

OSAWATOMIE CITY COUNCIL
AGENDA

March 9, 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. March 9, 2023 Agenda
 - B. February 23, 2023 Meeting Minutes
 - C. Pay Application(s) Western Consultants – WWTP - \$3,765.00
 - D. Special Event Permit(s)
 - John Brown Jamboree 2023
 - Border War BBQ 2023
 - OHS Prom Walk-In Downtown
6. Comments from the Public
 - Citizen participation will be limited to 5 minutes. Stand & be recognized by the Mayor.*
7. Public Hearing
8. Presentations, Proclamations, and Appointments
 - A. Flood Safety Awareness Week
9. Unfinished Business
 - A. Resolution 1116 – Release of Property at 1103 Chestnut from Resolution 1063
 - B. Resolution 1059 – Condemnation of 127 Rohrer Heights Drive
10. New Business
 - A. Resolution 1121 – Authorizing Increase in Pay Per Call for Fire Response / Training
 - B. Resolution 1113 – Adoption of Fiscal Sustainability Plan for Osawatomi's Sewer Utility
 - C. Resolution 1114 – Modifying the City's Personnel Policies to Define Work Weeks for LEOs
 - D. Resolution 1117 – Granting Extension of Pre-Development Agreement with Doug Petroskey
 - E. Resolution 1118 – Granting Extension of Pre-Development Agreement with Wrightway Home LLC
 - F. Resolution 1119 – Pre-Development Agreement with Camp MOPAC LLC in Regards to Construction of Camp MOPAC
11. Executive Session
 - A. Non-Elected Personnel
 - B. Acquisition of Real Property
12. Council Report
13. Mayor's Report
14. City Manager & Staff Report
15. Adjourn

NEXT REGULAR MEETING – March 23, 2023

Osawatomie, Kansas. **February 23, 2023.** The Council Meeting was held at Memorial Hall located at 411 11 Street. Mayor Nick Hampson called the meeting to order at 6:30 p.m. Council members present were: Schasteen, Macek, Diehm, Dickinson, LaDuex, Bratton, Filipin and Caldwell. City Staff present at the meeting were City Manager Mike Scanlon, Deputy City Manager Bret Glendening, City Clerk Tammy Seamands City Attorney Jeff Deane, Utilities Director Terry Upshaw, Public Works Director Michele Silsbee and Business Liaison Kari Bradley. Members of the public were: Dale Samuels, Derek Henness and Michael Olsen.

INVOCATION. – Dale Samuels, Faith Community Church

CONSENT AGENDA. Approval of February 23rd Agenda, February 9th Council Meeting Minutes, Pay Application – Crossland Heavy Contractors - WWTP Improvements - \$108,426.35, Pay Application – Western Consultants – WWTP Improvements - \$6,000.00. **Motion** made by Dickinson, seconded by LaDuex to approve the consent agenda as presented. Yeas: All

COMMENTS FROM THE PUBLIC. – Dale Samuels – things are going well for us downtown. I am looking forward to some warmer weather.

PUBLIC HEARINGS. – None.

PRESENTATIONS, PROCLAMATIONS AND APPOINTMENTS.

APPOINTMENT OF PATTY HENNESS MARQUEZ TO TOURISM COMMITTEE – With Kevin Schasteen appointment to the city council it left a vacancy on the tourism committee. **Motion** made by LaDuex, seconded by Schasteen to appoint Patty Henness Marquez to the tourism committee. Yeas: (7) Schasteen, Diehm, Dickinson, LaDuex, Bratton, Filipin and Caldwell. Nays: (1) Macek

UNFINISHED BUSINESS.

RESOLUTION 1105 – ADOPTING PROCUREMENT REGULATIONS FOR USDA LOAN/GRANT - As we move through the underwriting process with the USDA, they identify items that they require to have in their file prior to approving the loan and issuing the letter of conditions which KDHE needs in order to finalize their review of the state revolving loan fund application and issue the loan documents for us to execute. The procurement procedures detailed in Resolution 1105 are an example of this. **Motion** made by Dickinson, seconded by Macek to approve Resolution 1105 – Adopting and providing for standards for procurement, bidding and contract awards as presented. Yeas: All.

RESOLUTION 1112 – AUTHORIZING A (15) FIFTEEN DAY EXTENSION FOR RESOLUTION 1063 FOR THE DEMOLITION - The City of Osawatomie identified 1103 Chestnut Avenue as a candidate for condemnation and demolition in October of 2022. A hearing date for the property was set for October 13th, 2022. At that hearing, the owner on record, Michael Olsen, presented his plan for the complete remodel of the structure and asked for the Council to consider granting a delay in condemnation. Council approved this request with stipulations, as stated in Resolution 1063.

Mr. Olsen has made significant progress on this property including appropriate permitting and inspections through City officials. He is requesting an additional 15 days to complete the remodel due to unforeseen delays in supplies and utility connections. City staff estimates that the remodel is approximately 85-90% completed as of February 23, 2023. Mr. Olsen reaffirmed to City staff that he would have the entire project completed within the 15-day extension, if granted. **Motion** made by Macek, seconded by Schasteen to approve Resolution 1112 – Authorizing a (15) fifteen day extension for Resolution 1063, for the demolition of 1103 Chestnut Avenue as presented. Yeas: All.

NEW BUSINESS.

RESOLUTION 1099 –AUTHORIZING A MEMORANDUM OF UNDERSTANDING (MOU) WITH KANSAS DEPARTMENT OF WILDLIFE AND PARKS FOR MARC - The city working with the KDWP has submitted a grant application for a PSP grant to study three possible connection corridors from Osawatomie to the Katy Trail. KDWP would like to have a MOU in place should we receive the grant outlining their contribution and role in administering the grant. **Motion** made by Macek, seconded by LaDuex to approve Resolution 1099– Authorizing staff to finalize a memorandum of understanding with the Kansas Department of Wildlife and Parks (KDWP) for the funding of a planning sustainable places grant with the Mid-America Regional Council (MARC) as presented. Yeas: All

RESOLUTION 1106 – AUTHORIZING APPLICATION TO KANSAS MIH GRANT PROGRAM FOR PROPOSED 10-ACRES DEVELOPMENT– This resolution continues our search for MIH grant dollars to help fund the overall development of the 10-Acre housing project. The current grant request we are asking the Kansas Housing Resource Center to consider is for \$1.3 million and would allow for up to 26 homes to be built with the funds. The project being proposed also includes a down payment assistance program that would help those in our community that might not have the resources available to make a down payment. **Motion** made by Dickinson, seconded by Bratton to approve Resolution 1106 Ratifying the City of Osawatomie’s application to the Kansas moderate income housing grant for the proposed development of the 10-acres site as presented. Yeas: All.

RESOLUTION 1107 – AUTHORIZING APPLICATION FOR A STATE PARK REVITALIZATION AND INVESTMENT IN NOTABLE TOURISM (SPRINT) GRANT FROM KANSAS DEPARTMENT OF COMMERCE – The City desires to increase the economic vitality of the community through strategic investments in the Flint Hills trail. In 2022, working with the City’s Architect for the Flint Hills Trail station the city designed a set of cabins that could be considered for a campsite at Mile Zero. Last year the City Council through Resolution 983 supported a similar grant application in 2022 for the Tourism Attraction Sub-grants for Kansas (TASK) for camp MOPAC. We have expanded on the idea and are submitting it for SPRINT grant consideration. Additionally, city staff has been contacted by an interested developer who is willing to consider an investment in building out camp MOPAC. This resolution also authorizes city staff to work with the current developer on a Predevelopment Agreement. **Motion** made by Dickinson, seconded by Macek to approve Resolution 1107 –Directing staff to complete the application for a

state park revitalization and investment in notable tourism (SPRINT) grant for 2023 for Camp Mopac as presented. Yeas: All.

RESOLUTION 1108 – AUTHORIZING APPLICATION FOR AN ATTRACTION DEVELOPMENT GRANT FROM KANSAS TOURISM - In 2021, the city began working with OSH on a possible mountain bike course on their campus. It's taken two years and moving the course once but we have a final location and late in 2022 we submitted the project for grant consideration through the Recreation Trails Program (RTP) at KDWP. City staff believes this project qualifies under both programs (Attraction Development and Recreation Trails Program) and is deserving of consideration when viewed in a larger trail context. We believe this Mountain Bike course will create an amenity that supports the Flint Hills trail and increase our chances of getting the Asylum Bridge replaced as part of a larger regional trail and connectivity plan. **Motion** made by LaDuex, seconded by Schasteen to approve Resolution 1108 – Directing staff to complete the application for the attraction development grant for 2023 for Osawatomie State Hospital (OSH) Mountain Bike Course as presented. Yeas: All.

RESOLUTION 1109 – APPOINTING MAYOR HAMPSON AND A MEMBER OF CITY COUNCIL TO THE OZCOMP INTERVIEW PANEL AND ADVISORY GROUP FOR THE 2022/2023 PLANNING SUSTAINABLE PLACES PROJECT KNOWN AS “THE HUB” IN DOWNTOWN OSAWATOMIE – In the fall of 2022, staff submitted and was awarded an “Implementation” phase grant through Mid-America Regional Council’s Planning Sustainable Places program to build on the success of 2021’s first round project “Oz Commons.” The second-round project, known as “The Hub,” narrows focus to the empty lots in the downtown district and will utilize many of the same successful engagement techniques and exercises to gather resident input and preferences for a transportation-based community hub in the heart of downtown. Select members of OzCOMP will serve on the interview panel, and the full OzCOMP group will be tasked with advisory elements and assisting staff with coordinating community engagement exercises. **Motion** made by Schasteen, seconded by Bratton to approve Resolution 1109 – Appointing Mayor Hampson and Dan Macek to the OZCOMP interview panel and advisory group for the 2022/2023 planning sustainable places project known as “The Hub” in downtown Osawatomie as presented. Yeas: All.

RESOLUTION 1110 – BUDGET CALENDAR – Setting a budget calendar for 2023 based on what is displayed on Exhibit 1 of Resolution 1110. **Motion** made by Lawrence, seconded by Filipin to approve Resolution 1110 – Establishing a 2023 budget calendar for the City of Osawatomie as presented. Yeas: All.

RESOLUTION 1111 – AUTHORIZING IMPROVEMENTS TO THE CITY PUBLIC WATER SUPPLY SYSTEM AND PROVIDING FOR THE PAYMENT OF THE COSTS THEROF – In January of 2022, the council accepted the recommendation of the Water Study Committee. In March/April of 2022, the council entered into an agreement with BG Consultants to design a new water treatment plant and make certain improvements to the distribution system.

Over the course of the summer, application was made to the State of Kansas Revolving Loan Fund for interim financing of the costs associated with the design and construction of the project. We have also applied to USDA for a partial loan and grant for permanent financing.

The need for the temporary notes is twofold. First, we need to pay ourselves back for the \$1.2M in design costs that we have incurred since March of last year. These costs will be reimbursed by the SRF ONCE that loan application is completed and approved. The second reason for the temporary notes is to finance the construction of the new water mains on 6th Street and Brown Avenue from 7th to 12th. These lines need to be replaced prior to construction beginning on the streets themselves. These costs can also be rolled into the SRF loan once that loan agreement is in place.

The SRF loan is still a couple of months out from getting approved. USDA is in the process of underwriting the permanent financing and the SRF loan cannot be approved until the USDA has completed their letter of conditions which is also a couple of months out. Motion made by Dickinson, seconded by Diehm to approve Resolution 1111-Authorizing improvements to the city public water supply system and providing for the payments of the costs thereof as presented. Yeas: All.

EXECUTIVE SESSION – Motion made by Dickinson, seconded by Diehm that the City Council recess into closed, executive session for the purpose of discussing personnel matters of nonelected personnel pursuant to the exception K.S.A. 75-4319 (b)(1). The closed meeting will last 10 minutes and will resume here in Memorial Hall at 7:31 p.m. Also attending will be City Manager Mike Scanlon, Deputy City Manager Bret Glendening, City Attorney Jeff Deane and City Clerk Tammy Seamands. Yeas: All.

The council meeting resumed to open session at 7:31 p.m. with no action taken.

COUNCIL REPORTS

Kenny Diehm ~ The library is seeking personal stories from anyone in the community related to floods, growing up along the riverbanks, or simply the unique ways that rivers have impacted our daily lives.

Dale Bratton ~ I attended the Chamber coffee at the Osawatomie State Hospital. They have a greenhouse and are willing to grow what the plants that we want for downtown.

Cathy Caldwell ~ I would like to step down from the tourism committee as the council representative and I would recommend that Kevin Schasteen take my place. He has been very helpful and would make a great council representative. **Motion** made by Caldwell, seconded by Filipin to appoint Kevin Schasteen as council representative to fill the open position. Yeas: All.

MAYOR’S REPORT – I want to thank Terry and his crew for the new lights in the Auditorium. That really brightens the place up...so thank you.

