diligently prosecute the same until the work is completed, the Governing Body will cause the structure to be razed and removed and the costs of razing and removing, less salvage if any, shall be collected in the manner provided by K.S.A. 12-1755, and amendments thereto or shall be assessed as a special assessment against the lot or parcel of land upon which the structure is located or by both, all as provided by law.

BE IT FURTHER RESOLVED, that the City Clerk shall cause this Resolution to be published once in the official city paper and a copy mailed to the owners, agents, lienholders, occupants and other parties of interest.

PASSED AND ADOPTED by the Governing Body of the City of Osawatomie, Kansas this 14th day of December, 2023, a majority being in favor thereof.

APPROVED AND SIGNED by the Mayor.

Nick Hampson
Mayor

(SEAL)

ATTEST:

Tammy Seamands
City Clerk

RESOLUTION NO 1194

A RESOLUTION FINDING THAT THE STRUCTURE LOCATED AT, LT 20 BLK 91 ELLENSVILLE ADDN SECTION 11 TOWNSHIP 18 RANGE 22. IN THE CITY OF OSAWATOMIE, MIAMI COUNTY, KANSAS; COMMONLY KNOWN AND REFERRED TO AS **719 5TH ST.** OSAWATOMIE, KANSAS, IS UNSAFE OR DANGEROUS AND DIRECTING THAT THE STRUCTURE BE REMOVED AND THE PREMISES MADE SAFE AND SECURE.

WHEREAS, the Enforcing Officer of the City of Osawatomie, Kansas, did on the 28th day of September, 2023, file with the Governing Body of said City a statement in writing that the certain structure, hereinafter described are either abandoned or unsafe and dangerous; and

WHEREAS, the Governing Body did by Resolution No. 1171, dated the 28th day of September, 2023 fix the time and place of a hearing at which the owner, his or her agent, and lienholders, any occupants and all other parties in interest of such structure would appear and show cause why such structure should not be condemned and ordered repaired or demolished and provided for giving notice thereof as provided by law; and,

WHEREAS, Resolution No. 1171 was published in the official City newspaper on the 4th & 11th day of October, 2023, and a copy of said resolution was served upon all persons entitled thereto as provided by law; and,

WHEREAS, on the 14th day of December, 2022, the Governing Body did conduct the hearing scheduled in Resolution No. 1171 and took evidence from the following: The Enforcing Officer on behalf of the City (Keith Myers).

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

1. The Governing Body hereby finds that the structure located at, Lt 20 blk 91 Ellensville addn section 11 township 18 range 22. In the City of Osawatomie, Miami County, Kansas, commonly known and referred to as **719 5th St.**, Osawatomie, Kansas, is unsafe and dangerous based on the following findings:

- a. The structure is dilapidated and in need of immediate repair.
- b. Unsafe Structure
- c. Damaged front porch
- d. Rotten or damaged facia, and/or soffit.
- e. Damaged and or rotten/missing windows
- f. Missing siding
- g. Possible rodent infestation

2. The owner of such structure is hereby directed to complete the renovation or the removal of the property by July 1, 2024. Additionally, the Owner of this property shall: *1.) pay all back taxes and special assessments that are levied and outstanding against the property;* and *2.) deposit with the City Clerk, an irrevocable letter of credit naming the City of Osawatomie as the beneficiary and shall have an expiration date of not less than one year from the date of this Resolution's adoption to be used to pay for the demolition of the subject property.* If the subject property is brought to current building codes as adopted by the City of Osawatomie by July 1, 2024, the irrevocable letter of credit will be released by the City of Osawatomie.

3. If the owner fails to commence the repair of the structure within the time stated herein, or any additional time granted by the Governing Body, or fails to diligently prosecute the same until the work is completed, the Governing Body will cause the structure to be razed and removed and the costs of razing and removing, less salvage if any, shall be collected in the manner provided by K.S.A. 12-1755, and amendments thereto or shall be assessed as a special assessment against the lot or parcel of land upon which the structure is located or by both, all as provided by law.

BE IT FURTHER RESOLVED, that the City Clerk shall cause this Resolution to be published once in the official city paper and a copy mailed to the owners, agents, lienholders, occupants and other parties of interest.

PASSED AND ADOPTED by the Governing Body of the City of Osawatomie, Kansas this 14th day of December, 2023, a majority being in favor thereof.

APPROVED AND SIGNED by the Mayor.

Nick Hampson
Mayor

(SEAL)

ATTEST:

Tammy Seamands
City Clerk

RESOLUTION NO 1195

A RESOLUTION FINDING THAT THE STRUCTURE LOCATED AT. LT 6 BLK 2 BLAINES ADDN SECTION 11 TOWNSHIP 18 RANGE 22. IN THE CITY OF OSAWATOMIE, MIAMI COUNTY, KANSAS; COMMONLY KNOWN AND REFERRED TO AS **321 MILL**, OSAWATOMIE, KANSAS, IS UNSAFE OR DANGEROUS AND DIRECTING THAT THE STRUCTURE BE REMOVED AND THE PREMISES MADE SAFE AND SECURE.

WHEREAS, the Enforcing Officer of the City of Osawatomie, Kansas, did on the 28th day of September, 2023, file with the Governing Body of said City a statement in writing that the certain structure, hereinafter described are either abandoned or unsafe and dangerous; and

WHEREAS, the Governing Body did by Resolution No. 1171, dated the 28th day of September, 2023 fix the time and place of a hearing at which the owner, his or her agent, and lienholders, any occupants and all other parties in interest of such structure would appear and show cause why such structure should not be condemned and ordered repaired or demolished and provided for giving notice thereof as provided by law; and,

WHEREAS, Resolution No. 1171 was published in the official City newspaper on the 4th & 11th day of October, 2023, and a copy of said resolution was served upon all persons entitled thereto as provided by law; and,

WHEREAS, on the 14th day of December, 2022, the Governing Body did conduct the hearing scheduled in Resolution No. 1171 and took evidence from the following: The Enforcing Officer on behalf of the City (Keith Myers).

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

1. The Governing Body hereby finds that the structure located at, Lt 6 blk 2 Blaine's addn section 11 township 18 range 22. In the City of Osawatomie, Miami County, Kansas, commonly known and referred to as **321 Mill**, Osawatomie, Kansas, is unsafe and dangerous based on the following findings:

- a. The structure is dilapidated and in need of immediate repair.
- b. Unsafe Structure
- c. Rotten or damaged facia, and/or soffit.
- d. Damaged or missing gutter drain.
- e. Damaged and or rotten/missing doors
- f. Damaged and or rotten/missing windows
- g. Interior damage

- h. Unmaintained weeds, trees
- i. Possible rodent infestation
- j. Unhabitable structure
- k. Foundation Issues

2. The owner of such structure is hereby directed to complete the renovation or the removal of the property by July 1, 2024. Additionally, the Owner of this property shall: *1.) pay all back taxes and special assessments that are levied and outstanding against the property; and 2.) deposit with the City Clerk, an irrevocable letter of credit naming the City of Osawatomie as the beneficiary and shall have an expiration date of not less than one year from the date of this Resolution's adoption to be used to pay for the demolition of the subject property.* If the subject property is brought to current building codes as adopted by the City of Osawatomie by July 1, 2024, the irrevocable letter of credit will be released by the City of Osawatomie.

3. If the owner fails to commence the repair of the structure within the time stated herein, or any additional time granted by the Governing Body, or fails to diligently prosecute the same until the work is completed, the Governing Body will cause the structure to be razed and removed and the costs of razing and removing, less salvage if any, shall be collected in the manner provided by K.S.A. 12-1755, and amendments thereto or shall be assessed as a special assessment against the lot or parcel of land upon which the structure is located or by both, all as provided by law.

BE IT FURTHER RESOLVED, that the City Clerk shall cause this Resolution to be published once in the official city paper and a copy mailed to the owners, agents, lienholders, occupants and other parties of interest.

PASSED AND ADOPTED by the Governing Body of the City of Osawatomie, Kansas this 14th day of December, 2023, a majority being in favor thereof.

APPROVED AND SIGNED by the Mayor.

Nick Hampson
Mayor

(SEAL)

ATTEST:

Tammy Seamands
City Clerk



ACTION ITEM SUMMARY	Item Number:	10.A
	Date:	December 6, 2023
City Manager	From:	Bret Glendening

RE: Resolution 1196 – Resolution relating to the review and acceptance of City Council Policies 101 through 109.

RECOMMENDATION: Approve Resolution 1196 relating to the review and acceptance of City Council Policies 101 through 109.

DETAILS: Council Policies should be reviewed at the end of every calendar year so that the City Council has an opportunity to review, amend, or rescind previously passed policies. The routine we have set is to start review at the first December meeting take any recommended changes and comments and bring suggested changes back for City Council consideration at the first meeting in January of the following year.

RESOLUTION NO. 1196

BY THE CITY OF OSAWATOMIE, KANSAS

**A RESOLUTION RELATING TO THE REVIEW AND ACCEPTANCE OF CITY
COUNCIL POLICIES 101 THROUGH 110**

WHEREAS, the City of Osawatomie through its City Council established City Council Policies 101 through 109; and

WHEREAS, the City Council through the adoption of Resolution 787 agreed to a regular review of said policies the last review being conducted in 2022 and recognized in Resolution 1080; and

WHEREAS, the policies have been provided to the City Council for their review during the month of December.

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

SECTION ONE: That the City Council has reviewed the City Council Policies, made any recommended changes to City Staff, and those changes (if any) are included in those policies and included in Attachment A to this resolution.

SECTION TWO: The City Council hereby approve Council Policies 101 through 110.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 11th day of January, 2024, a majority voting in favor of.

APPROVED and signed by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk



CITY COUNCIL POLICY 101

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 101

Budget Amendments

1.01 It shall be the policy of the City of Osawatomie to authorize budget amendments as follows:

- a. Budget amendments between line items within the same object classification (account groupings such as "Personal Services" or "Contractual Services") may be approved by the City Manager.
- b. Budget amendments between line items outside of the same object codes but within the same department budget shall be approved by the City Manager and ratified by the City Council.
- c. Budget amendments between departments shall be approved by the City Council upon the recommendation of the City Manager.
- d. Budget amendments between funds shall follow the standard process in conformance with State Statutes.

1.02 No purchases which exceed budget authority as amended through the process described above shall be authorized for payment.

APPROVED BY THE GOVERNING BODY ON MAY 28, 2020



CITY COUNCIL POLICY 102

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 102

Expenditure Authorization

- 1.01 Department heads are hereby authorized to spend according to their approved budget, exclusive of all capital equipment purchases greater than \$2,500, which must be approved by the City Manager. For purposes of this policy, the term "City Manager" may also refer to his/her designee.
- 1.02 The City Manager is authorized to spend according to the Citywide approved budgets and annual 10-Year Major Equipment Replacement Schedule. It is the responsibility of the City Manager on all capital equipment purchases over \$2,500 and under \$10,000 to solicit bids or quotes and on all capital equipment purchases over \$10,000 to solicit written bids and make the purchase on the lowest and/or best bidder. In the case of an emergency, the City Manager is authorized to expend funds from the City's General Fund Contingency Account without obtaining bids or quotes.
- 1.03 A listing of all purchases will be presented in the Monthly Appropriations Report to the City Council and will be available to the public in the City Clerk's Office.
- 1.04 For all capital equipment purchases over \$2,500 that are not part of the approved budget or annual 10-Year Major Equipment Replacement Schedule the City Manager shall cause bids to be solicited, and shall forward the purchase recommendation to the responsible City Council committee for action by the Committee and the City Council.
- 1.05 For all bids awarded by the City Council it will be the responsibility of the City Manager to make the appropriate expenditures in accordance with the bid approved by the City Council.
- 1.06 The City Manager has the authority to approve change orders related to a Capital Improvement Project up to a cumulative total of 2% of the bid or proposal and less than \$20,000. The City Manager at the time a project is bid can request that the City Council grant a waiver to this Policy. This waiver will only be granted if a Resolution establishing a new maximum amount is presented to the City Council for consideration and passed by a majority of the Governing Body.