I want to thank Karen for all her work with the Trail Commission. To thank she got almost her entire commission to show up in Topeka for trail days is outstanding. So thank you Karen for doing that.

To Michele, Terry and Bret for riding herd on our engineers and getting trails, streets, wastewater plant, water plant designs – going and on their way.

There's lots of stuff coming up in the weeks/months ahead and Mike wanted be to remind you that he's still working on the calendar for

- a. Groundbreaking on sixth
- b. Ribbon cutting at the Wastewater Plant
- c. Stan Heard art unveiling in Brown Park on June 17th at John Brown Park
- d. Easter Egg hunts / Alumni Weekend / John Brown Jamboree / Lights on the Lake
- e. Arbor Day and Hot Dog Festival at the Elementary School (Something we are expanding from last year).
- f. Ribbon Cuttings on building remodels downtown.
- g. Ground breaking for 10-Acres.

Just to name a few....

CITY MANAGER & STAFF REPORTS.

Mike Scanlon ~ Resolution 1059 was set aside by City Council for the condemnation for 127 Rohrer Heights and given three stipulations – All property taxes must be current by December 31, 2022, an occupancy permit is to be issued no later than March 1, 2023, and an irrevocable letter of credit to be given to the city by November 10, 2022 in the amount of \$15,000. As of this date the only permitted work done to this address since Resolution 1059 was set aside, has been a gas pressure test which was performed by South County Heating and Cooling on February 22, 2023. There has been no communication between the owner Charles Johnson and/or the property manager Jennifer McMahan and city staff as to any permitted work that may be happening to the property nor any inspections.

Bret Glendening ~ The buildout of the electricity at the State Hospital will pay for itself in four months.

Construction on Sixth Street will probably be moved to 2024 because of the waterline. We don't want it to sit open over the winter.

Terry Upshaw ~ passed out a project cost comparison summary reflecting costs for the 2023 State Hospital Electric Line Construction and the Walnut water line relocation.

OTHER DISCUSSION/MOTIONS.

Motion made by LaDuex seconded by Schasteen to adjourn. Yeas: All. The mayor declared the meeting adjourned at 07:54 p.m.

/s/ Tammy Seamands
Tammy Seamands, City Clerk



Osawatomie
KANSAS

439 Main Street | P.O. Box 37
Osawatomie, KS 66064
(913) 755-2146

SPECIAL EVENT PERMIT APPLICATION

Office Use Only
Date Record

Submitted _____

Tourism Approved _____

Council Approved _____

1. NAME OF APPLICANT AND/OR ORGANIZATION

Dee Roehl / John Brown Foundation

2. EVENT CONTACT INFORMATION INCLUDING PHONE NO., ADDRESS, AND EMAIL

785.418.9669 BORDERWARBBQ@GMAIL.COM

3. TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR (DESCRIBE YOUR EVENT)

BBQ COMPETITION

4. ROAD CLOSURES YES NO

LOCATION AND TIMING OF BARRICADES

5. LOCATION OR ADDRESS OF SPECIAL EVENT

JOHN BROWN MEMORIAL PARK

6. DATE(S) AND TIME(S) FOR PERMIT, INCLUDING SET UP AND TEAR DOWN

FRIDAY OCTOBER 20, 2023 - SATURDAY OCTOBER 21, 2023

7. ENTRY TO EVENT: FEE YES NO

PUBLIC OR PRIVATE

8. TRAFFIC OR POLICE ASSISTANCE REQUESTED?

YES NO

IF YES, TIMEFRAME AND NUMBER OF OFFICERS REQUESTED

9. # OF EXPECTED ATTENDEES:

300

10. WILL ALCOHOL OR CMB FOR PERSONAL CONSUMPTION BE ALLOWED AT THE EVENT? YES NO

WILL CMB BE SOLD AT THE EVENT? YES NO

WILL THERE BE AN ENTRY FEE TO THE AREA WHERE CMB IS PROVIDED BY A THIRD PARTY? YES NO

IF YES TO ANY OF THE ABOVE, APPLICANT DATE OF BIRTH IS REQUIRED 08/12/1980

11. APPLICANT AGREES TO ABIDE BY ANY RULES OF CONDUCT AND OPERATIONS POLICIES FOR THE DURATION OF THEIR EVENT, OR RISKS PENALTY AND FORFEITURE OF ANY DEPOSITS YES NO

12. IS THERE LIABILITY INSURANCE COVERAGE FOR THE EVENT YES NO

IF YES, NAME OF INSURANCE COMPANY, AGENT MPR - CITY OF OSAWATOMIE

AMOUNT OF COVERAGE: _____

STATEMENT OF APPLICANT

I HAVE REVIEWED THIS APPLICATION COMPLETELY AND EVERYTHING CONTAINED HEREIN IS TRUE AND CORRECT. I AGREE TO HOLD THE CITY OF OSAWATOMIE HARMLESS FROM AND AGAINST ANY LOSS, COST OR DAMAGE OF ANY NATURE ARISING OUT OF ANY ACTION OR CLAIM AGAINST THE CITY OF OSAWATOMIE OR ITS EMPLOYEES, IN CONNECTION WITH THE EVENT. I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF ALL ORDINANCES AND ATTACHMENTS AND I FULLY UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR ANY VIOLATIONS OF STATE LAWS, CITY OF OSAWATOMIE ORDINANCES, AND ANY RESTRICTIONS OR REQUIREMENTS ASSOCIATED WITH THIS PERMIT AT THE LOCATION AND TIME SPECIFIED ON THIS PERMIT.

SIGNATURE *Dee Roehl*

DATE 3/1/2023

PERMIT APPLICATION: APPROVED _____ DENIED _____

DECISION BY: _____ DATE OF DECISION: _____

COMMENTS: _____



Osawatome
KANSAS

439 Main Street | P.O. Box 37
Osawatome, KS 66064
(913) 755-2146

SPECIAL EVENT PERMIT APPLICATION

Office Use Only
Date Record

Submitted _____

Tourism Approved _____

Council Approved _____

1. NAME OF APPLICANT AND/OR ORGANIZATION

Gordon L. Schrader SE DO

2. EVENT CONTACT INFORMATION INCLUDING PHONE NO., ADDRESS, AND EMAIL

526 Main Street : P.O. Box 310
913-285-3559 schrader@classienet.net

3. TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR (DESCRIBE YOUR EVENT)

John Brown Jamboree - Signature Event

4. ROAD CLOSURES YES NO

LOCATION AND TIMING OF BARRICADES

5. LOCATION OR ADDRESS OF SPECIAL EVENT

Main Street - Parade
11th Street - Carnival
John Brown Park - Saturday Events
(Sports Complex - Trail Entrance)
5K Run - Pickleball Tournament

6. DATE(S) AND TIME(S) FOR PERMIT, INCLUDING SET UP AND TEAR DOWN

Thursday, June 15, 2023 - Commencing at 9 a.m. thru
Saturday, June 17, 2023 - 12 midnight

7. ENTRY TO EVENT: FEE YES NO
PUBLIC OR PRIVATE

8. TRAFFIC OR POLICE ASSISTANCE REQUESTED? YES NO
IF YES, TIMEFRAME AND NUMBER OF OFFICERS REQUESTED
Attached

9. # OF EXPECTED ATTENDEES:
5000

10. WILL ALCOHOL OR CMB FOR PERSONAL CONSUMPTION BE ALLOWED AT THE EVENT? YES NO

WILL CMB BE SOLD AT THE EVENT? YES NO

WILL THERE BE AN ENTRY FEE TO THE AREA WHERE CMB IS PROVIDED BY A THIRD PARTY? YES NO

IF YES TO ANY OF THE ABOVE, APPLICANT DATE OF BIRTH IS REQUIRED _____

11. APPLICANT AGREES TO ABIDE BY ANY RULES OF CONDUCT AND OPERATIONS POLICIES FOR THE DURATION OF THEIR EVENT, OR RISKS PENALTY AND FORFEITURE OF ANY DEPOSITS YES NO

12. IS THERE LIABILITY INSURANCE COVERAGE FOR THE EVENT YES NO

IF YES, NAME OF INSURANCE COMPANY, AGENT _____

AMOUNT OF COVERAGE: Provided by City of Osawatome

STATEMENT OF APPLICANT

I HAVE REVIEWED THIS APPLICATION COMPLETELY AND EVERYTHING CONTAINED HEREIN IS TRUE AND CORRECT. I AGREE TO HOLD THE CITY OF OSAWATOMIE HARMLESS FROM AND AGAINST ANY LOSS, COST OR DAMAGE OF ANY NATURE ARISING OUT OF ANY ACTION OR CLAIM AGAINST THE CITY OF OSAWATOMIE OR ITS EMPLOYEES, IN CONNECTION WITH THE EVENT. I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF ALL ORDINANCES AND ATTACHMENTS AND I FULLY UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR ANY VIOLATIONS OF STATE LAWS, CITY OF OSAWATOMIE ORDINANCES, AND ANY RESTRICTIONS OR REQUIREMENTS ASSOCIATED WITH THIS PERMIT AT THE LOCATION AND TIME SPECIFIED ON THIS PERMIT.

SIGNATURE Gordon L. Schrader

DATE February 28, 2023

PERMIT APPLICATION: APPROVED _____ DENIED _____

DECISION BY: _____

DATE OF DECISION: _____

COMMENTS: _____

THINGS TO DO

Date 2023

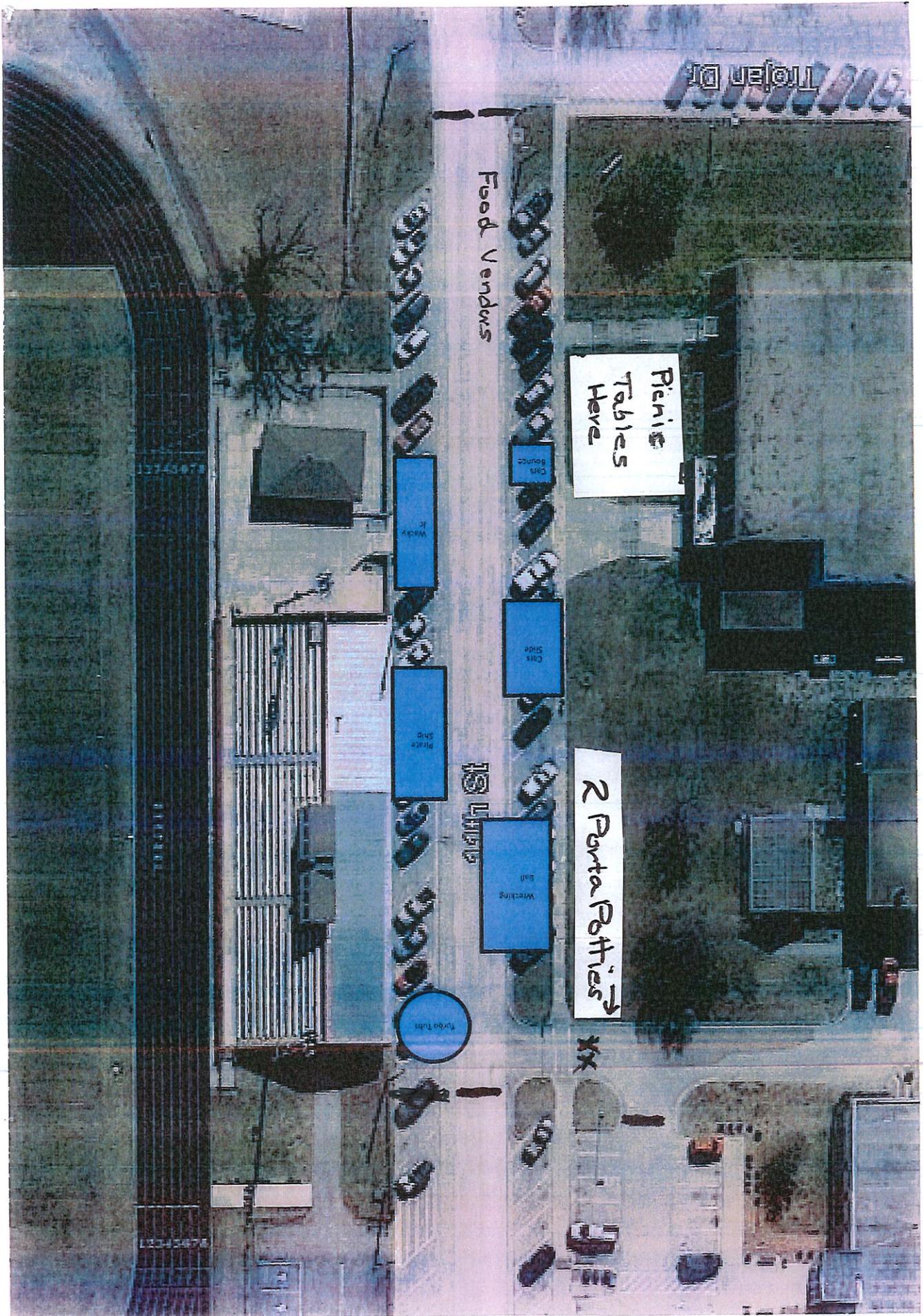
Bret -
The parade is at 7pm on Thursday, June 15, at the usual starting point - Eddy - Birchard.
We need <u>Main Street blocked at Oscar Street at 5:30 pm.</u> (Please)
The police dept know how they want to deal with the parade route.
We do need one porta-potty at the medical clinic.
We are going to have a 5K ^{run} Saturday morning June 16 at the Trail Entrance and a
Pickle ball tournament Saturday morning at the Sports Complex which should not require anything
A corn hole tournament is being planned for Friday evening, June 16 to be either in John Brown Park or the Sports Complex - to be decided

Gordon

THINGS TO DO

Date 2023

Bret —
Carnival will arrive on Thursday, June 15 about 12 noon and will leave Saturday night June at about 11:00 pm.
We need 11th Street ^{totally} "blocked" at Trojan Drive as shown. Need to be able to get food vendors, band, medical and security in and out.
South exit of O-Zone parking lot needs to be blocked and 11th Street partially blocked as shown at north edge of drive leaving room for emergency vehicles, etc.
Picnic tables go in grassy area as shown and two porta potties set in drive as indicated
Hope this works for you ←
Gordon



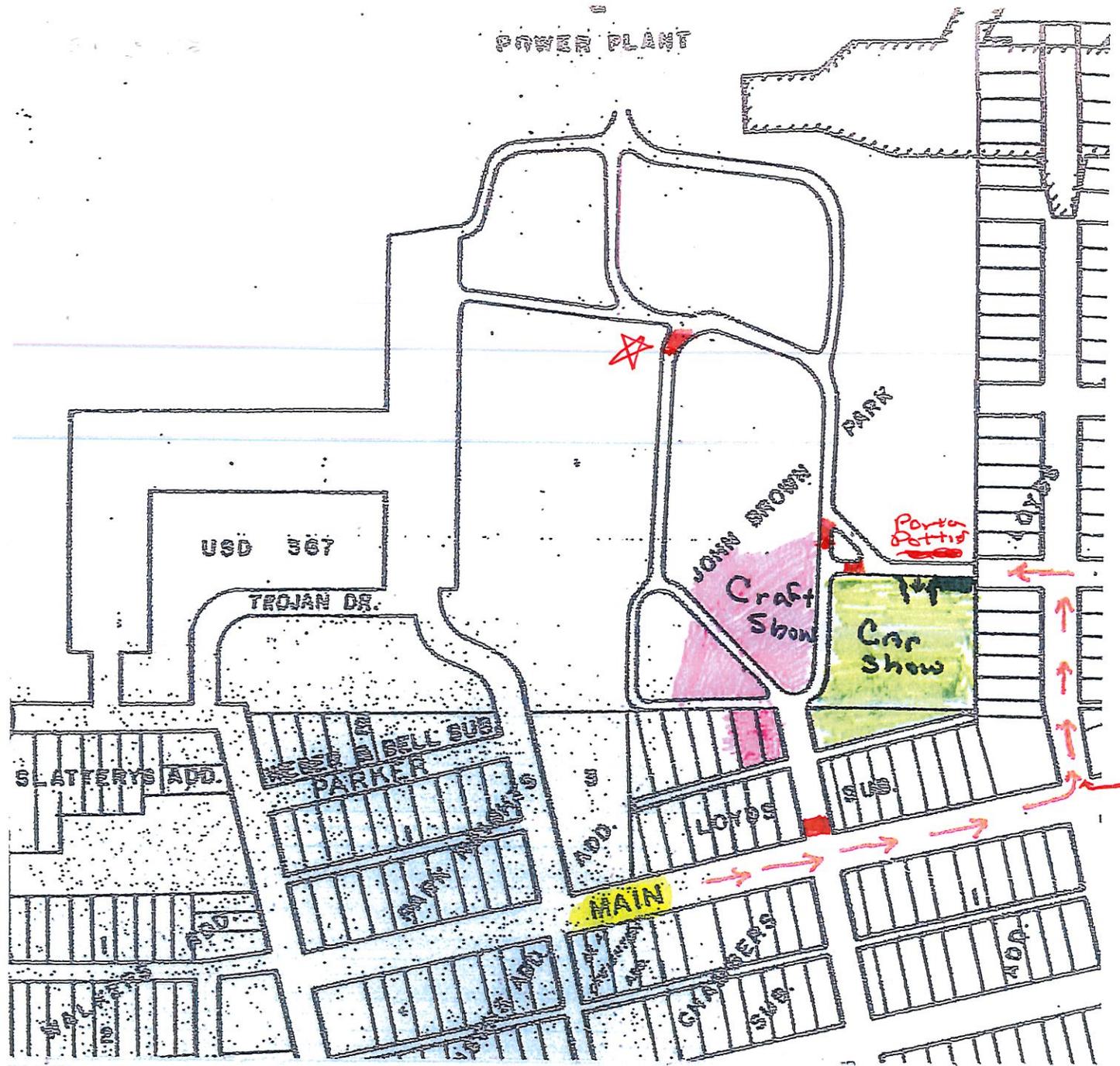
THINGS TO DO

Date 2023

Bret -
Craft Fair & Car show are in John Brown Park Saturday - June 17 th
Think we need barricades in place by 7am and can be removed by 2pm
Barricade at entrance on Main is only to 1/2 block so that vendors can get in to unload but visitors discouraged
Barricades on the triangle by Shelter house Ave to block entrance but allow traffic on to the O-zone and swimming pool. The barricade at north is is to allow vendors to exit but visitors to not enter.
Need 2 particulates on north side of street as shown. •• Need Shelter House cleaned and trash barrels emptied if possible

Gordon

POWELL PLANT





Osawatomie
KANSAS

439 Main Street | P.O. Box 37
Osawatomie, KS 66064
(913) 755-2146

SPECIAL EVENT PERMIT APPLICATION

Office Use Only
Date Record

Submitted _____

Tourism Approved _____

Council Approved _____

1. NAME OF APPLICANT AND/OR ORGANIZATION

USD #367 Prom (Lindsay Russell)

2. EVENT CONTACT INFORMATION INCLUDING PHONE NO., ADDRESS, AND EMAIL

913-755-2191 1200 Trojan Drive russell@
Osawatomie, KS 66064 usd367.org

3. TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR (DESCRIBE YOUR EVENT)

Prom 2023 Walkin Street Closure

4. ROAD CLOSURES YES NO

LOCATION AND TIMING OF BARRICADES
See attached map
6:30pm - 9:00 pm

5. LOCATION OR ADDRESS OF SPECIAL EVENT

Downtown Osawatomie
"Corner Stone"

6. DATE(S) AND TIME(S) FOR PERMIT, INCLUDING SET UP AND TEAR DOWN

April 22, 2023 6:30pm - 9:00pm

7. ENTRY TO EVENT: FEE YES NO
PUBLIC OR PRIVATE

8. TRAFFIC OR POLICE ASSISTANCE REQUESTED? YES NO
IF YES, TIMEFRAME AND NUMBER OF OFFICERS REQUESTED
6:30pm - 9:00 pm

9. # OF EXPECTED ATTENDEES:
300

10. WILL ALCOHOL OR CMB FOR PERSONAL CONSUMPTION BE ALLOWED AT THE EVENT? YES NO
WILL CMB BE SOLD AT THE EVENT? YES NO
WILL THERE BE AN ENTRY FEE TO THE AREA WHERE CMB IS PROVIDED BY A THIRD PARTY? YES NO
IF YES TO ANY OF THE ABOVE, APPLICANT DATE OF BIRTH IS REQUIRED _____

11. APPLICANT AGREES TO ABIDE BY ANY RULES OF CONDUCT AND OPERATIONS POLICIES FOR THE DURATION OF THEIR EVENT, OR RISKS PENALTY AND FORFEITURE OF ANY DEPOSITS YES NO

12. IS THERE LIABILITY INSURANCE COVERAGE FOR THE EVENT YES NO
IF YES, NAME OF INSURANCE COMPANY, AGENT Emc - Jay Hastert -
AMOUNT OF COVERAGE: \$1,000,000

STATEMENT OF APPLICANT

I HAVE REVIEWED THIS APPLICATION COMPLETELY AND EVERYTHING CONTAINED HEREIN IS TRUE AND CORRECT. I AGREE TO HOLD THE CITY OF OSAWATOMIE HARMLESS FROM AND AGAINST ANY LOSS, COST OR DAMAGE OF ANY NATURE ARISING OUT OF ANY ACTION OR CLAIM AGAINST THE CITY OF OSAWATOMIE OR ITS EMPLOYEES, IN CONNECTION WITH THE EVENT. I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF ALL ORDINANCES AND ATTACHMENTS AND I FULLY UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR ANY VIOLATIONS OF STATE LAWS, CITY OF OSAWATOMIE ORDINANCES, AND ANY RESTRICTIONS OR REQUIREMENTS ASSOCIATED WITH THIS PERMIT AT THE LOCATION AND TIME SPECIFIED ON THIS PERMIT.

SIGNATURE Lindsay Russell DATE 3/2/2023

PERMIT APPLICATION: APPROVED _____ DENIED _____
DECISION BY: _____ DATE OF DECISION: _____

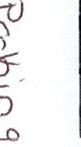
COMMENTS: _____

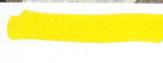
Walk in : 7:00 - 8:30 From : 8:30 - 11:00 After From : 12:00 - 5:00



Google Earth Imagery date: 3/3/20 - newer

100 m Camera: 734 m 38°29'57" N 94°56'56" W 266 m

-  Car line up
-  Road Block
-  Public Parking
-  Valet
-  Ram Parking

 Spectator Viewing



PROCLAMATION

ISSUED BY THE MAYOR AND CITY COUNCIL

WHEREAS, Flood Safety Awareness Week is an opportunity to raise awareness about the importance of preparing for and understanding flooding in Kansas, and to encourage all citizens to better prepare their homes, businesses and communities for the upcoming flood season; and

WHEREAS, the Kansas Hazard Mitigation Plan identifies flooding as one of the costliest types of natural disaster in Kansas, in terms of lives lost, injuries and property damage; and

WHEREAS, floods threaten people, homes and other property in every county in Kansas; and

WHEREAS, floods can happen anytime, anywhere and without warning; and

WHEREAS, damage from a flood is not normally covered under a standard homeowner's insurance policy; and

WHEREAS, there was widespread flooding in 2019 across the state and there were many localized flash floods that happened in 2020, 2021, and 2022; and

WHEREAS, the National Oceanic and Atmospheric Administration's National Weather Service will initiate Severe Weather Awareness Week on March 6th; and

WHEREAS, the Secretary of the Kansas Department of Agriculture, the Kansas Insurance commissioner and the Kansas Adjutant General all believe awareness of the dangers and cost of flooding is important to all the citizens of Kansas.

NOW, THEREFORE, I, Nick Hampson, Mayor of the City of Osawatomie, do hereby proclaim the week of March 6th through March 10th as

Flood Safety Awareness Week

and I urge all citizens to join in this observation.

Proclaimed this 8th day of March, 2023.

Nick Hampson, Mayor
City of Osawatomie



ACTION ITEM SUMMARY	Item Number:	9.A
	Date:	3/6/2023
	From:	Mike Scanlon

RE: Resolution 1116 – Releasing the property located at 1103 Chestnut from further condemnation actions and returning the dedicated certificates of deposit.

RECOMMENDATION: Staff recommends that City Council approve Resolution 1116 and return the dedicated certificates of deposit to Mr. Michael Olsen.

DETAILS: The City of Osawatomie identified 1103 Chestnut Avenue as a candidate for condemnation and demolition in October of 2022. A hearing date for the property was set for October 13th, 2022. At that hearing, the owner of record, Michael Olsen, presented his plan for the complete remodel of the structure and asked for the Council to consider granting a delay in condemnation. Council approved this request with the following stipulations,

- 1) Irrevocable Letter of Credit to be given to the city by November 10, 2022 in the amount of \$10,000
- 2) All Real Property taxes must be current by December 31, 2022 on the property located at 1103 Chestnut Avenue,
- 3) An Occupancy permit to be issued no later than March 1, 2023.

Mr. Olsen on February 23 asked for a 15 day extension which City Council approved in Resolution 1112. Mr. Olsen has completed the improvements required and his property has received a Certificate of Occupancy. City staff estimates that the remodel is approximately 85-90% completed as of February 23, 2023. Mr. Olsen reaffirmed to City staff that he would have the entire project completed within the 15-day extension, if granted.