APPROVED BY THE GOVERNING BODY ON JULY 9, 2020



CITY COUNCIL POLICY 103

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 103

Funeral Gifts and Memorials

- 1.01 It shall be the policy of the City of Osawatomie to donate gifts upon the death of an employee, elected official, appointed official, or any related family member.
- 1.02 Family member shall be based on the definition proved in the City of Osawatomie's Personnel Policy.
- 1.03 Gifts shall not exceed \$75.00 and will be paid out of the General Fund Administration account.
- 1.04 The Mayor has the authority to expand the definition of this policy and donate gifts to other civic leaders and their family members.
- 1.05 Persons wishing to install memorials in City-owned public spaces must adhere to specified memorial regulations regarding size, installation location, type of memorial, etc., which will be submitted to the City Manager, or his/her designee, for approval.
- 1.05 The Finance and Administration Committee will on a bi-annual basis review this policy to ensure that the gift amount is appropriate.

APPROVED BY THE GOVERNING BODY ON JULY 9, 2020



CITY COUNCIL POLICY

104

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 104

Tax Increment Financing Policy

1.01 OBJECTIVES

The purpose of this Policy is to establish the official position and procedures of the City of Osawatomie, Kansas, for considering applications for Tax Increment Financing ("TIF") used for economic development and redevelopment purposes in accordance with the provisions of K.S.A. 12-1770 through 12-1780.

1.02 SCOPE

The City recognizes that the proper use of Tax Increment Financing can promote, stimulate and develop the general and economic welfare of and quality of life in the City. The City is committed to the high quality and balanced growth and development of the community; to preserving the City's unique character and distinctive atmosphere; and to revitalizing and redeveloping areas of the City. Although the City does not encourage the practice of subsidizing private businesses with public funds, insofar as the City's objectives are substantially advanced by the expansion of the tax base and enhancement of the local economy, the City will consider, on a case-by-case basis, the approval of TIF projects where, but for the availability of TIF, such projects would not be economically viable. It is the policy of the City that any decision regarding the approval of TIF projects will be made in accordance with the guidelines, criteria, and procedures outlined in this Policy. Nothing herein shall imply or suggest that the City be under any obligation to approve a TIF project for any applicant.

1.03 DEFINITIONS

For the purpose of this Policy, the words or phrases as used in either the Kansas Constitution, applicable State statutes, or this Policy shall have meaning or be construed as follows:

Applicant: The individual or business and its officers, employees, and agents requesting approval of the TIF Project.

Associated Therewith: As used with respect to tangible personal property shall mean being located within, upon, or adjacent to buildings or added improvements to buildings.

Blighted Area: An area of real property qualifying as such, in the opinion of the Governing Body, pursuant to K.S.A. 12-1771.

Feasibility Study: A comprehensive study, prepared as required under K.S.A. 12-1771, which shows the benefits derived from the TIF Project will exceed the costs and the income therefrom will be sufficient to pay for the Project.

Redevelopment Plan: A description of a TIF Project, which includes the requirements of K.S.A. 12-1772.

TIF District: An area determined to be a redevelopment district by the Governing Body pursuant to the requirements of K.S.A. 12-1771.

TIF Project: The improvements to real property for which Tax Increment Financing has been approved.

Tax Increment: The difference between the amount of *ad valorem* property taxes assessed against the TIF District prior to the completion of the TIF Project and the amount of *ad valorem* property taxes assessed against the TIF District after completion of the TIF Project. For example, if the taxes assessed prior to completion of the TIF Project were \$5,000, and the taxes assessed after the completion of the TIF Project were \$50,000 annually, the “tax increment” would be \$45,000.

1.04 PROVISIONS

A. Legal Authority

Pursuant to K.S.A. 12-1771, the City may create TIF Districts in blighted areas, conservation areas, and enterprise zones created pursuant to K.S.A. 12-17,110. Certain costs of improvements within the TIF District may be reimbursed to the developer or paid through the issuance of special obligation bonds or full faith and credit bonds. Funds to pay the reimbursement or to retire the bonds are generated by the tax increment and other sources that may be pledged by the City. This authority is discretionary and the City may provide for Tax Increment Financing in an amount and for the purposes more restrictive than that authorized by statute.

No privately owned property shall be acquired and redeveloped under the provisions of the Act if the Miami County Board of Commissioners or the Board of Education levying taxes on property proposed to be included in the TIF District determines that the proposed TIF District will have an adverse effect on such county or school district.

B. Eligible TIF Expenses

The Act specifies permissible TIF expenses, including:

- a. Acquisition of property within the TIF Project area;
- b. Payment of relocation assistance;
- c. Site preparation;
- d. Sanitary and storm sewers and lift stations;
- e. Drainage conduits, channels and levees;
- f. Street grading, paving, graveling, macadamizing, curbing, guttering and surfacing;
- g. Street lighting fixtures, connection and facilities;
- h. Underground gas, water, heating, and electrical services and connections located within the public right-of-way;
- i. Sidewalks and pedestrian underpasses or overpasses;
- j. Drives and driveway approaches located within the public right-of-way;
- k. Water mains and extensions;
- l. Plazas and arcades;
- m. Parking facilities, including parking structures;
- n. Landscaping and plantings; fountains, shelters, benches, sculptures, lighting, decorations and similar amenities; and
- o. All related expenses to redevelop and finance the Redevelopment Project

The costs of construction of buildings or other structures to be privately owned are not eligible TIF expenses.

C. Bond Authority

The City may use proceeds of special obligation bonds or full faith and credit tax increment bonds to finance the undertaking of a redevelopment project, as provided in K.S.A. 12-1774. The maximum maturity of any such special obligation bonds or full faith and credit tax increment bonds shall be twenty (20) years. The City may also issue industrial revenue bonds or private activity bonds to benefit a developer located within a TIF District.

1. Special Obligation Bonds

The City may issue special obligation bonds to finance permissible expenses of the TIF District. Such bonds shall be payable, both as to principal and interest: (1) from property tax increments allocated to, and paid into a special fund of the City; (2) from revenues of the City derived from or held in connection with the undertaking and carrying out of any Project; (3) from private sources, contributions or other financial assistance from the state or federal government; (4) from the increased franchise fees and city sales tax; or (5) from any combination of these methods.

Special obligation bonds are not general obligations of the City, nor in any event shall they give rise to a charge against its general credit or taxing powers or is payable out of any funds or properties other than those sources set forth above. Should the annual increment fall short of the amount necessary to pay the principal and interest of the special obligation bonds issued under this Policy, the remaining amount payable is the responsibility of the applicant, not the City.

If a special obligation bond issued under this Policy is offered to the public, an investment grade rating must be assigned to the issue; if the bond is privately placed, it may be issued without a rating, but must be sold to an accredited investor as that term is defined by securities industry standards.

2. Revenue Bonds

Industrial revenue bonds may be issued by the City pursuant to K.S.A. 12-1740 *et seq.* to benefit a developer within the TIF District. All state law benefits associated with such bonds shall be available, except that no *ad valorem* tax abatement shall be available.

D. Reimbursement Authority

Pursuant to Attorney General Opinion 96-45, TIF can be used to reimburse a developer for eligible TIF expenses as opposed to issuing bonds; this is the preferred method of granting TIF benefits. Under this method, the City agrees to reimburse the developer for eligible TIF expenses over a period of time not to exceed twenty (20) years with interest on the outstanding reimbursement amount. The reimbursement amount and interest is paid solely from all or a portion of the tax increment, and the developer takes the risk that the portion of the increment pledged for reimbursement will be insufficient to retire the eligible TIF expenses and interest.

E. Amount of Tax Increment Financing Available

1. Criteria

The primary objectives of the City in granting TIF for economic development are: (a) promote, stimulate and develop the general and economic welfare of the citizens of Kansas and the City; (b) promote the general welfare of the citizens of Kansas the City through assisting in the development, redevelopment, and revitalization of central business areas, blighted areas, conservation areas, and environmentally contaminated areas located within the City; (c) create new jobs and retain existing jobs; and (d) expand the economic and tax base of the City. The City recognizes that a simple system of determining the amount of TIF to be granted in order to reach these objectives may not always be equitable if applied uniformly to different kinds of redevelopment plans. As a result, in determining the actual amount and duration of TIF to be granted, the City shall consider the factors and criteria set forth in this Policy under the Analysis of Costs and Benefits, as well as the amount and duration of previous TIF Projects supported by the City.

2. Capital Investment

To be considered for TIF, an individual or business should be making a minimum capital investment in the City of \$5,000,000.00. The term "capital investment" means the acquisition cost of land, buildings and tangible personal property constituting capital assets for accounting purposes. The minimum amount of capital investment required for TIF Projects, as provided herein, may be waived by the City based upon the unique nature of the project as determined by the Governing Body.

F. Analysis of Costs and Benefits

Prior to granting TIF, the City shall prepare, or direct to be prepared, a cost benefit analysis examining the costs and benefits to the public of the proposed TIF Plan. The Cost-Benefit Analysis shall be performed on a model approved by the City and shall be in addition to the Feasibility Study. The cost of preparing the Cost-Benefit Analysis shall be paid by the applicant. This cost will be in addition to the application fee required under this Policy. The City shall use the Cost-Benefit Analysis to assist in its decision-making process, but the results of the analysis will not be determinative or obligate the City to any course of action. The Cost-Benefit Analysis shall consider, but not be limited to, the following factors, as applicable:

1. The market value of the applicant's investment in real and personal property;
2. The property tax, sales tax, franchise fees, transient guest tax, and other tax and revenue that may result and directly benefit the City;
3. The number and average employee salary of full-time equivalent jobs that will be created;
4. The expenditures that local government will need to make to provide streets and utilities, police and fire protection, and other services as a result of the TIF Project;
5. The expenditures for police and fire protection, recreation, street maintenance, social programs, etc., for the new residents associated with the TIF Project;
6. The expenditures for public capital investments (library, streets, etc.) for the new residents associated with the TIF Project;
7. The expenditures by the local school district(s) to provide the facilities and to educate the students of the new residents associated with the TIF Project;
8. Other public or private expenditures associated with attracting a new business;
9. The kinds of jobs created in relation to the types of skills available from the local labor market;

10. The degree to which the ultimate market for the applicant's business products and services is outside the community, recognizing that outside markets infuse "new money" to the local economy;
11. The potential of the applicant's business for future expansion and additional job creation;
12. The indirect costs and benefits the applicant's business may have by creating other new jobs and businesses, including the utilization of local products or other materials and substances in manufacturing;
13. The compatibility of the location of the applicant's business with land use and development plans of the City and the availability of existing infrastructure facilities and essential public services;
14. An evaluation of the applicant's current and projected financial strength and market viability;
15. The number and average employee salary of full-time equivalent jobs that will be retained in the City, community, or State as a result of the applicant's decision to locate or remain in the City; and
16. The value added, including tangible costs and benefits such as City reputation, congestion, environment, and quality of life to the City and community as a result of the unique nature of the applicant's business.

G. Application of "But-For" Principle

All TIF applications shall be considered in light of the "but-for" principle, i.e., the TIF must make such a difference in the decision of the applicant that the Project would not be economically feasible but for the availability of the TIF. The Governing Body does not encourage the subsidy of private businesses with public funds, the indirect consequence of TIF, unless some measurable public good results, as determined by the City, and the public subsidization can reasonably be expected to make a significant difference in achieving one or more objectives of the City. The Governing Body shall also review the Internal Rate of Return to make sure that TIF revenues are necessary in achieving a rate of return commensurate with the risk and size of the project.

H. Unfair Competition

In reviewing TIF proposals, the Governing Body shall consider whether or not such financing is likely to create an unfair advantage for the applicant over any existing competing business within the City.

I. Distribution of *Ad Valorem* Taxes

All tangible taxable property located within a TIF District shall be assessed and taxed for *ad valorem* tax purposes pursuant to law in the same manner that such property would be assessed and taxed if located outside such district, and all *ad valorem* taxes levied on such property shall be paid to and collected by the county treasurer in the same manner as other taxes are paid and collected.

Some or all of the increment in *ad valorem* property taxes resulting from a redevelopment district may be apportioned by the City to a special fund for the payment of the eligible TIF expenses of the TIF Project, including reimbursement or the payment of principal and interest on any special obligation bonds or full faith and credit tax increment bonds issued.

J. Condemnation

The use of condemnation, permitted under K.S.A. 12-1773, will be considered by the Governing Body only upon a finding that the applicant has attempted, in good faith, to acquire the property privately. In the event condemnation is approved by the Governing Body, the applicant shall be responsible for all costs associated with the proceedings, including court or litigation costs, attorney's fees and the final condemnation awards made.

K. Waiver of Requirements

The Governing Body reserve the right to grant or deny TIF for the development or redevelopment of a District under circumstances beyond the scope of this Policy, or to waive any procedural requirement. However, no such action or waiver shall be taken or made except upon a finding by the Governing Body that a compelling or imperative reason or emergency exists, and that such action or waiver is found and declared to be in the public interest. The Governing Body shall not waive any procedural requirement of State Law.