RESOLUTION NO. 1116

A RESOLUTION RELEASING THE PROPERTY LOCATED AT 1103 CHESTNUT FROM FURTHER CONDEMNATION ACTIONS AND RETURNING THE DEDICATED CERTIFICATES OF DEPOSIT.

WHEREAS, the City of Osawatomie had identified an unmaintained property for condemnation and removal per Resolution 1063; and

WHEREAS, the City Council of the City of Osawatomie agreed to set aside the condemnation action until March 9, 2023 conditioned on the following stipulations;

- 1) Irrevocable Letter of Credit to be given to the city by November 10, 2022 in the amount of \$10,000
- 2) All Real Property taxes must be current by December 31, 2022 on the property located at 1103 Chestnut Avenue,
- 3) An Occupancy permit to be issued no later than March 1, 2023.

WHEREAS, Michael Olsen the owner of 1103 Chestnut has complied with the requirements stipulated by the City Council.

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

SECTION ONE: That the City Council release the funds being held for the demolition of the property located at 1103 Chestnut.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 9th day of March, 2023, a majority voting in favor of.

APPROVED and signed by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk



03/2/2023

To City Manager and City Council members,

On October 27, 2022, Mike Olsen appeared before you and asked for an extension of condemnation for 1103 Chestnut Avenue. Mr. Olsen assured the council that he will be able to obtain an occupancy permit within two months. Councilmember Wright made a motion to set aside consideration of Resolution 1063 until March 9, 2023 with conditions to be achieved,

- 1) An Irrevocable Letter of Credit to be given to the city by November 10, 2022 in the amount of \$10,000,
- 2) All Real Property taxes must be current by December 31, 2022 on the property located at 1103 Chestnut Avenue,
- 3) An Occupancy permit to be issued no later than March 1, 2023.

Mr. Olsen purchased a building permit for the remodel of 1103 Chestnut on November 7, 2022, which did require inspections. Mr. Olsen began the remodel by meeting with me and discussing several options for the remodel, which included sistering several roof trusses that had warped. He then reinforced a beam running east to west from the living area to the kitchen area, as well as replacing wall studs.

New plumbing was installed as well as new bath/shower enclosures. New electrical wiring for outlets, and lighting was run for every circuit in the house. Rolled insulation was installed in the walls, and insulation was blown into the attic area after the drywall was hung. The walls were painted, new carpet was installed in the bedrooms and vinyl plank flooring was installed throughout the rest of the house, ceramic tile was installed in the bathrooms.

Kitchen cabinets were installed, Mr. Olsen is waiting on countertop to be installed, it should be noted that from experience granite countertops do take time to have cut and installed. A temporary countertop is being utilized currently.

I am happy to report that Mr. Olsen did comply with all conditions. 1103 Chestnut Avenue has passed all building inspections required by the City of Osawatomie, and has been issued a Certificate of Occupancy which was issued on February 27, 2023.

Ed Beaudry
Chief Building Official



City of Osawatomie

ACTION ITEM SUMMARY	Item Number:	Resolution 1059
	Date:	March 9, 2023
Director of Community Development	From:	Ed Beaudry/Mike Scanlon

RESOLUTION 1059

RECOMMENDATION: That City Council approve Resolution 1059 – Condemnation of 127 Rohrer Heights.

DETAILS: At the October 27, 2022 City Council meeting the following action was taken on Resolution 1059.

PER THE MINUTES OF THAT MEETING

UNFINISHED BUSINESS.

RESOLUTION 1059 – CONDEMNATION OF 127 ROHRER HEIGHTS – Jennifer McMahon spoke on behalf of Charles Johnson. Jennifer assured the council that they can meet the deadline to obtain an occupancy permit on this house in six months. **Motion made by LaDuex, seconded by Wright to set aside consideration of Resolution 1059 until March 9, 2023 with the property owner given these conditions to be achieved by these dates – 1) an Irrevocable Letter of Credit to be given to the city by November 10, 2022 in the amount of \$15,000, 2) All Real Property taxes must be current by December 31, 2022 on the property located at 127 Rohrer Heights, 3) An Occupancy permit to be issued no later than March 1, 2023. Yeas: All.**

Because the owners has failed to obtain an Occupancy Permit no later than March 1, 2023 he has failed to meet the requirements of the motion. The property owner was notified today and the structured “red tagged” placarded. Upon final action by the City Council we will complete the demolition of the structure in the coming 21 days.

RESOLUTION NO 1059

A RESOLUTION FINDING THAT THE STRUCTURE LOCATED AT ROHRER HEIGHTS BLK 1 OSAWATOMIE, LTS 1-3 BLK 1 ROHRER HTS SECTION 10 TOWNSHIP 18 RANGE 22, IN THE CITY OF OSAWATOMIE, MIAMI COUNTY, KANSAS; COMMONLY KNOWN AND REFERRED TO AS **127 ROHRER HEIGHTS**, 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 25th day of August, 2022, file with the Governing Body of said City a statement in writing that a certain structure, hereinafter described was abandoned or unsafe and dangerous; and

WHEREAS, the Governing Body did by Resolution No.1042, dated the 25th day of August, 2022 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. 1042 was published in the official City newspaper on the 31st day of August, 2022, and a copy of said resolution was served upon all persons entitled thereto as provided by law; and,

WHEREAS, on the 13th day of October, 2022, the Governing Body did conduct the hearing scheduled in Resolution No.1042 and took evidence from the following: The Enforcing Officer on behalf of the City (Ed Beaudry). The following party did appear to present evidence: Jennifer McMahon on behalf of Charles Johnson, the owner.

WHEREAS, on the 27th day of October, 2022, the Governing Body provided direction to the owners 127 Rohrer Heights through the following motion which stated,

Motion made by LaDuex, seconded by Wright to set aside consideration of Resolution 1059 until March 9, 2023 with the property owner given these conditions to be achieved by these dates – 1) an Irrevocable Letter of Credit to be given to the city by November 10, 2022 in the amount of \$15,000, 2) All Real Property taxes must be current by December 31, 2022 on the property located at 127 Rohrer Heights, 3) An Occupancy permit to be issued no later than March 1, 2023. Yeas: All.

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 ROHRER HEIGHTS BLK 1 OSAWATOMIE, LTS 1-3 BLK 1 ROHRER HTS SECTION 10 TOWNSHIP 18 RANGE 22, in the City of Osawatome, Miami County, Kansas, commonly known and referred to as **127 Rohrer Heights**, Osawatome, 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. Missing and or damaged Shingles
- d. Rotten or damaged fascia, and/or soffit.
- e. Damaged or missing gutter drain.
- f. Damaged and or rotten door sash
- g. Rotten window sash
- h. Unknown interior damage.
- i. Unmaintained weeds, trees
- j. Accessory Structure damage
- k. Damaged and/or Missing, Dangerous fence
- l. Damaged or faulty brick on front porch
- m. Possible rodent infestation

2. The owner of such structure is hereby directed to commence the removal of the property within 14 days from the date of publication of this resolution (not later than the 29th day of March, 2023), and to have the removal completed within 30 days of the commencement. Provided, that upon due application by the owner and for good cause shown, the Governing Body, in its sole discretion, may grant the owner additional time to complete the removal of the property.

3. If the owner fails to commence the removal of the structure within the time stated herein, 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 paid by the irrevocable letter of credit already provided to the city.

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 Osawatome, Kansas this 9th day of March, 2023, a majority being in favor thereof.

APPROVED AND SIGNED by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands
City Clerk

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



913 755 2146 (p)
913 755 4146 (f)
info@osawatomieks.org

03/07/2023

To the Mayor, City Council members, City Attorney, City Manager and Charles Johnson,

On March 6, 2023, I received a hand delivered letter from Charles Johnson the owner of 127 Rohrer Heights. The letter asked me to call him to schedule a time for an inspection. I schedule an inspection for March 7, 2023 at 9 am.

I met Mr. Johnson at 127 Rohrer Heights. David Ellis, Charles, and Ryan Johnson and myself were at the house. We started the inspection at the side door of the house. This room was identified as the dining room, which attaches to the living room. I could see that a fresh coat of paint had been applied to the ceilings and walls, and new flooring. An item that drew my attention was the electrical outlets, which have not been updated (grounded outlets are required per code)

One requirement for a remodel of this magnitude, is the electrical wiring and all parts of the electrical system must be updated to meet the current building codes. We were told during a council meeting by the Property Manager Jennifer McMahon, the house had been completely gutted, whether the house was gutted or not is unknown as I have not been in the house for any inspections until this date.

It appears as if new drywall was installed, it is unknown if the walls and ceiling have been insulated.

Kitchen, new cabinets, flooring, countertops, appliances.

Laundry area, door to garage is not a 1 hour fire rated door, It is also unknown if the drywall is fire rated or not, the back door to the yard is partially blocked by the washing machine,

Office/bedroom 1, fresh paint on the walls and ceiling. The window does not meet egress requirements, outlets not to code, (no ground). Battery operated smoke detector.

Hallway, outlets not to code, battery operated smoke detector.

Bathroom 1, no GFCI outlet, a minimum of 1 outlet is required in every bathroom per building codes.

Bedroom 2, fresh paint on walls and ceilings, window does not meet egress requirements, electrical not up to code.

Bedroom 3, fresh paint on walls and ceiling, window does not meet egress requirements, electrical not up to code.

Bedroom 4, (Master) fresh paint on walls and ceiling, window does not meet egress requirements, electrical not up to code,

Master bath, fresh paint, new flooring, new toilet, new shower, new sink, no GFCI outlet.

Basement, No handrail on the right side, just open walls. Stairs need replaced due to water damage and rot, there is a visible water line approximately 12-14 inches from the floor on the wall and everything in the room. Visible rotten/ water damaged wall studs and floor plates. During the inspection I could see new plywood flooring had been installed, however I could also see where the existing plywood under the walls had been left. This is being noted as the plywood under the walls has delaminated and has rotted from water damage. In my opinion this could allow the interior walls to drop possibly causing damage throughout the entire house. On some of the new plywood I can see that the ends of the plywood are not supported by a floor joist, they just stop in between the floor joists.

There was a new heater installed, but duct work has not been completed at this time.

The electrical service was physically obstructed, code requires a 36-inch unobstructed area in front of the breaker box, and 30- inches to each side. Therefore, no inspection of the breaker/fuse box was completed.

There was a new water heater installed, an flow tube needs to be installed.

Upon further inspection some of the exterior siding needs to be repaired as it is allowing daylight in through the holes in the siding.

The west wall of the basement is appearing to lean inward, there are several diagonal cracks in the wall, A structural engineer would have to perform an inspection and provide his input.

Numerous floor joists have water damage and wood rot on the top 2 inches or so, this is concerning because the new floor is attached to this wood rot, Mr Johnson and I discussed possibly sistering the floor joists and adding more bracing. This would be at the discretion of a structural engineer.

With all of the floor joists having damage, it is concerning to me that we do not know the condition of any of the wall studs. Is there any water damage or wood rot under the new drywall?

Mr. Johnson did provide an agreement for new windows in the house, on it you will see that the date of the contract is March 3, 2023 with a completion date of May 5, 2023.

Although the basement is not required to be made habitable, this house needs significant work before I will sign off on a Certificate of Occupancy for this house.

I must reiterate that no permits were issued for this property and no inspections were performed except for a gas pressure test. The permit was obtained by South County Heating and Cooling. A permit was issued for the new roof 12/2021.

Ed Beaudry
Chief Building Official



ACTION ITEM SUMMARY	Item Number:	10.A.
	Date:	February 27, 2023
Deputy City Manager	From:	Bret Glendening

RE: Updating Volunteer Firefighter pay per call for emergency response & training

RECOMMENDATION: That the City Council approve Resolution 1121.

DETAILS:

On December 21, 2022, Miami County Board of County Commission approved an increase from \$30/emergency call to \$35 and an increase in pay from \$20/call to \$35/call for public relations activities and training for Miami County Rural Fire Department firefighters. During the City’s budget process for 2023, we budgeted to increase for in town calls as well in order to stay in line with what the county was paying. This resolution merely makes those changes official.

In 2022, we spent \$44,000 on fire runs and training/PR related activities. For 2023, we have budgeted \$64,342 for the same. Using the # of fire fighters who responded to the fire calls and PR/training activities and assuming an equal number of fire calls and PR/training related activities, we can anticipate our expenditure for 2023 to be: \$53,101; An increase of almost \$10,000, but under the 2023 budget by ~\$11,000.

Note: This will be retroactive to 1/1/2023.