1.05 PROCEDURES

The following basic procedures shall govern the approval of TIF Projects within the City. All requests for Tax Increment Financing shall be considered and acted upon in accordance with this Policy.

A. Proposal

The applicant shall apply for approval of a TIF Project by filing with the Public Works Department five (5) copies of a written proposal on a form provided by the Public Works Department. The proposal shall include, but is not limited to: (a) a proposed comprehensive plan that identifies all the proposed redevelopment project areas and that identifies in a general manner all of the buildings and facilities that are proposed to be constructed or improved in each redevelopment project area; (b) description and map of the proposed redevelopment district; (c) description of the proposal boundaries of the redevelopment district; (d) information regarding expected capital expenditure by the applicant; and (e) a proposal for development assistance. The Public Works Department shall retain one copy and distribute the remaining copies to: City Manager, City Attorney, City Clerk and City Treasurer. The City will consider full and complete proposals, and additional information as may be requested by the Governing Body. Any inaccuracy, misstatement of or error in fact may render the proposal null and void and may be cause for the repeal of any development assistance rendered through the TIF statutes granted by the City in reliance upon said information.

B. Proposal and Renewal Fees

All proposals shall be accompanied by an application fee of \$5,000. This fee is in addition to other fees which may be required by the City, including fees for the issuance of tax exempt or taxable bonds, costs incurred for preparation of the Feasibility Study as required by K.S.A. 17-1771, costs associated with the Cost and Benefit Analysis required by the City and costs incurred, if any, for review and work done by the City's Financial Advisor and Bond Counsel. Actual costs incurred for review shall be billed by the City Clerk for payment within thirty (30) days of the review process.

C. Initial Review Procedure

On receipt of the completed proposal and the required fee, the City Manager shall determine whether the proposal is complete and sufficient for review. If the proposal is complete, the City Manager shall immediately notify the applicant of the need for such changes or additions as

deemed necessary. The matter shall then be referred to the City Attorney for a decision as to whether the proposed area of a redevelopment meets the requirements of a redevelopment district, as described under K.S.A. 12-1771. The City Manager shall notify the Finance Committee of the Governing Body, if the proposal is found complete and is for a purpose, which appears to be authorized by law.

D. Review by Finance Committee

The Finance committee ("Committee") shall review requests and applications for TIF, evaluate the proposed TIF District and verify that redevelopment is necessary to promote the general and economic welfare of the City, gather and review such additional information as may be deemed necessary to determine if the applicant meets the objectives of this Policy, conduct preliminary discussions with the applicant, discuss terms of an agreement to be drafted by the City Attorney or his/her designee for Governing Body consideration and to recommend to the Governing Body whether the proposal should be favorably considered. In reviewing the information, the Committee may utilize the services of consultants, including but not limited to bond counsel and financial advisors. Committee records, including proposals submitted for TIF, may be withheld from public disclosure as provided under the Kansas Open Records Act, but shall be available for public inspection when otherwise required by law.

E. Governing Body Action

1. Reviewing and Establishing the TIF District

Upon receiving the recommendation of the Committee, the Governing Body shall determine whether to reject the TIF proposal or to further consider the request. Upon a favorable vote for further consideration, the Governing Body shall take action to establish a TIF District, unless such District is already in existence. The Governing Body must conclude that redevelopment of the proposed area is necessary to promote the general and economic welfare of the City. If such a finding is made the Governing Body may adopt a resolution.

A. TIF District Resolution

The resolution shall state that the City is considering the establishment of a TIF District; additionally, it shall: (1) give notice that a public hearing will be held to consider the establishment of a redevelopment district and to fix the date, hour and place of such hearing; (2) describe the proposed boundaries of the redevelopment district; (3) describe a proposed comprehensive plan that identifies all of the proposed redevelopment project areas and that identifies in a general manner all of the buildings and facilities that are proposed to be constructed or improved in each development project area; (4) state that a description and map of the proposed redevelopment district are available for inspection at a time and place designated; and (5) state that the Governing Body will consider findings necessary for the establishment of a redevelopment district.

No elected or appointed officer, employee or committee of the City, and no Chamber of Commerce, Board, Development Council, or other public or private body or individual, shall be authorized to speak for and commit the Governing Body to the provision of TIF, nor to the establishment of TIF District. Such resolution shall be an expression of good faith intent, but shall not in any way bind the City to establishing a TIF District.

B. Notice and Hearing

No TIF District shall be established, nor TIF granted, by the City prior to notice and a public hearing as required by K.S.A. 12-1771. Upon request, the City Clerk shall provide any public agency with a copy of the proposal and a description and map of the proposed TIF District. The applicant or his/her designee is required to attend the public hearing.

C. Establishing the TIF District

Upon the conclusion of the public hearing and determination by Osawatomie City Attorney that the proposed area complies with K.S.A. 17-1771, the Governing Body may establish the TIF District by ordinance. Any addition of area to the TIF District or any substantial change to the comprehensive plan shall be subject to the same procedure for public notice and hearing as is required for the establishment of the District.

2. The Redevelopment Project

The Governing Body and the Planning Commission will consider the redevelopment project as proposed. Together, they will prepare a redevelopment plan. The Planning Commission must determine that the Plan is consistent with the comprehensive general plan for the development of the City.

A. Redevelopment Plan

The redevelopment plan shall include: (1) a summary of the Feasibility Study; (2) a reference to the redevelopment district that identifies the redevelopment project area that is set forth in the comprehensive plan that is being considered; (3) a description and map of the area to be redeveloped; (4) the relocation assistance plan, as required by K.S.A. 17-7777; (5) a detailed description of the buildings and facilities proposed to be constructed or improved in such area; and (6) any other information the Governing Body deems necessary to advise the public of the intent of the Plan.

A copy of the redevelopment plan shall be delivered to the Miami County Board of Commissioners and the Board of Education of any school district levying taxes on property within the proposed redevelopment project area. Upon a finding by the Planning Commission that the redevelopment plan is consistent with the comprehensive general plan for the development of the City, and determination by the Governing Body that said Plan shall be further considered, the Governing Body will or may adopt a resolution.

B. Redevelopment Plan Resolution

The resolution shall state that the Governing Body is considering the adoption of the Plan. Such resolution shall: (1) give notice that a public hearing will be held to consider the adoption of the redevelopment plan and fix the date, hour and place of such public hearing; (2) describe the boundaries of the TIF District within which the redevelopment project will be located and the date of establishment of such a district; (3) describe the boundaries of the area proposed to be included within the TIF Project area; and (4) state that the redevelopment plan, including a summary of the Feasibility Study, relocation assistance plan and financial guarantees of the prospective developer and a description and map of the area to be redeveloped are available for inspection during regular office hours in the office of the City Clerk.

Where the Governing Body determine that it will or may issue full faith and credit tax increment bonds to finance the redevelopment project, in whole or in part, the resolution shall also include notice thereof.

The date fixed for the hearing shall be no less than 30 or more than 70 days following the date of the adoption of the resolution fixing the date of the hearing.

3. Hearing

At the public hearing, a representative of the City shall present the City's proposed redevelopment plan. Following the presentation of the Plan, all interested persons shall be given an opportunity to be heard. The Governing Body for good cause shown may recess such hearing to a time and date certain, which shall be fixed in the presence of persons in attendance at the hearing.

Following the public hearing, the Governing Body may adopt the redevelopment plan by ordinance passed upon a 2/3 vote. Any substantial changes to the Plan as adopted shall be subject to public hearing.

No full faith and credit bonds or special obligation bonds may be issued until the sixty-day protest period expires after the date of the public hearing.

F. Acquisition of Land

The City may proceed to acquire property within the TIF District by purchase or eminent domain (with 2/3 vote of the Governing Body) and implement the Plan. However, the City may not exercise eminent domain in conservation areas.

1.06 Responsibility for Enforcement

The City Manager shall be responsible to the Governing Body for the enforcement of this Policy.

REFERENCES

K.S.A. 12-1770 through 12-1780; 12-17,110; and 12-1740.

APPROVED BY THE GOVERNING BODY ON JULY 9, 2020

**CITY OF OSAWATOMIE
439 MAIN ST.
OSAWATOMIE, KANSAS 66064
(913) 755 - 2146**

APPLICATION FOR TAX INCREMENT FINANCING

(Applicant may attach supplemental documents to the application rather than typing the answers on the form below. The supplemental documents shall be in the same order as requested below.)

A. Project:

1. Business Name _____
Address _____
Telephone # _____
Fax # _____
Contact Person _____

2. Brief description of business.

3. Names and addresses of the principal owners, officers, and directors of the firm requesting the Tax Increment Financing.

4. Legal description, address, parcel IDs, and size of project site.

5. Proposed Project: Description of building(s) including square footage, materials, proposed use, etc. Attach site plan if available.

6. If property is to be subdivided, describe division planned.

7. Estimated Project Costs: (Please enclose construction pro forma, if available)

- a. Land Acquisition \$ _____
- b. Public Improvements _____
- c. Site Improvements _____
- d. Demolition _____
- e. Building(s) _____
- f. Equipment _____
- g. Architectural & Engineering Fees _____
- h. Legal Fees/Other Consulting Fees _____
- i. Financing Costs _____
- j. Contingencies _____
- k. Other _____
- l. Other _____

TOTAL: \$ _____

8. Source of Financing

- a. Equity \$ _____
- b. Bank Financing _____
- c. Tax Increment Assistance _____
- d. Other _____
- e. Other _____

TOTAL: \$ _____

9. Form of tax increment financing requested: _____ Pay-as-You-Go or
_____ Bonds.

10. Name and address of architect, engineer and general contractor

11. Project Construction Schedule

- a. Construction Start Date _____
- b. Construction Completion Date _____
- c. If phased project:
- | | |
|------------|------------------|
| _____ Year | _____ % Complete |
| _____ Year | _____ % Complete |

12. Total estimated market value of project upon completion \$ _____

13. Estimated real estate taxes generated by project upon completion (Please show calculations)

14. Projected number of new jobs created:

- _____ Full-time
- _____ Part-time
- _____ Seasonal

B. Tax Increment Financing Request

1. Describe the amount and purpose for which tax increment financing is required.

2. Statement of necessity for use of tax increment financing for project.

3. Specify below any other data or information you deem pertinent for the City's consideration in this application:

4. If requesting bonds, please attach two complete sets of the following items to the application:
- a. Certified copies of the applicant's financial audits for the past three years
 - b. Applicant's most recent annual or quarterly financial report
5. Applicant acknowledges and agrees that all fees and expenses incurred in connection with this application or establishment of the TIF project, whether or not approved, will be paid by the

Applicant. The Applicant shall hold the City, its officers, consultants, attorneys and agents harmless from any and all claims arising from or in connection with the Project, including but not limited to any legal or actual violations of any State or Feder securities laws.

Applicant agrees and understands that a **non-refundable application fee of \$5,000** to the City of Osawatomie must be submitted with this application.

Partial completion of this application is permitted, however, prior to the adoption of the TIF agreement, the remaining supplementary information to complete this application must be furnished. Additional information may be required by the City's Attorney, Bond Counsel, or Financial Advisor.

It is understood and agreed the information required in this application or any other information will be disclosed to the City's financial team and may be disclosed to the public.

Applicant recognizes and agrees that the City reserve the right to deny any Application for Tax Increment Financing at any state of the proceedings prior to adopting the resolution approving the district, that the Applicant is not entitled to rely on any preliminary actions of the City prior to the final resolution, and that all expenditures, obligations, costs, fees or liabilities incurred by the Applicant at its sole risk and expense and not in reliance on any actions of the City.

The undersigned, a duly authorized representative of the Applicant hereby certifies that the foregoing information is true, correct and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

DATE: _____

APPLICANT: _____

BY: _____

ITS: _____



CITY COUNCIL POLICY 105

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 105

Cell Phone Policy

- 1.01 The City of Osawatomie strives to provide its employees with electronic equipment and communication tools to facilitate the efficient and effective fulfillment of job responsibilities.
- 1.02 It shall be the policy of the City of Osawatomie to issue employees a mobile phone device or to offer a monthly mobile phone stipend in the place of a city issued cell phone to allow efficient and cost-effective execution of City business.
- 1.03 All City-issued mobile phones are subject to the approval of Department Heads and will remain City property at all time
- 1.04 All monthly mobile phone stipends are subject to the approval of Department Heads.
- 1.05 The amount of the mobile phone stipend is \$40 per month and will be paid through the payroll system as a taxable benefit. This rate is administered and overseen by the Finance and Human Resources departments and will be reviewed yearly.
- 1.06 Employees are required to provide the department head the phone number for any City-issued mobile phone or mobile phone which a stipend is received.
- 1.07 Employees are required to have any City-issued mobile phone or mobile phone which a stipend is received with them and on during their assigned shift.
- 1.08 Employees must log in to the phone with at least one method: a password, pass-code, pattern, and/or biometric measure (fingerprint, face scan). Employees who fail to meet requirements to secure and maintain the cell phone may be subject to disciplinary action.
- 1.09 Any accessories and/or special features, other than a City-issued protective case for City-issued phones will be at the employee's expense. All repairs, maintenance, loss of cell phone and/or accessories will generally be the responsibility of the City for City-issued phones.. Employees may, however, be liable for costs of replacement or other expenses if it is determined that they did not use reasonable care and control to protect the device.

- 1.10 New phones, accessories and/or special features will be at the employee's expense when receiving a mobile stipend. All repairs, maintenance, loss of cell phone and/or accessories will be the responsibility of the employee when receiving a mobile stipend.
- 1.11 Records conducted on behalf of the city are subject to the Kansas Open Records act under KSA Section 45-402(d) and must be maintained as required.
- 1.12 Employees whose duties no longer require a city-issued phone or whose employment is terminated are required to surrender the phone to their Department Head or Human Resources.
- 1.13 If the Department Head authorizes usage of an application (or app) on a personally-owned device for which the employee has to sign in using credentials or accounts provided by the city, then upon separation from the City the employee may be required to show that they have logged out or removed the app from their device.
- 1.14 Employees will be required to sign a mobile device policy to certify that they have read and understand the policy.

APPROVED BY THE GOVERNING BODY ON SEPTEMBER 24, 2020



CITY COUNCIL POLICY 106

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 106

Recognition of Retirees

- 1.01 Upon the retirement of a City employee from City service, the City Council may recognize the retiree with a plaque and a ceremony at regular City Council meeting.
- 1.02 Other City employees or officials may host a ceremony for the retiring employee. For City employees with more than ten years of service to the City of Osawatomie, City funds up to \$200 may be used to host a retirement reception and/or purchase a gift. The City Manager may increase the amount of money allocated for the gift and reception based on a retiree's contribution and tenure with the City. For City employees with less than ten years of service to the City of Osawatomie, City funds will not be used for any recognition other than that expressly authorized by the City Council.
- 1.03 Other City employees leaving City service with proper notice and otherwise in good standing may be recognized in an appropriate manner with approval of the City Manager and/or the Mayor.
- 1.04 For Osawatomie Volunteer Fire Department employees with more than 20 years of service to the City of Osawatomie, City funds up to \$500 may be used to purchase a commemorative axe in recognition of their contribution.

APPROVED BY THE GOVERNING BODY ON NOVEMBER 12, 2020



CITY COUNCIL POLICY 107

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 107

Policy Relating to the Naming of Public Places

NAMING OF CITY-OWNED PUBLIC BUILDINGS AND PROPERTIES

The City of Osawatomie will choose names for public buildings and property owned by the City of Osawatomie based on the building's or property's relationship to any of the following criteria:

- A. Neighborhood, geographic or common usage identification.
- B. Building's or property's purpose.
- C. A natural or geological feature.
- D. A historical figure or place.
- E. A deceased individual (minimum of one year) who has made a significant land, building, or monetary contribution to the City for the building or property being named.
- F. A deceased individual (minimum of one year) who has contributed outstanding civic service to the City.

NAMING OF CITY-OWNED PUBLIC BUILDINGS AND PROPERTIES - PROCEDURE

- A. Whenever the City or an individual wishes to consider naming a City-owned building or property, the issue shall be referred to the City Council to establish the specific process and to make a recommendation.
- B. Before taking action, the City Council shall provide an opportunity for public comment on the recommendation(s) from the Council.

1. NAMING OF INTERIOR FEATURES

- A. The interior features of a City-owned building may be named separately from the main building subject to the criteria and procedures set forth in this Policy.

2. NAME CHANGES

- A. Designation of a name shall not prohibit the renaming of the building or property at a future date, or the designation of a sunset for the name at the time of approval.

- B. Name changes shall be subject to the criteria and procedures set forth in this Policy.

NAMING OF PARKS AND PARK FACILITIES

- A. It is the policy of the City to follow this procedure to establish names for parks and other park facilities.
- B. A working name for the park or park facility will be assigned by City of Osawatomie staff at the time of land purchase or donation. Suggested names will be historical, geographical, or the name of a boundary street.
- C. A permanent name for the park or park facility will be assigned at the time of the approval of the final park development.
- D. In naming parks and other park facilities, consideration shall be given primarily to:
 - 1. Neighborhood, boundary roads, or common usage identification;
 - 2. A natural or geographical feature;
 - 3. Significant historical events or cultural attributes;
 - 4. A historical figure;
 - 5. An individual (living or deceased) who has contributed outstanding civic service to the City or has been instrumental in acquiring or developing parks properties;
 - 6. A name chosen by an individual (living or deceased) who has made a significant land, and/or monetary contribution to the park system;
 - 7. Organizations having contributed to and influenced the betterment of the City.
- E. Parks and park facilities shall not ordinarily be named for living persons unless they have stipulated the name as a condition of donation.

NAMING OF PARKS AND PARK FACILITIES - PROCEDURE

- A. Suggestions for names for parks or park facilities shall be solicited from organizations, neighborhood residents, individuals, and the media. All suggestions, solicited or not, shall be acknowledged and recorded for consideration by City Staff.
- B. The City Council shall host a public hearing to provide an opportunity for public comment on name recommendations.
- C. City Staff will review names and make recommendations for the City Manager to present to the City Council.
- D. The department shall wait at least one year between receipt of a name proposal related to a current event before final recommendation of that name.
- E. Facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

APPROVED BY THE GOVERNING BODY ON November 12, 2020



CITY COUNCIL POLICY 108

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 108

Policy Establishing Internet Policies for the City of Osawatomie, Staff Members, and Other Elected or Appointed Officials

- 1.01 The administration of the City's official website (www.osawatomieks.org) and other web resources, such as its social networking presence (e.g. Facebook, Twitter accounts, etc.) shall be shared by the City Manager, Director of Information Technologies, and the Public Information Officer.
- 1.02 The City Manager, Director of Information Technologies and the Public Information Officer may, at their choosing, appoint other designees to assist them in carrying out website updates and other administrative activities pertinent to the City's web presence.
- 1.03 City Councilmembers wishing to make changes, update information, or enact other modifications to the City's official website or official web accounts must submit their request in writing to the City Manager.
- 1.04 Councilmembers making a request for changes should include the following in their request:
 - A. Content to be posted, changed, or deleted;
 - B. A link or other pointer to the precise location where the change should be made;
 - C. The date by which content should be posted and removed;
 - D. Any relevant files, links or accompanying media;
 - E. Any additional relevant information.
- 1.05 The City's official website and official web accounts shall be used solely for the purpose of disseminating information pertinent to the City and communicating with City residents.
- 1.06 No City Councilmember or Department Director shall create, modify or delete internet accounts in the City's name or in a City Department's name on social networking or other websites except in consultation with the City Manager and Public Information Officer.
- 1.07 The City has a separate "Internet Comment" policy, which shall govern the posting of any comments on City-sponsored sites, and a "Comprehensive Social Media Policy for Employees and Elected or Appointed Officials" containing content standards for employees and other official representatives.

APPROVED BY THE GOVERNING BODY ON APRIL 8, 2021

CITY OF OSAWATOMIE

INTERNET COMMENT POLICY

City of Osawatomie social media site articles and comments containing any of the following forms of content shall not be allowed:

- a. Comments not topically related to the particular article or content being commented upon;
- b. Comments in support of or opposition to political campaigns or ballot measures;
- c. Profane, obscene, or sexual content, or comments that contain links to such content;
- d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- e. Solicitations of commerce;
- f. Conduct or encouragement of illegal activity;
- g. Information that may tend to compromise the safety or security of the public or public systems; or
- h. Information that is deemed extraordinarily incorrect or unnecessarily conspiratory in nature; or
- i. Content that contains personal attacks on City staff members or the distribution of their personal information ("doxing"); or
- j. Content that violates a legal ownership interest of any other party.

Comments posted to this page will be monitored. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

The City of Osawatomie is under no obligation or requirement to respond in any capacity to comments made on City-sponsored pages, and encourage comments or questions requesting follow-up responses be submitted through email, or by phone to the appropriate City staff.

APPROVED BY THE GOVERNING BODY ON APRIL 8, 2021

CITY OF OSAWATOMIE**PERSONNEL POLICY AMENDMENT****Guidelines for Private Use of Social Media**

- a) Confidential, proprietary and non-released City information should not be included in employee's private social media activity. Private and personal information, pictures, and video about or depicting City employees, contractors, customers and constituents gathered through the employee's professional activities must never appear online or be distributed by email or through mobile messaging.
- b) An employee's public image in social media, which can be associated with the City, should meet the standards of the workplace rules of conduct. Offensiveness, disparaging comments, untruthful statements, demeaning behavior, nude or obscene pictures and/or video and illegal substance use are all examples of behavior that is considered inappropriate by representatives of the City of Osawatomie.
- c) If an employee has a personal profile on a social media site or has a personal weblog, they should not work on them during their scheduled work time, excluding breaks.
- d) For employees with personal blogs and personal profiles on social media:
- If an employee can easily be identified with, or identifies themselves as, a City of Osawatomie employee on their blog or other social media profile, they should make it clear to their readers that the views expressed in their blog entries do not necessarily reflect the City's views. To help reduce the potential for confusion, the following notice—or something similar—should be put in a reasonably prominent place on their site: "The views expressed on this blog are mine alone and do not necessarily reflect the views of my employer, the City of Osawatomie."
 - Employees should work with their direct supervisor if they have any questions about what is appropriate to include on their site.
 - Employees are encouraged to be respectful to the organization, fellow employees, residents, and other agencies regardless of situation.
 - Employees not acting in their official capacity **online** shall not represent or give the impression that they are acting in their official capacity.
 - An employee, while operating their personal account or page, should never respond to articles, comments, or other media regarding City business or operations except in situations where a neutral request is being made (such as asking for a specific link to the City website or other official communications) or a positive interaction is being commended.
 - Employees should make every effort to not engage in detrimental conversations on their personal account or page, and should never allow City-sponsored accounts or pages for which they have administrative privileges to conduct commentary outside of their respective pages. See the "Comprehensive Social Media Policy for Employees and Elected or Appointed Officials" for more guidelines regarding appropriate social media behavior and standards of etiquette.
- e) Monitoring personal social media, including microblogging, SMS, text messaging, or instant messaging accounts should not interfere with an employee's work for the City.

Comprehensive Social Media Policy for Employees and Elected or Appointed Officials

Revised March 2021

Section 1 Purpose

Section 2 Definitions

Section 3 Policies and Procedures

Section 4 Guidelines for Employee Participation in Social Networking

Section 5 Guidance for Elected Official Participation in Social Networking

1.0 PURPOSE

The Social Media Policy comprises the philosophy, recommendations and strategies necessary for providing professional city communications in social media. This policy outlines the protocol and procedures for use of social media to publicize official City services and events. In addition, this policy addresses the responsibilities of individual employees and Governing Body members and City board and commission appointees with regard to social media and the use of City resources (time/equipment), as well as responsibilities related to public records and open meeting laws.

2.0 DEFINITIONS

Social Media – Various forms of discussion and information-sharing, including but not limited to blogs, wikis, social networks, virtual worlds, video posts, podcasts, message boards and online forums.

Technologies include but are not limited to picture sharing, wall postings, fan pages, email, instant messaging and music sharing.

Social Networking – The practice of expanding business and/or social contacts by making connections through web-based applications.