Related Statute / City Ordinances	Ord. 3814, 3821, Res. 1013
Line-Item Code/Description	N/A
Available Budget:	\$64,342

RESOLUTION NO. 1121

RESOLUTION OF THE CITY OF OSAWATOMIE, KANSAS APPROVING AN INCREASE IN PAY PER CALL FOR EMERGENCY PURPOSES AND AN INCREASE IN PAY PER CALL FOR PUBLIC RELATIONS/TRAINING ACTIVITIES FOR THE OSAWATOMIE VOLUNTEER FIRE DEPARTMENT

WHEREAS, the City of Osawatomie, Kansas, relies on dedicated volunteers to provide fire and rescue services to the citizens of Osawatomie, Kansas; and

WHEREAS, the Osawatomie Volunteer Fire Department also serves as the Miami county Fire District #1 fire department; and

WHEREAS, on December 21st, 2022 the Miami County Board of County Commissioners adopted a resolution increasing Miami County Fire District #1 volunteer pay per call to \$35 and increased pay per call for public relations/training purposes to \$35 as well through Resolution No. R22-12-066; and

WHEREAS, the City of Osawatomie desires to retain parity between what the fire fighters are paid for responding to calls within the corporate limits of the City of Osawatomie and what they are paid for responding to calls within Rural Fire District #1; and

WHEREAS, the costs associated with this increase were taken into account during the 2023 budget deliberations and adoption; and

WHEREAS, the Governing Body of the City of Osawatomie, Kansas values the dedication and hard work of these volunteer fire fighters.

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

SECTION 1. The Governing Body hereby authorizes an increase in pay for responding to emergency calls from \$30/call to \$35/call and an increase in pay for responding to public relations/training/maintenance duties from \$20/call to \$35/call.

SECTION 2. The Governing Body hereby directs city staff to make the necessary changes in the city's payroll and accounting system to make this change retroactively effective to January 1, 2023.

THIS RESOLUTION adopted by the Governing Body of the City of Osawatomie, Miami County, Kansas this 9th day of March, 2023.

APPROVED AND SIGNED by the Mayor.

Nick Hampson, Mayor

ATTEST:

SEAL

Tammy Seamands, City Clerk



ACTION ITEM SUMMARY	Item Number:	10.B.
	Date:	March 1, 2023
Deputy City Manager	From:	Bret Glendening

RE: Adopting the Fiscal Sustainability Plan for the City of Osawatomie’s Sewer Utility.

RECOMMENDATION: That the City Council approve Resolution 1113.

DETAILS:

As we move closer to completing our work at the wastewater treatment plant, we will have additional resolutions to accept the work, close out the revolving loan fund loan and in the instance of Resolution 1113, adopt a fiscal sustainability plan.

In short, this plan identifies the capital investment needs of the utility, assigns a cost to those needs and sets forth a plan to effectively set monies aside for maintenance and investment into the utility.

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

RESOLUTION NO. 1113

**A RESOLUTION OF THE CITY OF OSAWATOMIE, KANSAS ESTABLISHING
A FISCAL SUSTAINABILITY PLAN, FINAL PLAN OF OPERATIONS AND AN EMERGENCY
WASTEWATER OPERATIONS PLAN FOR THE WASTEWATER TREATMENT FACILITY**

WHEREAS, the City of Osawatome has a 20-year loan from the Kansas Water Pollution Control Revolving Fund (KWPCRF); and

WHEREAS, one of the requirements of utilizing the KWPCRF is that the Governing Body adopt a Fiscal Sustainability Plan (FSP) for the City of Osawatome, County of Miami, State of Kansas, as required to provide a plan to develop an Asset Management Plan (AMP) and a financial plan to provide funds needed to pay for the ongoing operation, maintenance, repair, rehabilitation, and replacement expenses associated with the City's wastewater collection, pumping, and treatment system; and

WHEREAS, the City of Osawatome, Kansas has constructed and is responsible to maintain the wastewater treatment works; and

WHEREAS, the City must pay all ongoing expenses associated with said treatment works and charge the users of said treatment works accordingly.

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

SECTION ONE: The City has implemented a performance measurement and management strategy as part of an ongoing effort to ensure high-quality and efficient use of existing facilities through its municipal code, building codes and operation and maintenance manuals for the wastewater treatment plant.

SECTION TWO: The city continues to prioritize energy-efficiency and use water efficiently in its provisions of public services.

SECTION THREE: The City will continue to inspect and maintain existing wastewater collection and treatment systems as outlined in Utility Operations & Maintenance Question and Answer Form as attached hereto.

SECTION FOUR: The City will continue through its annual budget process, to establish and maintain appropriate core resources to make any repairs to the existing wastewater collection system, pumping stations, and treatment system with the expectations: that:

- a. The wastewater treatment facility will need repairs from time to time, which may be financed by issuing debt for necessary improvements when they are needed.
- b. As pump stations meet the end of their useful life, the city will plan for and budget for those expenses as the need arises.
- c. Manholes and sewer lines owned by the city will continue to be inspected on an ongoing basis with a written summary of conditions and all defects and cost estimates of recommended rehabilitation measures, with inspection of a minimum 5% of the collection system each year on average. The entire collection system should therefore be inspected by 2024 (current year plus 20 years). The annual summaries of these inspections shall be made available to KDHE inspection staff.
- d. Private service lines connecting to the sewer lines owned by the city will continue to be the responsibility of the property owner. The city will coordinate with individual property owners as and when needed.
- e. The city currently has a "CIP - Sewer" fund to receive and maintain annual payments of funds within the wastewater utility to allow the recommended rehabilitation measures as identified from the

ongoing inspections to be repaired on an ongoing basis. This includes the sewage pumping station major maintenance and replacement, ongoing manhole and sewer line inspections, and rehabilitation/repairs to manholes, sewer lines, and the service line connection to the sewer lines owned by the city.

SECTION FIVE: On an annual basis, the City evaluates its fee resolution in accordance with city code and establishes the appropriate cost-recovery target for its user charges. Additionally, no more than every five years, the city will commission rate studies for all of its utilities to ensure that rates are set properly to recover the costs to operate and maintain all of its utilities. For purposes of this section, all utility rates were evaluated by an independent third party in 2022. The next independent review of utility rates shall occur no later than the calendar year 2027 to ensure that the fees collected at an appropriate level to fund not only the annual operations and maintenance expenses, but also capital costs for reinvestment into the Osawatomie Wastewater Collection and Treatment system. Informational documents are attached. The annual amount transferred into the CIP – Sewer Fund shall be set yearly during the city’s budget process.

SECTION SIX: The City will consider competitive contracting services and equipment when appropriate and where clear cost-effective alternatives exist.

SECTION SEVEN: The City will review revenue performance annually. (See Appendix A & B for examples.

SECTION EIGHT: The Governing Body of the City of Osawatomie hereby adopts the Final Plan of Operations as drafted by the city’s engineer, BG Consultants.

SECTION NINE: The Governing Body of the City of Osawatomie hereby adopts the final Emergency Wastewater Operations Plan as drafted by city staff.

PASSED AND ADOPTED by the Governing Body of the City of Osawatomie, Kansas this 23rd day of February, 2023, a majority being in favor thereof.

APPROVED AND SIGNED by the Mayor.

Nick Hampson, Mayor

ATTEST:

Tammy Seamands, City Clerk

**City of Osawatomie, Kansas Sewer Utility Operation, Maintenance, and Replacement Guidance
Questions and Answer Format**

1.A. Does the city have a Certified Operator to operate and maintain the wastewater system?
 Yes, certified operator on staff (provide name and level of certification)

Andrew Burkart, Class 4; Bruce Hurt, Class 2 and Melissa Howard, Class 2
 No, see 1.B. below.

1.B. Does the city have an Operator-In-Training (OIT) on staff learning to operate and maintain the wastewater system?
 Yes, Operator-In-Training on staff (provide name of OIT)

If no, contact Vickie Jo Wessel of KDHE at vwessel@kdheks.gov, or by telephone at 785.296.2976.

2.A. Does the city have adequate equipment to operate and maintain the lagoons, pumping station, and gravity collection system? (Check the list below to indicate the equipment the city owns.)
 Maintenance Vehicle (Provide year, make and model)

2017 Chevrolet Silverado 3500 with service bed
 Mowing Equipment (Provide year, make and model)

Kubota Zero Turn 72" mower. We also contract out a large part of our mowing operations including the WWTP facilities.
 Sewer Cleaning Machine (Provide type, year, make and model)

'09 Sewer Equipment of America sewer jetter

Pump Station (if appl.) Tools, Spare Parts, Electrician or Electrical Support Services (List All Tools, Spare parts, electrical services provided by electric line crew staff.)

Smoke Testing Equipment

TV Inspection Equipment (Provide make and model) Rover 125 Crawler

Other _____

2.B. If the city does not own adequate equipment for emergency cleaning and minor repairs of manholes and sewer lines, does the city have any Mutual Aid Agreements with other cities, or an "on call" contracts with private companies that provide these services?

Yes, emergency cleaning is provided by a Mutual Aid Agreement(s) with (list all city names here) While we have adequate sewer cleaning equipment to meet our needs, we are also signatories to 3 mutual aid agreements; one each through KMU, KMEA and MARC (Mid-America Regional Council).

Yes, emergency cleaning is provided by "on call" contracts(s) with (list all company names and services here) _____

3. Does the city provide routine cleaning of sewer lines? (Indicate frequency and methods.)

Yes, We clean for approximately 2 months (aggregated) the year
 No _____

If not, KDHE recommends the city budget annual funds to clean sewer lines on established schedules

based on the type of materials of construction of the pipes. The city should locate every manhole in the system, and update the sewer system maps as the city-wide effort progresses. Vitrified Clay Pipe (VCP) is recommended to be cleaned a minimum of once every 3 years. PVC pipe is recommended to be cleaned a minimum of once every 7 years. In areas with a mix of VCP, “truss” pipe, CIP, DIP, and/or PVC pipe, cleaning is recommended a minimum of once every 5 years. Any “problem spots” in the piping system should be identified, recorded, and cleaned on a more frequent basis based on experience. Any sewer lines rehabilitated by sliplining with CIPP or interior plastic liners can be reduced to cleaning frequency of once every 7 years.

4. Does the city provide routine cleaning and inspection of manholes? (Indicate frequency and methods.)

Yes

No

No (We don't do this?)

If not, KDHE recommends the city inspect and record the conditions of manholes concurrently with the efforts to clean sewer lines on the established schedules stated above. Vitrified Clay Pipe (VCP) sewers tend to have brick manholes, and so would be opened, inspected, and conditions recorded a minimum of once every 3 years. PVC pipe tends to have precast concrete manholes and so would be opened, inspected, and conditions recorded a minimum of once every 7 years. In areas with a mix of VCP, “truss”, CIP, DIP, and/or PVC pipe, the manholes may also be a mix of brick and precast concrete, and conditions would be recorded a minimum of once every 5 years. Any “problem spots” in the system of manholes should be identified, recorded, and considered for rehabilitation when discovered.

5. Does the city routinely provide or contract for television inspection and record keeping of information as gathered after cleaning of sewer lines? (Indicate frequency and methods.)

Yes

No

TV lines as needed with rover crawler 125

If not, KDHE recommends the city inspect and record the conditions of the portion of the sewer lines that are accessible from the manhole concurrently with manhole inspections, concurrently with the efforts to clean sewer lines on the established schedules stated above. This information can then be reviewed by an experienced engineer or technician to provide recommendations for TV inspection of certain sewer lines. The TV inspection records would then be reviewed by an experienced engineer or technician to recommend sewer line and manhole repairs and/or rehabilitation. Any “problem spots” in the sewer system should also be rehabilitated with any larger project.

6. Does the city budget annually for manhole rehabilitation and/or sewer line rehabilitation or replacement? (Indicate annual budget amount for each.)

Yes The city budgets approximately \$10,000 annually (on average) for capital expenses related to ongoing sewer collections and treatment operations. In addition, we have 3 debt issues that are currently financed for the sewer utility. One from 2016, a refinanced debt in our 2022 bond issue, as well as the most recent large capital expenditure, the project currently under construction. Combined these debt issuances are ~\$470,000/year. As the bonds retire, the funds paying those bonds will also be transferred into the CIP – Sewer fund.

No

KDHE recommends the routine cleaning of sewer lines, manholes inspections and recording of defects, and TV inspections of selected sewer lines be provided funding with the annual budget process. Perhaps manhole rehabilitation can also be provided on an annual budget “cash flow” basis. If the system is in good condition and sewer line rehabilitation needs are relatively small, perhaps rehabilitation of sewer lines can also be provided on an annual budget “cash flow” basis.

KDHE recommends the sewer systems be cleaned, inspected, and defects recorded with rehabilitation or replacement as needed. The initial review inspections can be completed with a cleaning program for the entire

sewer system of 3 to 7 years, as discussed above. For systems constructed of VCP pipe and brick manholes, an initial minimum inspection and rehabilitation effort to complete 5% of the system per year, on the average, is recommended. For systems constructed of PVC pipe (or pipes sliplined with CIPP or plastic pipe) and precast concrete manholes, a minimum inspection and rehabilitation effort to complete 2% of the system per year, on the average, is recommended. When budgeting to rehabilitate or replace sewer lines, a larger city-wide effort may be in order to be funded with debt financing.