3.0 POLICIES AND PROCEDURES

- A. All official City of Osawatomie presences on social media sites or services are considered an extension of the City's information networks and are governed by the City of Osawatomie's Social Media Policy and Personnel Policies. Official site(s) are administered by the City Manager, Public Information Officer or an official department designee and used for the limited purpose of informing the public about City business, services and events.
- B. All City of Osawatomie social media site(s) must comply with applicable federal, state and City laws/ordinances, regulations and policies. This includes adherence with established laws and policies regarding copyrights, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws, Kansas Open Records Act (KORA), Kansas Open Meetings Act (KOMA), and information technology, web standards, brand standards and media policies established by the City of Osawatomie.
- C. Prior to creation, department social media sites must be approved by the City Manager, Public Information Officer, and Department Director. The City Manager and Public Information Officer (PIO) will work with departments to reach their goals by assisting with the development of social media sites and helping the department define a strategy for engagement using social media. City Manager and PIO will also discuss how departments will keep information current on social media sites in order to keep information timely and relevant.
- D. The City of Osawatomie understands that Social Media is an outlet and does not particularly adhere to normal business hours. However, it is essential that an expectation of service be designated that provides a framework for response times. If a response is warranted, during

normal business hours (Monday- Friday), a response should be provided as quickly as the information can be captured. If a posting occurs outside of normal business hours, a response should be generated by the next business day. Information should not be released via social media unless it has been verified as factual. It is recommended that language be placed on the social media sites denoting appropriate response times. The City Manager and PIO and/or their designees will have administrative access to the sites, including username and password information, and will monitor content to ensure adherence with the Social Media Policy for appropriate use and to ensure that the message and branding are consistent with the goals of the City of Osawatomie. The City retains the authority to remove information and repeated violation of these standards may result in the removal of department sites from social media outlets.

- E. Each social media site used by the City of Osawatomie will include an introductory statement that clearly specifies the purpose of the site and directs users to the City's website. In addition, wherever possible, links to information should direct users back to the City's official Web site for more information, forms, documents or online services necessary to conduct business with the City of Osawatomie.
- F. Employees representing the City via social media outlets must conduct themselves at all times as representatives of the City of Osawatomie and in accordance with all City of Osawatomie Personnel Policies and this Social Media Policy. Employees shall not disclose information about confidential City business on either the City's social media sites or their personal social media sites. If applicable, disciplinary actions consistent with the City of Osawatomie Personnel Policies may be taken for misuse of postings.

Employees, appointed officials or elected officials utilizing outside agency social media sites shall follow the guidelines of this policy when posting as an identified member of a City board, commission or council, or when posting information related to City services, events and programs. The guidelines set forth in Section G of 3.0 shall apply to outside agency postings.

- G. Employees, appointed officials or elected officials may not post as "City of Osawatomie," on "City of Osawatomie" sites (or other sites that appear to be or allude to being official city pages) due to considerations and possible violations of the Kansas Open Meetings Act and are discouraged from discussing campaigns, issues and other political matters on City accounts. In addition, the City will not sanction or support the creation of a social media site for City boards, commissions or councils due to possible violations of the Kansas Open Meetings Act.
- H. City of Osawatomie social networking content and comments containing any of the following forms of content shall not be allowed for posting:
 - 1. Comments not topically related to the particular site or blog article being commented upon;
 - 2. Profane or obscene language or content, or links to such content;
 - 3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - 4. Sexual content or links to sexual content;
 - 5. Solicitations of commerce;
 - 6. Conduct or encouragement of illegal activity;
 - 7. Information that may tend to compromise the safety or security of the public or public systems;
 - 8. Content that violates a legal ownership interest of any party;
 - 9. Employees, appointed officials or elected officials shall not initiate or participate in discussions related to policy, policy creation or formation, or City operations on social media sites; or
 - 10. Content that reflects negatively on the City of Osawatomie.

The City reserves the right to remove content that is deemed in violation of this policy, applicable law, or the City of Osawatomie Personnel Policies. Any participants on the City's official social media site(s) who are in continual violation of the posting/commenting guidelines may be permanently removed from the City's site(s).

- I. The City of Osawatomie reserves the right to temporarily or permanently suspend access to official City social media site(s) at any time.
- J. If the City of Osawatomie begins operating under the special circumstances of a crisis or emergency situation, staff will immediately stop posting on their respective department sites. All sites will redirect to the City's main social media site(s) or official website to ensure followers receive consistent information from the City of Osawatomie. All communication in a crisis situation will be posted by the City Manager, Public Information Officer, or an official designated by the City Manager. When the City decides to return to normal communications operations, individual departments may again post information related to City services, programs and events.

4.0 GUIDELINES FOR EMPLOYEE PARTICIPATION IN SOCIAL NETWORKING

The City of Osawatomie understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. The City does not seek to control, through this policy or otherwise, the purely personal online content posted by City employees when that content is posted during non-working time, is posted using personal equipment, is not posted in an official capacity as an employee, appointed official or elected official of the City of Osawatomie, or is not otherwise disruptive to the City's vision, mission and values. The following guidelines apply to any online post that occurs:

- during working hours;
 - is posted using City equipment; or
 - identifies the City of Osawatomie, links to information about the City or identifies the individual's position with the City. In addition to being subject to the guidelines listed below, all such online activity is subject to the City's Computer, Email and Internet Use Policy and other policies found in the City of Osawatomie's Personnel Policies.
- A. City policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting City business. Use of your City email address and/or communicating in your official capacity (even if operating a personal page or profile) will constitute conducting City business.
 - B. City employees shall notify their supervisor and the City's Public Information Officer if they wish to create a social networking site or service to conduct City business, with permission being granted solely by the Public Information Officer.
 - C. Departments have the option of allowing employees to participate in existing social networking sites as part of their job duties that are related to their professional organizations. Department Directors may allow or disallow employee participation in any social networking activities for work-related purposes in their departments, after consultation with the Public Information Officer and the Human Resources Manager.
 - D. Follow all privacy protection laws, i.e., HIPPA, and protect sensitive and confidential City information.
 - E. Follow all copyright laws, public record laws, retention laws, fair use and financial disclosure laws and other laws that might apply to the City or your functional area.
 - F. Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
 - G. Employees are personally responsible for the content they publish through social media sites. Identify yourself and make it clear that you are speaking for yourself and not on behalf of the City of Osawatomie or in your role as a City employee. If you publish content on a Web site outside of the City of Osawatomie and it has something to do with the work you do or subjects associated

with the City, use a disclaimer such as: "The postings on this site are my own and don't necessarily represent the City's position or opinions."

- H. Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City workplace, including things such as harassment and bullying.
- I. If you identify yourself as a City employee, ensure that your profile and related content is consistent with how you wish to present yourself to colleagues, citizens and other stakeholders. Infractions of these policies may result in disciplinary action up to and including termination of employment. (See City of Osawatomie Personnel Policies)

5.0 GUIDANCE FOR APPOINTED AND ELECTED OFFICIAL PARTICIPATION IN SOCIAL NETWORKING

The City recognizes that appointed and elected officials may wish to use social media and social networking to connect with constituents and to promote political agendas. When using social media, as with any other electronic communication, elected officials should be mindful of the risks associated with Kansas Open Meetings Act (KOMA) and recognize the potential for personal posts to be considered the official position of the City.

- A. **Account Names** – Personal social media account names should not be tied to the City. This will help clarify that the individual is not speaking officially on behalf of the City or in their position as an elected or appointed official.
- B. **Transparency** – Appointed or elected officials who use personal social media sites should complete the profiles on those sites and reveal they are appointed or elected officials for the City. In addition, consider including a disclaimer such as: "The postings on this site are my own and don't necessarily represent the City's position or opinions."
- C. **Honesty** – Appointed or elected officials are personally responsible for the content they publish through social media sites. Please be mindful of all privacy and confidentiality laws when posting and that efforts to be honest don't result in sharing non-public information related to employees, personnel data, claims or lawsuits or other non-public or confidential information.
- D. **Mistakes, Liability and Claims Against the City** – If an appointed or elected official makes a factual mistake, it should be corrected as soon as the official is aware of the error. Corrections should be upfront and as timely as possible. As is consistent with social media etiquette, notify the reader of the correction by including something that designates the correction such as "Fixed Link," "Updated Post," or "Fact Correction" before the corrected information. To help prevent errors, appointed or elected officials should not post official information about the City unless sharing City-generated content.
 - a. Potential errors could create City issues ranging from minor to significant, and some may create unforeseen liability issues. When appropriate, link back to the City website to provide official information on a subject. If an elected official makes an error related to official City business, he or she should contact the Public Information Officer to divulge the error and consult on the best manner in which to communicate the correct information. Depending on the type of error, the City may choose to correct the information in a range of official City communication vehicles such as the City Newsletter, website, during a board, commission or council meeting and, potentially, with the local media to ensure the corrected information is broadcast as widely as possible.
 - b. Appointed or elected officials should also recognize that using personal technology to communicate on official City business could become inconvenient if a request for data is made on a particular topic and that appointed or elected official has commented through his or her own equipment. Appointed or elected officials should consider maintaining separate file on their personal technology for City-related communications so they can easily produce any requested public information as required by the Kansas Open Records Act (KORA).

- E. **Add Value** – There may be times when appointed or elected officials use social media to promote a position on a City issue. When this occurs, appointed or elected officials are encouraged to add value to the conversation by staying focused on the issue.
- F. **Mind the Law, Existing City Policies and Guidelines** – Appointed or elected officials who use personal social media accounts are not immune from the law, or from the need to follow existing City policies related to electronic communications among board, commission or council members and the use of city-owned technology. Any information posted or responded to by appointed or elected officials should be done so in a manner that does not violate the letter or the spirit of KOMA.

Appointed or elected officials should not upload, post, transmit or make available content known to be false, misleading or fraudulent, or to post photos that infringe on trademark, copyright or patent rights of others.

Appointed or elected officials should not post non-public and confidential information such as information related to employees, personnel data, claims or lawsuits or other non-public or confidential information.

Appointed or elected officials should not use city-owned equipment to post to personal sites content that violates existing city policies, that exhibits hate, bias, discrimination, and pornography, libelous or otherwise defamatory content.

- G. **Stop Discussing Issues (if asked to do so by the City)** – There may be instances in which an appointed or elected official should not comment on a particular City issue. This could occur if the discussion might violate laws, regulations or confidentiality, or if a claim or lawsuit has been filed against the City. The City Administrator or the Public Information Officer may contact an elected or appointed official with the request to stop commenting on a particular issue.
- H. **Campaigning** – Appointed or elected officials shall not use official City social media sites for campaigning purposes.

Contact By Media – Appointed or elected officials who are contacted by the media on a topic of official City business should feel free to refer to the Public Information Officer for assistance.



CITY COUNCIL POLICY 109



CITY COUNCIL POLICY MANUAL

Policy No. 109

Food Truck Program

Rules and Regulations for Food Truck Program

Operating Conditions

1. Locations: Mobile food vendors may operate within the City under the following conditions:
 - A. Public Property: Mobile food vendors will be allowed to set up at the designated spots within The Hub (located at 530 Main Street). The food vendor will need to park so that their customer service window is facing into the community plaza space. No food service shall be provided into the alley way or onto the public sidewalk(s) that borders the plaza space. Mobile food units may not park on any other public property (see Exceptions). Mobile food vendors will need to reserve a date and time with City Hall and will be allowed to vend during the hours of 11:00am – 7:00pm. Mobile beverage and dessert vendors (such as coffee carts or ice cream trucks) will be allowed to vend from 6:00am to 10:00pm for no more than 8-hours at a time (6am – 2pm, 2pm – 10pm, etc.). General vending is permissible on Mondays, Wednesdays, Saturdays and Sundays (See Exceptions). No more than two vendors of any kind will be allowed to set up simultaneously within The Hub without prior permission from the City of Osawatomie for special community events.
 - B. Private Property: A vendor is allowed to operate only on commercially zoned private property, with permission from the property owner, and where a line of customers would not hinder the flow of traffic on any street, the flow of bicycles within any bike lane or route, or the flow of pedestrians along any sidewalk. No accessible route providing access to persons with disabilities may be blocked or reduced to less than five (5) feet in width. If any such hindrance occurs, the vendor must either:
 - (1) Instruct customers to move to a safe location outside of the flow of traffic, bicycles, and pedestrians;
 - (2) Temporarily stop vending from its unit, or
 - (3) Move its unit to a different location.