7. Does the city have a program to detect and remove private sector sources of infiltration and inflow? (Please provide a brief description of practices and attach any applicable city ordinances.)

Yes The city has conducted three smoke tests of various sections of its sewer system over the last 3 years. Approximately 25% of the system has yet to be done. We received a quote from a contractor last year to clean and camera the remaining 25% of the lines but due to the current wastewater treatment plant project we have underway, we elected to postpone this project for approximately 1-2 years. We have no ordinances on the books. However, we are working towards developing a program.

No _____

If not, KDHE recommends operator training and recommends the city establish ordinance as necessary to resolve defects in the privately-owned portion of the system.

The city is encouraged to provide additional information and summary here of recent (in the prior 15-years) rehabilitation and replacement investments in the collection, pumping, and treatment systems serving the city.

APPENDIX A TO USER CHARGE ORDINANCE Actual Sewer Use Rate Structure

This appendix presents the methodology to be used in calculating user charge rates and illustrates the calculations followed in arriving at the first year's user charges. The charges established in this appendix are based on estimates of expenses and loadings. The actual expenses and loadings that occur may differ from these estimates and certainly they will change as time passes. Therefore, the user charges must be re-established whenever necessary to reflect actual expenses and loadings. Once the system is in use, the expenses and loadings can be determined from operating records and the user charges can be adjusted based on these figures.

1. Expenses: The total annual expenses associated with the treatment works are estimated as follows:

Item	Annual Expense
Billing and Collection	
Administrative	
Power	
Labor (including fringe benefits)	\$ 250,000
Material Costs	\$ 175,000
Replacement Costs (See Appendix B)	\$ 90,000
(Debt Service)	\$ 470,000
Other (Transfers)	\$ 65,000
TOTAL ANNUAL (2023) BUDGET EXPENSE	\$1,050,000

2. Loadings:

The initial hydraulic loading is estimated to be 93,054,744* gal/year.

(NOTE: For administrative ease, the annual hydraulic loading to the wastewater treatment plant used for billing may be assumed to be four times the winter quarter **water usage** for the municipality from both public and private water supplies. *(Do not use measured or estimated wastewater flows for this calculation.)* By using winter quarter water usage, residential users will not be charged for consumptive use of water during the summer months. The difference between actual total wastewater flow at the wastewater treatment plant and the actual total potable water used by users of the municipality is infiltration/inflow. By calculating a unit flow charge based on the total annual water usage and the total annual budget, the cost of transporting and treating infiltration/inflow is being distributed according to flow volume of the users. This approach is shown because of its ease of administration and because infiltration/inflow tends to be less significant in municipalities where flat rate structures are acceptable because of the collection system size, age of the collection system, and type of treatment generally employed in these municipalities.)

** The initial hydraulic loading number represents total gallons sold to all customers EXCEPT, Miami Co. RWD's 1 and 3, as well as bulk water sales customers for December and January because February was not available as of the drafting of this Fiscal Sustainability Plan. The total of these water sales was then multiplied by six (6) to annualize the expected loading at the WWTP on an annual basis.*

3. Unit Cost:

The initial unit cost for flow in \$/gallons = \$.0113 (\$1,050,000/93,054,744).

(NOTE: If debt service is to be addressed in this ordinance, it may be allocated in the same manner or it may be allocated in any other manner that the municipality desires.)

4. Establishment of User Classes:

See Section 5

(NOTE: The establishment of various user classes is dependent, of course, on the particular users discharging to the city's treatment works. The classes must be established such that the individual users within a single user class do not vary significantly in volume or strength of wastewater contributed to the treatment works.)

5. Calculation of charges to users in each user class:

SEWER SERVICE CHARGES						
15-126	3744	Inside City Limits				
		Fixed Charges				
		Monthly user charge	\$6.00	15-Dec-22	\$9.92	
		Monthly net capital charge	\$24.25	15-Dec-22	\$24.25	
		Minimum monthly charge (user charge + net capital)	\$30.25 per housing unit	15-Dec-22	\$34.17 per housing unit	
		Volume Charges				
		Volume charge per 100 gallons of metered water	\$0.32 per 100 gallons	15-Dec-22	\$0.43 per 100 gallons	
		Residential Charge	Volume charge based on metered water used during two month winter average (Dec-Jan). No charge for water meters dedicated to lawns or other non-sewer users. Staff may delay 1-2 months for weather event.	12-May-16	Based on two month winter average	
			If winter history average is not yet established.		Bill based on 4,000 gallon usage	
		Non-Residential Charge	Based on actual water usage. No charge for water meters dedicated to lawns or other non-sewer users.	"	Based on Actual Usage	
		Outside City limits		14-Dec-06	50% over rates listed above	
		Service to the State Hospital				
		Monthly user charge	\$6.00	14-Dec-22	\$1,527.00	
		Monthly net capital charge	\$9,545.93	1-May-21	\$12,544.93	
		Minimum monthly charge (user charge + net capital charge)	\$12,550.93	14-Dec-22	\$14,071.93	
		Volume charge per 100 gallons of metered water	\$0.32 per 100 gallons	14-Dec-22	\$0.46 per 100 gallons	
		Extra Strength Sewage Surcharge		18-Dec-14	$S = V_s \times 0.00624 [\$2,264 (BOD-300) + \$1,734 (SS-350)]$	
		BOD	\$0.2364 per pound	"	\$0.2647 per pound	
		Suspended Solids	\$0.1734 per pound	"	\$0.1942 per pound	
15-403	Ord 3496	Service Connection		13-Dec-07		
		connection within existing districts	\$350.00	1-May-21	\$500.00	
		reconnection	\$50.00		\$50.00	
	Ord 3457	Amortization Assessment fee - outside the bounds of an assessed improvement district	\$1,000.00	14-May-98	\$1,000.00	
15-403		Private system inspection & permit fee - does not include regular plumbing permit fee		28-Jul-05	\$50.00	
		After Hours Repair		28-Apr-22	\$150/hr equipment charge + \$75/hour per employee (max 2 employees)	

Appendix B on the following pages provides a calculation of the annual deposit into the Replacement Account to provide for rehabilitation and replacement of equipment, manholes, and sewer lines.

APPENDIX B TO USER CHARGE ORDINANCE

This appendix contains a replacement schedule that was developed to determine the amount of revenue needed to fund the Replacement Account. The replacement schedule lists the equipment in the treatment works, the estimated dates when the equipment will have to be replaced, and the estimated cost of replacement (which must include an allowance for inflation) over the useful life of the treatment works. Also listed is the estimated cash flow that will occur in the Replacement Account. The replacement dates and costs shown are estimates; the actual replacement dates and costs could be significantly different from those shown. If the actual replacement expenses differ significantly from those listed in the replacement schedule, the funding of the Replacement Account should be adjusted accordingly.

Collections System Equipment:

Item	Quantity	Unit	Replacement Cost	Anticipated Life (Years)	Annual Equivalent Cost
Submersible Pumps	12	Each	\$ 25,000.00	12	\$ 25,000.00
Control Panels	4	Each	\$ 12,000.00	15	\$ 3,200.00
SCADA	1	LS	\$ 100,000.00	15	\$ 6,666.67

Engineer's Opinion of Annual
Reserve Deposit Collection \$ 34,866.67

Treatment Plant Equipment:

Item	Quantity	Unit	Replacement Cost	Anticipated Life (Years)	Annual Equivalent Cost
Plant SCADA System	1	LS	\$ 200,000.00	18	\$ 11,111.11
Screening Equipment	1	Each	\$ 180,000.00	18	\$ 10,000.00
Screen Control Panel	1	Each	\$ 15,000.00	10	\$ 1,500.00
Grit Equipment	1	Each	\$ 180,000.00	18	\$ 10,000.00
Grit Control Panel	1	Each	\$ 150,000.00	10	\$ 15,000.00
Process Blowers	2	Each	\$ 20,000.00	12	\$ 3,333.33
Process Control Panel	1	Each	\$ 40,000.00	10	\$ 4,000.00
Diffusers	1	LS	\$ 65,000.00	8	\$ 8,125.00
Decanter Arms	2	Each	\$ 20,000.00	15	\$ 2,666.67
Sludge Blowers	2	Each	\$ 15,000.00	12	\$ 2,500.00
Sludge Aeration System	1	LS	\$ 40,000.00	10	\$ 4,000.00
UV Bulbs	1	LS	\$ 8,000.00	2	\$ 4,000.00
UV Equipment	1	Each	\$ 200,000.00	18	\$ 11,111.11
UV Controls	1	Each	\$ 15,000.00	10	\$ 1,500.00
Sludge Press	1	Each	\$ 350,000.00	18	\$ 19,444.44
Submersible Pump Control Panels	3	Each	\$ 15,000.00	10	\$ 4,500.00
Submersible Pumps	6	Each	\$ 20,000.00	12	\$ 10,000.00
Generator	1	Each	\$ 75,000.00	15	\$ 5,000.00
ATS	2	Each	\$ 15,000.00	15	\$ 2,000.00
HVAC System	1	Each	\$ 30,000.00	12	\$ 2,500.00

Gas Detection Equipment	1	Each	\$ 20,000.00	10	\$ 2,000.00
Progressive Cavity Pump	1	Each	\$ 15,000.00	12	\$ 1,250.00
Polymer Feed Pumps	1	Each	\$ 2,000.00	10	\$ 200.00
Miscellaneous Electrical	1	LS	\$ 20,000.00	10	\$ 2,000.00
VFDs	2	Each	\$ 10,000.00	10	\$ 2,000.00
Extraneous Flow Cleaning	1	LS	\$ 160,000.00	15	\$ 10,666.67

Engineer's Opinion of Annual Reserve Deposit Treatment \$150,408.33

Engineer's Opinion of Annual Reserve Deposit Total \$185,275.00

FINAL PLAN OF OPERATION
City of Osawatomie, Kansas Wastewater Treatment Facility Improvements
BG Project No. 20-1414L

1. General Information:

Name of Project: 2022 Wastewater Treatment Facility Improvements
KWPCRF Project No. C2 3015 01

Owner: City of Osawatomie

Project Consulting Engineer:

BG Consultants, Inc.

1405 Wakarusa Drive
Lawrence, KS 66049

Project Description:

This project consists of upgrades to the existing Osawatomie wastewater treatment facility. The facility upgrades include facility electrical and controls improvements, installation of new UV equipment, construction of a new UV building, replacement of SBR piping and equipment, replacement of sludge blowers and aeration tubes, addition of chemical feed equipment, and minor piping improvements.

2. Chronological Summary:

Implementation Dates:

Survey Completed:	5/11/2021
City & KDHE Reviews:	9/24/2021
Final Plans Completed:	12/30/2021
Advertised for Bids:	1/03/2022
Opening of Bids:	2/21/2022
Contract Awarded:	2/21/2022
Pre-Con Conference:	5/5/2022
Notice to Proceed:	4/4/2022
Start of Construction:	9/1/2022
Anticipated Substantial Completion:	4/27/2023
Anticipated Completion/Final Loan Disbursement:	5/24/2023

3. **Staffing and training:** Existing City Staff will be utilized for operation. The contractor will be providing a trained manufacturer’s representative to train all City Staff on the operation and maintenance of all new equipment at the time of start-up.
4. **Records and Reports:** Construction documents that will be produced and kept during construction include change orders, pay requests, standard construction documents, record drawings, and testing/observation reports. The City will continue to keep all records required by state and federal regulations. New records that will be kept are financial records for loan obligations.
5. **Laboratory control:** Existing sludge testing procedures will be improved with the addition of sludge sampling stations at the SBR basins. Basin control parameter testing procedures will be improved with improved controls.

6. **Process control and “fine tuning” procedures:** The introduction of new chemical feed equipment and storage will require additional training for City employees to ensure proper effective use. This shall be covered in the manufacturer “start-up and training” included in the scope of the equipment purchase.
7. **Safety:** Improvements to the facility do not require additional safety training for City employees to ensure proper maintenance and operation of treatment equipment. General operation of the facility should not change. Any additional safety requirements specific to any piece of equipment shall be covered in the manufacturer “start-up and training” included in the scope of the equipment purchase.
8. **Emergency operating plan:** The City of Osawatomie has an emergency operating plan on file for the wastewater treatment facility. The upgrades to the plant that are part of this project will not impact the existing plan.
9. **Maintenance management:** The City has existing operations procedures which address routine maintenance of the facility. These procedures should not need to be changed as a result of this project. Maintenance of the wastewater treatment facility shall follow the operation and maintenance manual provided by manufacturers.
10. **Operation and Maintenance manual:** An O&M manual meeting KDHE requirements will be prepared. The Operation & Maintenance guidelines for the equipment shall be provided by the manufacturer. On-site field check and training of City personnel by a qualified field engineer is included in the scope of the equipment purchase.
11. **Operation and Maintenance budget and ordinance development:** Cost projections are updated annually. The City performs an annual sewer system rate review for the system as a whole, including revenue from user rates, debt service, operation and maintenance. Cost projections are based on population growth, structured rate increases, and annual increases in operation and maintenance costs. The City has developed a rate structure to build a capital reserve account.
12. **Project Performance Criteria:** Part time construction observation is being provided by the project consulting engineer to review general compliance with contract documents. Performance testing of new equipment shall be provided by the manufacturer. City Staff will continue testing and monitoring of wastewater discharge to ensure NPDES permit limits are met, and measures will be taken if corrective actions are necessary.
13. **Project Construction Schedule:**

Start of Construction:	September 1, 2022
Anticipated Substantial Completion:	April 27, 2023
14. **Estimated Construction Payment Schedule:** Construction payments will be on or about the first week of each month during construction. The Contractor shall submit pay requests to the Engineer. Construction payments will be made once each month for ninety five percent (95%) of the work completed the previous month. Upon substantial completion of the entire construction to be provided under the contract documents, the City shall pay an amount sufficient to increase the total payments to the Contractor to 95 percent of the work completed less any set-offs by the City and less 200 percent of the Engineer’s estimate of the value of work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment. Upon final completion and acceptance of the work, the City shall pay the remainder of the contract price to the Contractor.
15. **Projections of the annual operating costs for the next five-year period:** The process for calculating annual cost projections which includes long term capital needs is to use a software formula which includes

the projected revenue and the projected operating budget for the year, then compare the percent projected increase to the actual projected increase to build the projected budget for the upcoming year. The projections can be carried forward for multiple years. When reviewing the multiple year projections and at any given year when the balance is falling toward break even, a user rate structure increase should be considered.

- *See Resolution #1068*

16. **Description of existing financial management system of the sewer utility:** Financial decisions for the system are made by the City Council. The system's finances are maintained by using a complete financial/utility software package. The City has not established a minimum year end cash balance for any City account, although the balance is expected to be sufficient for continued future operations.

City of Osawatomie
Miami County, Kansas

Emergency Wastewater Treatment Plan

Authored: February 22, 2023

City of Osawatomie

Emergency Wastewater Treatment Plan

Section I	Purpose
Section II	Description
Section III	Disaster Organization
Section IV	Mutual Aid Agreement
Section V	Inventory of Emergency Equipment Available
Section VI	Vulnerability of System (Disaster Response)
Section VII	Emergency Contacts
Section VIII	Annual Review

Section I. Purpose

The purpose of this emergency operations plan is to protect public health and sanitation by ensuring adequate wastewater treatment in the event of a disaster.

Section II. Description

The City of Osawatomie's Wastewater Treatment Plant (WWTP) is located at 29366 W. 347th Street Osawatomie, KS 66064. It has a design flow of 560,000 gallons per day (GPD) with a max design dry weather flow of 760,000 GPD and a wet weather flow of 1,800,000 GPD. The Wastewater Treatment Plant treats all waste streams (domestic, commercial and industrial) and discharges to the Marais des Cygnes River. The wastewater treatment plant provides treatment for biochemical oxygen demand, suspended solids, ammonia, nitrate and phosphorous. In addition to treatment for these wastes, the wastewater treatment plant provides disinfection of wastewater through the use of ultraviolet lights. The City of Osawatomie's collection system consists of approximately 25 miles of buried pipes, 429 manholes, and four lift stations. The City of Osawatomie wastewater collections system conveys the sanitary sewer discharges from residences and businesses to the wastewater treatment plant.

Section III. Disaster Organization

A. City Manager – In-Charge Overall

1. Coordinate and direct efforts of maintenance personnel in repair of damage.
2. Establish communications within the governing body, local news media, and general public.
3. Establish command posts, medical posts, shelters, etc. while working with the County Emergency Preparedness Personnel.

B. City Wastewater Plant Superintendent (Operator)

1. Assess damages and establish communication with the City Manager and other officials.
2. Notify KDHE District Engineer or Bureau of Water and request assistance as needed.
3. Oversee any repairs or alterations to the collections system and WWTP.
4. Request emergency equipment / supplies if needed.

5. Request work assistance if needed.

IV. Mutual Aid Agreement

- A. Cooperative arrangement with Miami County Emergency Preparedness. Their office will assist the WWTP with treating wastewater until our system is safely online again.
- B. Cooperative arrangement for sewer repair parts and fittings have been made with neighboring cities if need be, as well as through KMU, KMEA and Mid-America regional council.

Section V. Inventory of Emergency Equipment Available

A. City owned equipment:

			Vin	RCV	Date
Electric	2012 SK650 Mini Skid Steer	0	CMWSK650EC0002114	18,000.00	10/31/2019
Water	2004 Case 580M	Turbo Series II	303925	50,000.00	
Water	2004 Hydraulic Hammer Attachment		2058	9,000.00	
Sewer	2009 Trailer Mounted 747FR2000 Sewer Cleaner	0	1S9KU21209C38166	58,000.00	10/31/2019
Water	Thompson 6" Trash Pump		1FTYR14V81PB54016	32,175.00	
Water	Build A Box Shoring Book			15,000.00	
Water	Tri-Pod System for Confined Space			2,500.00	
Water	Romac Top Mate		103609	2,800.00	
Sewer	Honda 355 3" Trash Pump	0	0	1,700.00	10/31/2019
sewer	Honda WTX30 3" Trash Pump	0	1108443	1,700.00	10/31/2019
Water	Honda WT30 3" Trash Pump	0	1001165	1,700.00	10/31/2019
Water	Honda WT40X 4" Trash Pump	0	0	2,600.00	10/31/2019
sewer	Predco Sewer Pump Machine	0	0	3,800.00	10/31/2019
Electric	Ditch Witch Underground Utility Locator		8316837	1,625.00	
Electric	Ditch Witch Underground Utility Locator		3346595	1,625.00	
Water	Safety Sharing Panels/Rails			4,093.00	
Water	Catamount Hammerhead Mole w Expander parts		135334	5,479.00	
Water	LD15 Leak Detector			3,400.00	
Water	Portable Hydraulic Shoring (2)			3,200.00	
Water	Ditchwitch 830R Locators		8352972	1,605.00	
Water	Ditchwitch 830T Locator		8352967	1,605.00	
Sewer	Rover 125 Crawler		262159	46,577.00	
sewer	Kubota Zero Turn 72" Mower			12,775.00	
Water	24" HEAVY DUTY BACKHOE BUCKET			1,367.00	4/14/2017
Electric	DIELESS COMPRESSION TOOL	EK121DLX12	0	4,837.81	6/13/2017
Electric	MULTI-RANGE VOLTAGE INDICATOR	0	0	1,800.00	7/19/2018
Water	Kubota SVL95-255 - Lease		43905	65,902.40	4/1/2019
Water	Stihl Hot Saw	TS800	185802759	1,600.00	8/10/2020
Electric	2019 John Deere 35G (Mini ex)	0	1FF035GXCKK285998	44,339.60	10/15/2020
Water	695xl pipe saw	ics 575827 695xl-16pg	0	2,800.00	10/29/2020

B. Equipment available through the State of Kansas

You may call KDHE and KRWA for any other equipment and tools needed. Examples of possible equipment and tools could be chlorinators, generators, portable storage tanks, pipe and fittings and any other item that may help in an emergency. Both will do their best to help locate needed items as soon as possible.

Section VI. Vulnerability of System (Disaster Response)

A. Accidental Spills or Contamination

1. Operator shall contact 911.

2. Operator will assess the situation and notify KDHE, Regional EPA Office, or Office of Emergency Preparedness of extent of damage.
3. Establish communications through the Miami County Sheriff's Office, fire, news media, and general public.
4. Operator will utilize on-site storage as needed to prevent contamination of the reactors which in turn could kill treatment biomass.

B. Wastewater Treatment Plant

1. Power outage due to natural or man-made disaster.
 - a. The City will utilize the on-site generator and restore electricity to the WWTP.
 - b. The City will ascertain from Evergy when power will be restored.
2. Excessive damage to the WWTP
 - a. Operator will assess damages and establish communication with news media and general public.
 - b. Upon direction of the City Manager, the Operator will notify KDHE and Bureau of Water of any anticipated needs.

The City Manager, will authorize a work force to repair damages to bring plant back on line.

C. Collections System

1. Force main damage
 - a. Repair damage to force main, utilizing wet well storage and vacuum trailer.

D. Terrorist Threats

1. Notify Operator and City Manager of threat and coordinate with civil defense personnel to provide protection at WWTP and lift stations.

E. Radioactive Fallout

1. Contact Office of Emergency Preparedness for information as to the possibilities of contamination to the system.

Section VII. Emergency Contacts

A. City Contacts

City Hall 913-755-2146
 WWTP 913-755-2153

B. Emergency Services

Fire Department 911
 Police Station 911
 Electric Distribution Department 913-755-6800
 Electric Distribution After Hours 913-294-3232
 Power/Water Plant 913-755-4138

C. Federal and State Agencies

Kansas Department Health & Environment 785-842-4600
 NE District Office
 Kansas Department Health & Environment 785-296-5503
 Public Water Supply Section- Topeka
 Kansas Adjutant General Department 785-274-1409
 Division of Emergency Management- Topeka
 Environmental Protection Agency 913-551-7423
 Region 7- Kansas City, KS
 Kansas Rural Water Association 785-336-3760
 Homeland Security 800-237-3239

D. Services

Midwest Pump 913-292-1523
 Douglas Pump 913-236-8222
 Alexander Pump 785-383-2435
 Evergy Dispatch 816-701-0613
 Kansas Gas Service (leak hotline) 888-482-4950

E. Media

City Social Media

Section IX. Annual Review

Annual Review Sign Off Sheet:

It shall be required that this policy be reviewed annually by the City of Osawatomi City Council and their Operator.

Date Reviewed/Revised	Signature of City Manager	Signature of Operator



ACTION ITEM SUMMARY	Item Number:	10.C.
	Date:	March 9, 2023
Chief of Police	From:	David Stuteville

RE: Apply overtime exemption to match the Fair Labor Standards Act 207(k).

RECOMMENDATION: That the City Council approve Resolution 1114.

DETAILS:

As discussed in previous city council meetings, the Osawatomie Police Department implemented the use of 12 hour shifts as a tool to improve recruitment and retention. Officers prefer the 12 hour shifts due to it allowing them to have every other weekend off, which in turn, allows them to spend more time at home with their families. The Osawatomie Police Department is one of the few police departments that offer the 12 hour shifts, which has been a contributing factor our staffing rates being better than surrounding agencies.

A down side to the 12 hour shifts and how the schedule is set up is that one week is a long week (4 days long) and the following week is a short week (3 days long). Due to the first week being 4 days, it creates an automatic 8 hours of scheduled overtime every pay period.

In an attempt to reduce overtime for the police department, I, Chief David Stuteville propose the City of Osawatomie approve Resolution 1114, which allows the use of the Fair Labor Standards Act 207(k). The Fair Labor Act 207(k) allows employers to compute overtime for law enforcement on the basis of extended work schedule. This particular exemption states that police officers will earn overtime once they have exceeded 86 actual hours of worked time during a two-week work period.

The implementation of this resolution would assist in lowering the paid overtime within the police department.

Related Statute / City Ordinances	Resolution 1114
Line-Item Code/Description	N/A
Available Budget:	N/A

RESOLUTION NO. 1114

A RESOLUTION AMENDING THE PERSONNEL POLICIES FOR THE CITY OF OSAWATOMIE, KANSAS TO MODIFY THE DEFINITION OF WORK WEEK FOR NON-EXEMPT LAW ENFORCEMENT PERSONNEL

WHEREAS, the City of Osawatome, Kansas, has personnel policies in place that are applicable to all city employees; and

WHEREAS, these personnel policies have been in effect since January 1, 2015 and have been amended as needed from time to time; and

WHEREAS, the Fair Labor Standards Act 207(k) Exemption allows employers to compute overtime for law enforcement on the basis of an extended work schedule; and

WHEREAS, additional modifications to the personnel policies are needed.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Osawatome, Kansas:

SECTION 1. The Governing Body hereby amends Chapter 10, Section V of the city's personnel policies to read as follows (changes noted in red):

Chapter 10: Timekeeping, Payroll, Hours and Compensation

V. Overtime

No employee shall be permitted to work overtime except when an emergency exists or overtime work is necessary to carry out normal and essential services of the city, and is assigned by his or her immediate supervisor. Working overtime without authorization may subject an employee to discipline, up to and including termination.