- C. A private property owner shall not permit a mobile food vehicle to set up on their property until the food truck has been issued a Food Truck Permit from the City of Osawatomie.
2. Distance from Restaurants and Other Considerations:
- A. Private Property:
- No mobile food vendor may vend on ~~public or~~ private property within one hundred fifty (150) feet from the front door of a brick-and-mortar restaurant (measurement taken "as the crow flies") during such restaurant's posted hours of operation unless the mobile food truck vendor has written permission from the restaurant owner and maintains a record of such permission in its unit for inspection.
- B. Public Property:
- Like-cuisine mobile food vendors may not vend on public property during a nearby (within 150 feet) restaurant's posted hours of operation without express written permission from the restaurant owner; record of such permission shall be maintained in its unit for inspection. *(Example: A taco truck may not vend in The Hub during La Hacienda's open hours without express written permission.)*
3. Distance from City-Approved Event: No mobile food vendor shall be allowed to vend within a five-hundred-foot radius of a City-approved event without permission from the event organizer.
4. Signage: Except as otherwise provided herein, no sign or device prohibited by the building and zoning regulations may be erected, placed, installed, and/or maintained in association with a mobile food unit.
5. Lights and Sound: No flashing lights or attention-attracting devices are permitted on or in association with the use of a mobile food unit. No direct light may be shined on adjacent property or cause a glare or distraction for vehicles, bicycles or pedestrians from a mobile food unit. Music or other sounds associated with the mobile food unit must be in compliance with Section 11-338 in the City of Osawatomie Municipal Code.
6. Trash: Receptacles shall be provided with each mobile unit. Such receptacles 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. A minimum access width of five (5) feet must be maintained along all sidewalks and building entrances accessible to the public.
7. Restoration of Site: Immediately upon cessation of vending, the mobile food vendor shall return the site to its previous condition, including the removal of all litter, repair of

any damage, or other evidence of vending. If the site is not returned to its previous condition, the City will restore the site at the expense of the vendor.

License 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 the City of Osawatomie and the State of Kansas. Evidence of all such licenses and/or permits shall be posted in the unit in a conspicuous spot and produced upon request by the Chief of Police or designee or other public officer charged by the City Manager with enforcement of this policy. Mobile food vendor license permit fee will be set forth on the fee resolution. Any application for a mobile food vendor license may be denied. Any license issued may be revoked, suspended or not renewed by the City Clerk for failure to comply with the provisions of this policy or any rules or regulations promulgated by the City of Osawatomie.

1. Application: To receive a mobile food vendor license, the vendor must file a completed mobile food vendor application with the City Clerk or other designated representative, on a form provided by the City. Incomplete applications will not be accepted. The applicant must provide the following information:
 - A. The full legal name, date of birth, permanent address, business mailing address, email address and telephone number of the applicant and the contact person for the business, if different from the applicant;
 - B. The name under which the mobile food unit does business ("dba" name) and, if applicable, the registered name of the legal entity owning the mobile food unit (corporation, limited liability company, partnership, limited partnership association, firm or another name);
 - C. The name of the owner and the type, make and vehicle identification number or other identifying number of the vehicle form which the applicant proposes to conduct business;
 - D. The applicant's valid Kansas sales tax number;
 - E. A current health inspection certificate from the State of Kansas;
 - F. A menu of food or beverages to be offered for sale;
 - G. Proof of a valid driver's license for operation of the class of vehicle or vehicles identified in the application to be used in the business for the applicant;
 - H. Proof that the applicant has procured a policy of general liability insurance covering the mobile vending operation and vehicle or vehicles written by an insurance carrier licensed to do business in Kansas, with minimum limits of one

million dollars (\$1,000,000.00), naming the City of Osawatomie as additional insured; and evidence of compliance with the insurance requirements shall be in the form of a certificate of insurance that shall be submitted with the application;

- I. The application shall contain a statement certifying that all of the information provided in the application is true and correct and must be signed personally and acknowledged by an individual applicant, by a partner for a partnership applicant, by an officer legally authorized to sign for a corporate application or by a member of a limited liability company legally authorized to sign company documents;
- J. This application shall also contain a statement by the applicant or partner, officer or member that he or she is familiar with the provisions of this Chapter and is complying and will comply with all requirements set forth within.
- K. The City has two in-ground electrical power supply pedestals (50-amp 120/240 volt, 30-amp 120 volt, and 20-amp 120 volt included on each pedestal) currently available along the eastern side of the plaza. This service is available for an additional fee that is set forth on the fee resolution.

Exceptions:

- 1. A vendor operating under the following conditions for the purpose of this policy and the licensing provisions required herein shall not apply to:
 - A. Vendors selling in conjunction with and as part of a City of Osawatomie sponsored event (such as Osawatomie Lights on the Lake or Freedom Festival) or who have entered into contract with the City;
 - B. Vendors selling food that does not require temperature control, such as lemonade stands, bake sales, produce stands, etc.;
 - C. Catering a private event;
 - D. Ice cream vendors.

Osawatomie City Sales Tax: All mobile food vehicles are required to collect and remit to the Kansas Department of Revenue, sales tax for the City of Osawatomie.

APPROVED BY THE GOVERNING BODY ON APRIL 8, 2021

Amended by the Governing Body on November 30, 2023



CITY COUNCIL POLICY 110



CITY COUNCIL POLICY MANUAL

Policy No. 110

City Council Meeting Framework and Department Assignments

Assignment of Departments to Monthly City Council Meetings

1.01 The purpose of this Policy is to establish a framework for the assignment of department items to the two monthly City Council meetings to assist when planning for both staff and outside consultants at city council meetings. The city recognizes that given the complexity of the issues that the staff and City Council deal with that we need to create a meeting framework that organizes department level work while at the same time allowing for more meaningful input and discussion by the City Council.

1.02 The assignment of Department actions required by the City Council is organized in the following manner:

Second Thursday of the Month	Fourth Thursday of the Month
Public Safety (Police, Fire, Codes Administration)	Administration (Budget, Policies, Permits, Payments, Elections and Appointments)
Utilities (Electricity, Water and Wastewater)	Planning Items (Planning Commission and City Council Consideration)
Public Works (Streets, Levees and Parks)	Grants, Economic Development, Bond Financing and Debt

APPROVED BY THE GOVERNING BODY ON DECEMBER 8, 2022



ACTION ITEM SUMMARY	Item Number:	10.B.
	Date:	12/7/2023
City Manager	From:	Bret Glendening

RE: Resolution 1197 – Resolution authorizing the Mayor to enter into a contract with BG Consultants for Construction Observation & Engineering Services for 6th Street.

RECOMMENDATION: That the City Council approve Resolution 1197 – Resolution authorizing the Mayor to enter into a contract with BG Consultants for the design and construction engineering services for the new water treatment plant.

DETAILS: Due to the complexity and size of the 6th Street Project, and the amount of money that we are investing in it, staff believes it is prudent to engage our City Engineer to assist with the construction observation of the project. This is a NOT TO EXCEED contract value, so we will only get billed for the amount of time that is actually used. On the construction observation side, the NTE amount is \$350,000 and the construction engineering portion of the agreement is a NTE amount of \$50,000.

I believe that we will utilize these services mostly when the street is being constructed. Our Utility Director is supervising the construction of the water main, and I am more than comfortable with our Public Works Director and her staff supervising the installation of the stormwater system and related open ditches that will be constructed as part of the project as well.

Related Statute / City Ordinances	1175
Line-Item Code/Description	N/A
Available Budget:	N/A

RESOLUTION NO. 1197

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT
WITH BG CONSULTANTS FOR CONSTRUCTION OBSERVATION AND
ENGINEERING SERVICES FOR THE 6TH STREET RECONSTRUCTION
PROJECT**

WHEREAS, the Governing Body for the City of Osawatomie, by Resolution 1175, awarded the construction contract for the 6th Street to Killough Construction; and

WHEREAS, the size and complexity of the reconstruction project on 6th Street necessitates additional support for construction observation; and

WHEREAS, the city council and city staff recognize the investment being made in 6th Street warrants additional support to ensure the investment being made is maximized; and

WHEREAS, BG Consultants has served as City Engineer for at least 20 years and is qualified to provide construction observation and engineering services.

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

SECTION ONE: The Governing Body of Osawatomie, Kansas hereby authorizes the Mayor to enter into an Agreement with BG Consultants for construction observation and engineering services for 6th Street. The amount of funds authorized for construction observation services shall not exceed \$350,000 and the amount authorized for construction engineering services shall not exceed \$50,000.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 14th day of December, 2023, a majority voting in favor of.

APPROVED and signed by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk

Supplemental Agreement No. 2
to
AGREEMENT
CONSULTANT-CLIENT
between
Osawatomie, Kansas and BG Consultants, Inc.
for

2022/2023 Street Improvements
Main St. Terr. (18th to 16th); Walnut Ave. (6th to 4th); 18th St. (Main St. to Brown Ave.); Brown Ave (12th to 7th); 6th St. (Lincoln to Kelly) – Osawatomie, Kansas

The purpose of this Supplement No. 2 is to define additional professional services requested by **Osawatomie, Kansas**, hereinafter called the “**CLIENT**”, to be provided by **BG Consultants, Inc.**, hereinafter called the “**CONSULTANT**”. This agreement is a supplement to the AGREEMENT CONSULTANT-CLIENT for the **2022/2023 Street Improvements Main St. Terr. (18th to 16th); Walnut Ave. (6th to 4th); 18th St. (Main St. to Brown Ave.); Brown Ave (12th to 7th); 6th St. (Lincoln to Kelly) – Osawatomie, Kansas** between **Osawatomie, Kansas** and **BG Consultants, Inc.** dated **February 1, 2022**.

SECTION I – SCOPE OF SERVICES

Under the terms of this Supplement No. 2, CLIENT and CONSULTANT agree to modify the Scope of Services to include additional services as follows:

CONSULTANT will provide the following CONSTRUCTION ENGINEERING SERVICES.

1. Assist the CLIENT with administration of the construction contract for the 6th Street Project (from Lincoln Avenue to Kelly Avenue) which Let in 2023.

CONSULTANT will provide the following CONSTRUCTION INSPECTION SERVICES.

1. Provide qualified personnel to assist CLIENT with construction inspection services for the 6th Street Project (from Lincoln Avenue to Kelly Avenue) which Let in 2023.
2. The budget of hours included in this Agreement for the Construction Inspection Services is 2,640 hours of “Senior Construction Inspector” based on a construction contract time of 12 months.

SECTION II – COMPENSATION AND SCHEDULE

For the scope of CONSTRUCTION ENGINEERING services listed above, the CLIENT agrees to pay the CONSULTANT a lump sum fee of **fifty thousand and NO/100 dollars (\$50,000.00)**.

For the scope of CONSTRUCTION INSPECTION services listed above, the CONSULTANT will provide services for a fee based on the actual hours expended at the CONSULTANT’s Discounted Hourly Rates on the following page, but not to exceed **three-hundred and fifty thousand and NO/100 dollars (\$350,000.00)**.

CLIENT acknowledges and understands this fee is an estimated budget based on an estimate of possible volume of hours rendered by CONSULTANT during construction. Additional compensation in excess of this estimated budget may be necessary depending on the actual volume of hours expended by CONSULTANT. CONSULTANT will notify CLIENT when actual invoicing for said services achieves approximately 75% of the estimated budget.

Billing procedures and all other items pertaining to compensation are as described in the AGREEMENT.

SECTION III – OTHER MATTERS

It is mutually agreed and understood that all terms of the original Agreement, not specifically revised by this Supplement No. 2, shall remain unchanged and in full force.

IN WITNESS WHEREOF, the parties have executed this Supplement No. 2 on this

_____ day of _____, 2023.

BG Consultants, Inc.

CONSULTANT

By  _____
Jason Hoskinson

Title Corporate Secretary

Osawatomie, Kansas

CLIENT

By _____

Title _____



ACTION ITEM SUMMARY	Item Number:	10.C
	Date:	December 8, 2023
From: Our City Planning	From:	Mike Scanlon, Our City Planning

RE: Resolution 1198 is consideration of the Planning Commission’s recommendation regarding Application REZ2023-02 for the rezoning of 1009 Pacific.

RECOMMENDATION: That the city council approve Resolution 1198.

DETAILS: Alcove Development, LLC presented an application for the rezoning of the property at 1009 Pacific. That request was for the rezoning of the property from R1 to R3. A staff report accompanying this AIS and Resolution 1198 provides further details on the application, consideration and conditions considered by the Planning Commission. Also attached is the Public Hearing notices published in the Miami County Republic and the original application – pre publication and notification. On December 12, 2023 the Planning Commission recommended approval of REZ2023-02 with stipulations a-e on a vote of 5(yea)-0(no)-1(abstention)

Related Statute / City Ordinances	Planning and Zoning Regulations of the City of Osawatimie.
Line Item Code/Description	N/A
Available Budget:	N/A

RESOLUTION NO. 1198

**A RESOLUTION UPHOLDING THE RECOMMENDATION OF THE OSAWATOMIE
PLANNING COMMISSION ON APPLICATION REZ2023-02 (1009 Pacific)**

WHEREAS the City published an appropriate Public Hearing notice regarding the rezoning of the property at 1009 Pacific (aka Swenson Early Childhood Education building); and

WHEREAS notification was given to property owners within 200 feet of the project; and

WHEREAS the Osawatomie Planning Commission on December 12, 2023 conducted a public hearing regarding Application REZ2023-02.

WHEREAS the Osawatomie Planning Commission on December 12, 2023 then recommended approval of Application REZ2023-02 including stipulations a-e.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY
OF OSAWATOMIE, KANSAS:**

SECTION ONE: The Governing Body hereby upholds the recommendation of the Osawatomie Planning Commission on Application REZ2023-02 that was considered on December 12, 2023.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 14th day of December, a majority voting in favor of.

APPROVED and signed by the mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk



REZONING OF 1009 PACIFIC

APPLICATION: REZ2023-02

APPLICANT: ALCOVE DEVELOPMENT LLC



PROPERTY HISTORY

1955

SWENSON ELEMENTARY BUILT AT 1009 PACIFIC

1992

RELOCATABLE CLASSROOM BUILT ON WEST SIDE OF PROPERTY

1998

TROJAN ELEMENTARY OPENS
SWENSON BECOMES SWENSON EARLY CHILDHOOD CENTER

2015

TROJAN ELEMENTARY EXPANDED AND
SWENSON EARLY CHILDHOOD CENTER RELOCATED

2016

OLD SWENSON SOLD FOR \$1.00 TO 1009 PACIFIC LLC
(WESTMINSTER CO)

2016-2023

HAS REMAINED VACANT 7 YEARS – NO SERIOUS PROPOSALS

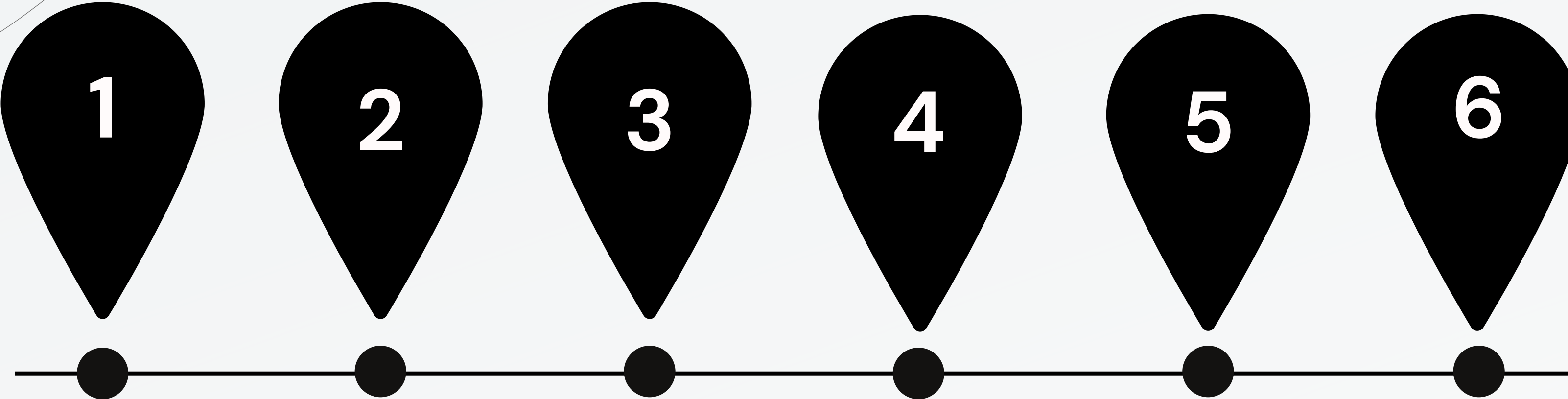
2023

SPRING/SUMMER ABATEMENT OF 1009 STARTED (\$200K TO
DEMOLISH)

2023

SUMMER/FALL ALCOVE DEVELOPMENT LLC PRESENTS A PLAN

STEPS IN THE PROCESS -- ONLY THE BEGINNING



Preliminary discussion and project plan. Do you have a viable project?

- Property
- Conditions
- Grant/Tax Credit Funding

LOOKS VIABLE

Negotiations with current owner. Can you find a reasonable price given the conditions? Contract for purchase acceptable?

YES

Is the City open to a Pre-Development Agreement so that we can get further down the road?

YES
City Council approved RES 1169
September, 2023.

It starts with Rezoning. Is the public open do allowing the rezoning of the property?

Application REZ2023-02
Tonights Public Hearing and consideration of the application.

Following rezoning you have to determine TIF/RHID etc. to assist in the project.

All covered in the Pre-Development Agreement Resolution 1169

Depending on the action of the P&Z tonight you then get to the phase of applying for grants / tax credits **none of which can happen until you've done STEPS 1-5**

CONDITIONS OF APPROVAL (STIPULATIONS)

STIPULATION #1

The application will be in accordance with Exhibit A. In addition the developmen shall follow and comply with all regulations and standards of the City of Osawatomie unless specifically exempted by the Governing Body

STIPULATION #2

Prior to the submittal of a building permit, the Planning Commission shall approve a final development plan.

STIPULATION #3

Development of the site shall be limited to 24,426 ft.

STIPULATION #4

Concurrent with the submittal of construction plans, the applicant shall provide a separate copy of the landscape plan.

STIPULATION #5

Prior to the issuance of a certificate of occupancy, all sidewalk ramps, and sidewalks in the public right-of-way adjacent to the property shall be constructed to conform with current public sidewalk ramp requirements, including the installation of truncated domes where applicable.

STRATEGY N°3

EXCERPT OF THE MINUTES OF DECEMBER 12, 2023 CITY OF OSAWATOMIE PLANNING AND ZONING COMMISSION

Osawatomie, Kansas. **December 12, 2023.** Planning Commission Meeting was held at Memorial Hall located at 411 11th Street, Osawatomie, KS 66064. Chairperson Will Cutburth called the meeting to order at 5:02 pm. Planning Commissioners present were: Mr. John Wastlund (arr. 5:04 pm), Mr. Brian King, Mr. Tyler Wright, Ms. Denise Bradley (arr. 5:05 pm), and Mr. Dale Samuels. Also attending were Michael Scanlon, Our City Planning LLC. Public present included; Mr. Philip Reavis, Ms Joy Reavis, Ms. Sarah Markwell, Mr Derek Henness, Ms. Karen LaDuex, Ms. Shannon Gilmore, Ms. Emily Duncan, Mr. Wes Duncan, Ms. Helen Wetzel, Mr. Bryan Wetzel, Mr. Jeff Dorsett, Mr. Kevin Schasteen, Mr. Dale Bratton and Ms. Michelle Chester. Also attending Mr. Dustin Baker, Alcove Development LLC and Mr. GW Weld.

ADOPTION OF THE AGENDA. Approval of December 12, 2023 Agenda. Chairman Cutburth asked the Agenda be approved as presented. **Motion** made by Mr. Wright, seconded by Mr. King to approve the Agenda. Yeas: All.

APPROVAL OF THE MINUTES. The minutes of the meeting of November 14, 2023 were made available to the Planning Commission in their packet and considered for approval. Chairman Cutburth moved that the minutes of the meeting of November 14, 2023 be approved, seconded by Ms. Bradley. Yeas: All.

**PUBLIC HEARING IN REGARDS TO APPLICATION REZ2023-02 -
REZONING OF 1009 PACIFIC.** Chairman Cutburth opened the public hearing at 5:04 pm and asked the public to share their concerns and questions about the matter of REZ2023-02 – Rezoning of 1009 Pacific. Chairman Cutburth said any questions that can't be answered tonight will be written down and responded to.

Ms. Sarah Markwell of 924 Pacific Ave. said her two concerns were:

1. Would the asbestos be abated? and
2. What's the impact on property values and property taxes because of the proposed development?

Mr. Scanlon responded that Mr. Baker will address the asbestos in his presentation. Mr. Scanlon said, however, that asbestos abatement would occur in the normal course of construction. Mr. Scanlon also stated that given the condition of the property currently he would expect the proposed project would increase the condition and value of it. That increase in value could have an impact on surrounding property values that are positive – that would be the expectation. Mr.

Scanlon stated it's the County Appraiser that determines values and not the City. The City levies taxes on properties based on overall values in the community.

Mr. Philip Reavis of 116 14th St. also stated he had a concern about asbestos and he understood it would be taken care of. Mr. Reavis also asked about Historic Tax Credits and whether or not the school was currently considered a historic structure.

Mr. Scanlon responded that it was not yet registered as a historic structure but would in time. That designation then allows the developer to seek Historic Tax Credits (HTC). Mr. Scanlon stated that Mr. Baker would cover the HTC in his presentation.

There being no further public comment the Public Hearing was closed at 5:12 pm.

REVIEW AND MAKE RECOMMENDATION ON APPLICATION REZ2023-02 - REZONING OF 1009 PACIFIC.

Staff Presentation: Mr. Scanlon stated that there were two handouts available tonight.

1. The first is the presentation he will give titled "REZONING OF 1009 PACIFIC."
2. The second is the City's Staff Report on Application: REZ2023-02 – Rezoning of 1009 Pacific.

Mr. Scanlon walked the audience through the presentation which included:

- **History of the property since 1955.** And included summaries of current ownership, the City taking bids on demolition (\$200K) and the overall complexities you have with a project like this.
- **Steps in the Process.** Mr. Scanlon then went through the six steps completed or underway in this first phase. Mr. Scanlon wanted to make sure the audience was under no illusion that this would be an easy project to accomplish. Mr. Scanlon stated that he has been through several school building reuses, and stated about half are eventually demolished and the other half are usually very expensive to rehabilitate. That expense is easy to understand because these buildings were designed and built to be schools – and that primary purpose makes reuse very difficult.
- **Stipulations.** Mr. Scanlon stated that at this point there are five stipulations that staff is recommending the Planning Commission to include in their recommendation and presented those. Those stipulations are included in the City Staff Report.

Mr. Scanlon then walked the Planning Commission and audience through the City's Staff report which recommends the approval of REZ 2023-02. Mr. Scanlon stated that many of the elements found in the report have to do with a famous rezoning case in Kansas that has become case law and created a set of common practices for city planning and zoning in Kansas. The case is *Golden v. City of Overland Park*. Mr. Scanlon then covered all nine (9) sections of the City Staff

Report. At the conclusion Mr. Scanlon asked if there were any questions of the Planning Commission and then invited Mr. Baker to present as the applicant.

Mr. Dustin Baker, Alcove Development LLC, introduced himself and his partner in this project, GW Weld, to the Planning Commission and audience. Mr. Baker then reviewed his expertise and the communities his firm works in. Mr. Baker stated that he believes this project is achievable but it will require a combination of grants and tax credits to bring it to fruition. Mr. GW Weld touched briefly on the steps in creating a HTC project. Mr. Baker stated that nothing can be started until there's a rezoning of the property in place. The project they are proposing is an over 55 of age independent senior apartment project that Alcove Development LLC would own and manage. The project would have between 20-24 units. The rezoning, if approved, then allows him to invest his time and money in putting a project together. Right now there's not a project because the current zoning isn't appropriate. Mr. Baker took questions from the audience as to the type of senior housing project that this would be. He said it was too early to tell and that market studies need to be done, a review of the credits that can be applied for and he and Mr. Weld would need to take a deeper dig into the bones of the structure and anticipated project costs.

Mr. Baker then asked if there were questions from the Planning Commission. Chairman Cutburth and Commissioner Wright asked questions around timing and process. Specifically,

- How long will it take you to get HTCs? Mr. Baker responded that's a year-long process and first involves getting the structure on the historic register.
- What do you anticipate the start date to be for the project? Mr. Baker stated that sometime in the year 2025 would be the start date.
- How long do you anticipate this project taking once it's underway? Mr. Baker stated construction should take approximately nine months.

Mr. Baker then took additional questions from the audience including,

- Stormwater concerns. Mr. Baker and GW Weld both stated they would explore ways to create additional green space and limit the runoff to address Ms. Hartwell's concern.
- Concerns about tearing up Brown now that it's been redone. Mr. Baker said he understands that any impact or damages need to be avoided as it relates to the improvements made to Brown Ave.
- Concerns about on-site management of the apartments. Mr. Weld stated an apartment complex needs to have about 100 units before they would consider an on-site manager and given the project size (20-24) units they can manage it by an emergency repair contact in the area and then managing other elements out of Lawrence.

Mr. Baker stated that this application is Step One and that he and GW look forward to working with the City and their neighbors. Mr. Baker also promised to get his contact information out to the people that attended the meeting tonight.

There being no further questions, Mr. Cutburth returned the item for Planning Commission action. Chairman Cutburth moved that the Planning Commission recommended to the City Council approval of application REZ2023-02 the rezoning of 1009 Pacific including stipulations a - e

presented by staff. Motion was seconded by Mr. Wastlund. The vote was Yeas: Cuthburt, Wastlund, Wright, Bradley, Samuels. Nos: none Abstention: King

***REMAINDER OF MEETING MINUTES TO BE PRODUCED
PRIOR TO THE NEXT SCHEDULE PLANNING AND ZONING
COMMISSION MEETING.***

ADJOURNMENT. Motion made by Mr. Wastlund was seconded by Ms. Bradley to adjourn. Yeas: All. The chairperson declared the meeting adjourned at 6:25 p.m.

/s/ Michael Scanlon
Michael Scanlon, Our City Planning LLC



Monthly Permit Report

November, 2023

Total Construction Value

\$13,097,440.18

+\$489,639.10 (11/23)

Total Permit Fees

\$86,247.41

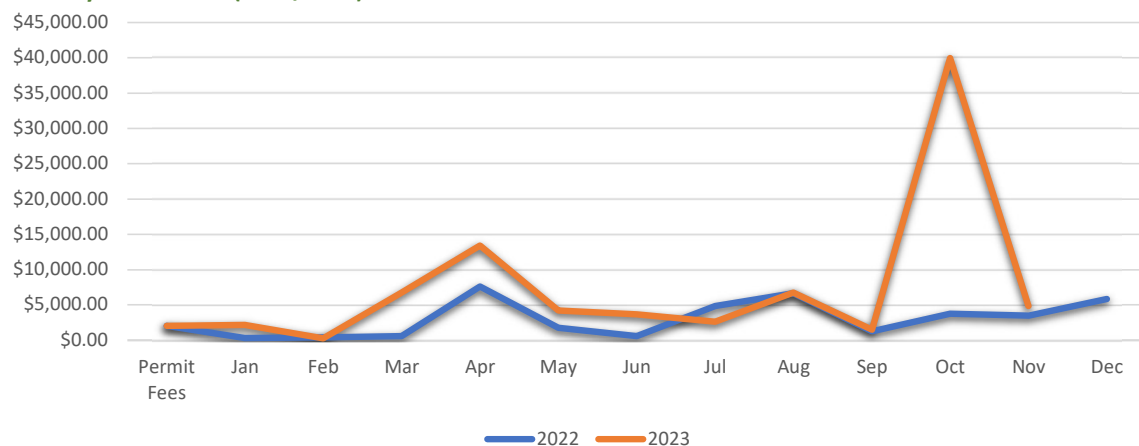
+\$4,865.75 (11/23)

Total Permits

267

+20 (11/23)

Monthly Permit Fees (2022/2023)



New Construction Homes

6

+2 (11/23)

Residential Demo Permits

8

+1 (11/23)

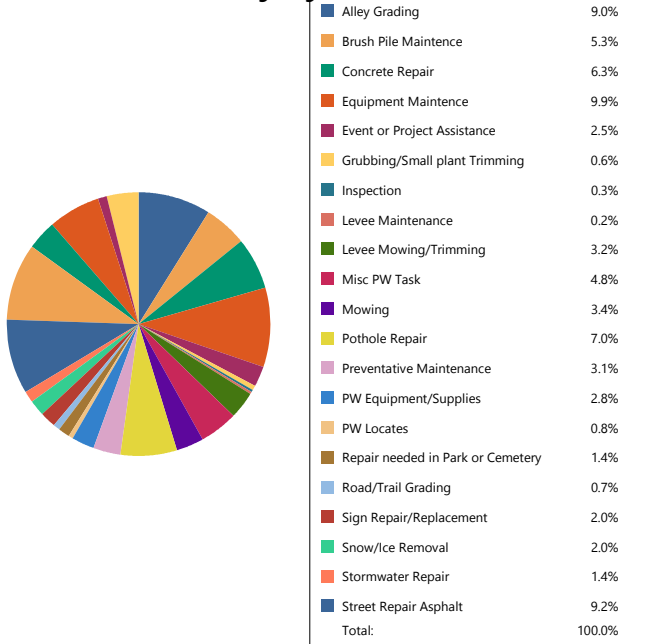
Osawatomie KS

Cost Summary By Task

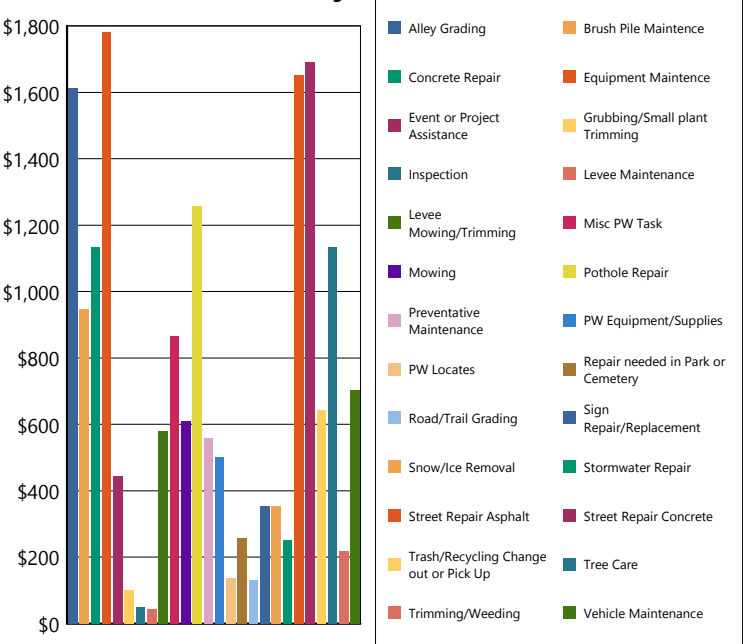
Reporting Dates November 2023

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Total Cost
Alley Grading	8	18.00	\$476.00	\$1,066.01	\$71.54	\$0.00	\$1,613.55
Brush Pile Maintenance	8	10.00	\$254.80	\$692.40	\$0.00	\$0.00	\$947.20
Concrete Repair	3	11.00	\$307.56	\$815.58	\$10.22	\$0.00	\$1,133.36
Equipment Maintenance	15	38.00	\$959.00	\$820.36	\$0.00	\$0.00	\$1,779.36
Event or Project Assistance	5	10.00	\$254.44	\$190.23	\$0.00	\$0.00	\$444.67
Grubbing/Small plant Trimming	2	3.00	\$57.30	\$45.19	\$0.00	\$0.00	\$102.49
Inspection	1	1.00	\$27.96	\$22.64	\$0.00	\$0.00	\$50.60
Levee Maintenance	1	1.00	\$19.10	\$22.99	\$0.00	\$0.00	\$42.09
Levee Mowing/Trimming	3	16.00	\$305.60	\$275.20	\$0.00	\$0.00	\$580.80
Misc PW Task	8	19.00	\$481.96	\$382.10	\$0.00	\$0.00	\$864.06
Mowing	6	18.00	\$388.46	\$220.22	\$0.00	\$0.00	\$608.68
Pothole Repair	2	16.00	\$427.52	\$370.12	\$460.00	\$0.00	\$1,257.64
Preventative Maintenance	14	15.50	\$399.90	\$158.48	\$0.00	\$0.00	\$558.38
PW Equipment/Supplies	4	9.00	\$199.90	\$300.71	\$0.00	\$0.00	\$500.61
PW Locates	1	2.00	\$55.92	\$80.72	\$0.00	\$0.00	\$136.64
Repair needed in Park or Cemetery	3	4.00	\$104.40	\$153.02	\$0.00	\$0.00	\$257.42
Road/Trail Grading	2	3.50	\$89.18	\$42.70	\$0.00	\$0.00	\$131.88
Sign Repair/Replacement	2	4.00	\$104.40	\$129.10	\$118.76	\$0.00	\$352.26
Snow/Ice Removal	2	4.00	\$122.08	\$186.64	\$46.35	\$0.00	\$355.07
Stormwater Repair	1	2.00	\$55.92	\$86.92	\$107.94	\$0.00	\$250.78
Street Repair Asphalt	2	21.00	\$503.10	\$1,138.43	\$9.85	\$0.00	\$1,651.38
Street Repair Concrete	3	23.00	\$614.87	\$497.74	\$577.50	\$0.00	\$1,690.11
Trash/Recycling Change out or Pick Up	9	15.00	\$358.80	\$282.95	\$0.00	\$0.00	\$641.75
Tree Care	7	17.00	\$406.22	\$729.22	\$0.00	\$0.00	\$1,135.44
Trimming/Weeding	1	6.00	\$114.60	\$103.20	\$0.00	\$0.00	\$217.80
Vehicle Maintenance	3	8.00	\$223.68	\$479.59	\$0.00	\$0.00	\$703.27
Tasks:	26	116	295.00	\$9,292.46	\$1,402.16	\$0.00	\$18,007.28
			\$7,312.67				

Cost Summary by Task



Cost Total by Task



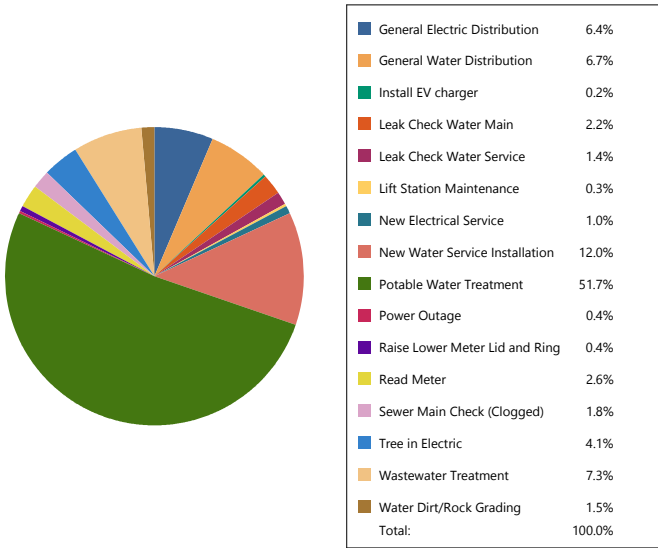
Osawatomie KS

Cost Summary By Task

Reporting Dates November 2023

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Total Cost
General Electric Distribution	18	112.00	\$3,032.38	\$3,103.39	\$0.00	\$0.00	\$6,135.77
General Water Distribution	9	97.00	\$2,292.42	\$3,998.94	\$122.64	\$0.00	\$6,414.00
Install EV charger	1	6.00	\$175.32	\$0.00	\$0.00	\$0.00	\$175.32
Leak Check Water Main	1	24.00	\$627.20	\$1,237.96	\$292.49	\$0.00	\$2,157.65
Leak Check Water Service	2	12.00	\$264.84	\$1,030.00	\$61.50	\$0.00	\$1,356.34
Lift Station Maintenance	1	4.00	\$88.28	\$167.64	\$0.00	\$0.00	\$255.92
New Electrical Service	1	8.00	\$225.32	\$237.78	\$486.21	\$0.00	\$949.31
New Water Service Installation	3	36.00	\$794.52	\$3,035.83	\$7,699.15	\$0.00	\$11,529.50
Potable Water Treatment	31	768.00	\$18,372.40	\$0.00	\$31,221.00	\$0.00	\$49,593.40
Power Outage	1	6.00	\$272.40	\$157.06	\$0.00	\$0.00	\$429.46
Raise Lower Meter Lid and Ring	1	6.00	\$132.42	\$226.08	\$0.00	\$0.00	\$358.50
Read Meter	14	61.00	\$1,558.78	\$974.16	\$0.00	\$0.00	\$2,532.94
Sewer Main Check (Clogged)	5	36.00	\$954.46	\$782.73	\$0.00	\$0.00	\$1,737.19
Tree in Electric	2	54.00	\$1,459.96	\$2,475.28	\$0.00	\$0.00	\$3,935.24
Wastewater Treatment	30	280.00	\$7,016.08	\$0.00	\$0.00	\$0.00	\$7,016.08
Water Dirt/Rock Grading	3	16.00	\$353.12	\$1,070.90	\$0.00	\$0.00	\$1,424.02
Tasks:	16	123	1,526.00	\$18,497.75	\$39,882.99	\$0.00	\$96,000.64
			\$37,619.90				

Cost Summary by Task



Cost Total by Task