- a) Exempt employees as defined by the FLSA are not eligible to receive overtime pay. Nonexempt full-time and part-time employees will be paid at one and one-half (1½) times their regular rate of pay for each hour worked in excess of the maximum allowed by the FLSA during a work period ~~or, at the request of the employee and discretion of the authorized supervisor, be credited one and one half (1½) hours of compensatory time off for each hour worked in excess of the maximum allowed by the FLSA during such work period.~~
- b) ~~With the exception of police officers,~~ overtime, for pay purposes, will include all actual hours worked in excess of 40 hours in a one-week work period. ~~Police officers will earn overtime once they have exceeded 86 actual hours worked during the two-week work period.~~ "Hours worked", for the purpose of calculating overtime pay, will not include any hours taken during the pay period such as vacation, sick leave, or other time authorized in these Rules. This shall include paid holidays.
- c) As this payment has significant budget impact, supervisors are responsible to control overtime expense through scheduling whenever possible.
- d) Overtime compensation shall be paid no later than the first payday following the pay period in which it was earned. ~~At the discretion of the department director, an employee may be given compensatory time off in lieu of cash payments for the overtime worked. Any compensatory time shall be at the rate of one and one-half times the hours of overtime worked.~~

- e) It is the employee’s responsibility to accurately record and submit records of any overtime worked. The department director shall maintain such records.

SECTION 2. The Governing Body hereby amends Chapter 10, Section VI of the city’s personnel policies to read as follows:

VI. ~~Compensatory Time Off~~ NOT USED

- ~~a) **Eligibility.** Effective 09/01/21 employees are no longer eligible to work overtime and receive compensatory time in lieu of overtime.~~
- ~~b) **Use of Compensatory Time.** Usage of compensatory time is subject to supervisor’s approval and is dependent on available personnel and the needs of the city.~~
- ~~c) **Compensatory Pay.** If compensation is paid to an eligible employee for accrued compensatory time off, the compensation will be paid at the regular rate earned by the employee at the time the employee receives such payment. An eligible employee who has accrued compensatory time off upon termination of employment will be paid for the unused compensatory time.~~
- ~~d) **Records.** The official time and attendance records maintained by the City will be the controlling records for any compensatory time purpose. The City may pay an employee in whole or in part, for accumulated compensatory time, at any time.~~
- ~~e) **Deadline for the use of Compensatory Pay.** All accrued compensatory pay must be used by September 30, 2022.~~

SECTION 3. This resolution shall take effect at 12:01 a.m. on Sunday, March 19th, 2023.

PASSED AND ADOPTED by the Governing Body of the City of Osawatomie, Kansas this 9th day of March, 2023, a majority being in favor thereof.

APPROVED AND SIGNED by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Fact Sheet #8: Law Enforcement and Fire Protection Employees Under the Fair Labor Standards Act (FLSA)

Revised March 2011

This fact sheet provides general information concerning the application of the FLSA to law enforcement and fire protection personnel of State and local governments.

Characteristics

Fire protection personnel include firefighters, paramedics, emergency medical technicians, rescue workers, ambulance personnel, or hazardous materials workers who:

1. are trained in fire suppression;
2. have the legal authority and responsibility to engage in fire suppression;
3. are employed by a fire department of a municipality, county, fire district, or State; and
4. are engaged in the prevention, control and extinguishment of fires or response to emergency situations where life, property, or the environment is at risk.

There is no limit on the amount of nonexempt work that an employee employed in fire protection activities may perform. So long as the employee meets the criteria above, he or she is an employee “employed in fire protection activities” as defined in section 3(y) of the FLSA.

Law enforcement personnel are employees who are empowered by State or local ordinance to enforce laws designed to maintain peace and order, protect life and property, and to prevent and detect crimes; who have the power to arrest; and who have undergone training in law enforcement.

Employees engaged in law enforcement activities may perform some nonexempt work which is not performed as an incident to or in conjunction with their law enforcement activities. However, a person who spends more than 20 percent of the workweek or applicable work period in nonexempt activities is not considered to be an employee engaged in law enforcement activities under the FLSA.

Coverage

Section 3(s)(1)(C) of the FLSA covers all public agency employees of a State, a political subdivision of a State, or an interstate government agency.

Requirements

Hours of work generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer. Under certain specified conditions time spent in sleeping and eating may be excluded from compensable time.

The FLSA requires that all covered nonexempt employees be paid the statutory minimum wage of not less than \$7.25 per hour effective July 24, 2009.

The FLSA requires that all covered nonexempt employees be paid overtime pay at no less than time and one-half their regular rates of pay for all hours worked in excess of 40 in a workweek.

Section 13(b)(20) of the FLSA provides an overtime exemption to law enforcement or fire protection employees of a public agency that employs less than five employees during the workweek in law enforcement or fire protection activities.

Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. A "work period" may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

Under certain prescribed conditions, a State or local government agency may give compensatory time, at a rate of not less than one and one-half hours for each overtime hour worked, in lieu of cash overtime compensation. Employees engaged in police and fire protection work may accrue up to 480 hours of compensatory time.

An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the agency.

At the time of termination an employee must be paid the higher of (1) his or her final regular rate of pay or (2) the average regular rate during his or her last three years of employment for any compensatory time remaining "on the books" when termination occurs. For more information on state and local governments under the FLSA, see [Fact Sheet #7](#).

No covered employer may employ any minor in violation of the youth employment provisions of the FLSA. The Act establishes specific provisions concerning prohibited occupations and/or hours of employment of minors under age 18.

Covered employers must make, keep and preserve payroll-related records as described by regulations [29 CFR Part 516](#).

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website:

<http://www.dol.gov/agencies/whd> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.



The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.



City of Osawatomie

ACTION ITEM SUMMARY	Item Number:	10.D
	Date:	March 6, 2023
City Manager	From:	Mike Scanlon

RE: Resolution 1117 extends the Predevelopment Agreement period with Doug Petroskey for the potential purchase and development of Northland Property Phase 1B to December 31, 2023.

RECOMMENDATION: That the City Council approve Resolution 1117 extending the Predevelopment Agreement period with Doug Petroskey for the potential purchase and development of Northland Property Phase 1B to December 31, 2023.

DETAILS: Resolution 1117 builds off Resolution 1005 which also extended the predevelopment period given to Mr. Petroskey in the original resolution, Resolution 926 dated September 23, 2021. Mr. Petroskey has expended **532 days between Resolution 926 and March 9, 2023**. I am recommending that we give him until the end of the year (**an additional 297 days**) to come up with a plan. If by the end of the year that’s not possible then I’m asking the City Council to give City staff the authority to market the property to other potential users. By the end of the year, we will have tied up the property for 829 days with Mr. Petroskey – at that point I think the City must be ready to move on.

Related Statute / City Ordinances	Resolution 921, Resolution 926, Resolution 1005
Line Item Code/Description	N/A
Available Budget:	N/A

RESOLUTION NO. 1117

A RESOLUTION EXTENDING THE PERIOD OF THE PREDEVELOPMENT AGREEMENT WITH DOUG PETROSKY FOR THE POTENTIAL PURCHASE AND DEVELOPMENT OF NORTHLAND PROPERTY PHASE 1B TO DECEMBER 31, 2023 AT WHICH POINT THE CITY CAN BEGIN THE MARKETING OF THE SITE TO OTHER POTENTIAL DEVELOPERS.

WHEREAS, the City of Osawatomie has established five goals for the community including “Economic Development”; and

WHEREAS, the City of Osawatomie with the Osawatomie Chamber of Commerce actively seeks local entrepreneurs that want to invest in the Osawatomie community; and

WHEREAS, Doug Petroskey would like to explore the possibility of buying the land and expanding his business (Shoot House Paintball) on Northland Parcel Phase 1B property; and

WHEREAS, the City actively encourages development that supports pulling people into our community and building our “Pull Factor.”

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

SECTION ONE: That the City Council approve an extension to the Predevelopment Agreement with Doug Petroskey to December 31, 2023 at which point the City can begin the marketing of the site to other potential developers.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 9th day of March 9, 2023, a majority voting in favor of.

APPROVED and signed by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk



City of Osawatomie

ACTION ITEM SUMMARY	Item Number:	10.E
	Date:	March 6, 2023
City Manager	From:	Mike Scanlon

RE: Resolution 1118 directs the City Manager to sign a 180-day extension to the Predevelopment Agreement with Wrightway Homes LLC for the potential purchase and development of 5ht Street Terrace Addition (formerly known as 10 acres).

RECOMMENDATION: That the City Council approve Resolution 1118 that directs the City Manager City Manager to sign a 180-day extension to the Predevelopment Agreement with Wrightway Homes LLC for the potential purchase and development of 5ht Street Terrace Addition (formerly known as 10 acres).

DETAILS: Resolution 1118 permits Wrightway Homes LLC another 180 days to look at the purchase of property from the City and development of the 5th Street Terrace Addition. The Resolution outlines all of the work that has been completed to date to bring this project to fruition.

Related Statute / City Ordinances	Resolution 1003
Line Item Code/Description	N/A
Available Budget:	N/A

RESOLUTION NO. 1118

A RESOLUTION DIRECTING THE CITY MANAGER TO SIGN A 180-DAY EXTENSION TO THE PREDEVELOPMENT AGREEMENT WITH WRIGHTWAY HOMES FOR THE POTENTIAL PURCHASE AND DEVELOPMENT OF 5th STREET TERRACE ADDITION (FORMERLY KNOW AS 10 ACRES).

WHEREAS, the City of Osawatomie has established five goals for the community including “Economic Development” and Housing of all Types; and

WHEREAS, the City of Osawatomie actively seeks local entrepreneurs that want to invest in the Osawatomie community; and

WHEREAS, Wrightway Homes LLC, would like to explore the possibility of buying the land and expanding its business by developing 10 Acres into individual lots for residential homes ; and

WHEREAS, the city has actively worked with Wrightway Homes LLC on the development of a Housing Needs Analysis, Rural Housing Incentive District, and submitted two separate applications to the Kansas Housing Resources Corporation for an MIH Grant over the last 180 days.

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

SECTION ONE: That the City Manager upon the recommendations and a majority vote of the City Council sign a 1809 day extension of the Predevelopment Agreement with Wrightway Homes LLC for the development of 5th Street Terrace Addition (formerly known as 10 acres).

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 9th day of March, 2023, a majority voting in favor of.

APPROVED and signed by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk



City of Osawatomie

ACTION ITEM SUMMARY	Item Number:	
	Date:	March 9, 2023
	From:	Mike Scanlon

RE: Resolution 1119 directs the City Manager to sign a Predevelopment agreement with Camp MoPac LLC.

RECOMMENDATION: That the City Council approve Resolution 1119 directing the City Manager to sign a Predevelopment agreement with Camp MoPac LLC for the development of Camp MoPac at the Flint Hills Trail State Park – Mile 0.

DETAILS: The City has been looking at the potential development of camping or an event space at Mile 0. I was contacted by a developer who was identified by Halls Trucking as a potential company (Alcove Development) interested in developing a camp ground in our community. At the time I was notified I was finishing a State Park Revitalization and Investment in Notable Tourism (SPRINT) Grant that was building off the Camp MoPac idea that we submitted for an Attraction Development Grant (ADG) in 2022. I met with Alcove Development and they were already building off our original ideas for a camp ground and going well beyond our original concepts (it was better). I asked them if they would consider an 180-day Predevelopment Agreement which I could bundle with our application. They were able to meet our conditions and the Predevelopment Agreement in this packet has been approved by them. I will be providing handouts and a final Predevelopment Agreement prior to the meeting. I will provide site and potential cabins for your review at the meeting. Understand we are at the preliminary level of engineering and much more work will need to be done before this project officially begins.

I’m reminded of a saying in the development world – **“the more you do the more you are seen.”** We are starting to be seen – now we need to build off of that.

RESOLUTION NO. 1119

A RESOLUTION DIRECTING THE CITY MANAGER TO SIGN A PREDEVELOPMENT AGREEMENT WITH CAMP MOPAC LLC FOR THE DEVELOPMENT OF CAMP MOPAC AT THE FLINT HILLS STATE PARK TRAIL HEAD A -- MILE 0.

WHEREAS, the City of Osawatomie has established five goals for the community including “Economic Development”; and

WHEREAS, the City of Osawatomie actively seeks tourism-based development that can build on our history and the Flint Hills Trail; and

WHEREAS, CAMP MOPAC, approached the city to explore the possibility of buying or leasing land to create a destination camp site on the Flint Hills trail; and

WHEREAS, the city actively encourages development that supports pulling people into our community through tourism.

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

SECTION ONE: That the City Manager upon the recommendations and a majority vote of the City Council sign the Predevelopment Agreement with Camp MoPac for the development of destination camp site at Mile 0 in Osawatomie, KS.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 9th day of March, 2023, a majority voting in favor of.

APPROVED and signed by the President of the City Council acting in the role of the Mayor.

Lawrence Dickinson, Council President

(SEAL)

ATTEST:

Tammy Seamands, City Clerk

Osawatomie, Kansas. **February 28, 2023.** The Planning Commission Meeting was held at Memorial Hall located at 411 11th Street. Chairperson Will Cutburth called the meeting to order at 6:30 pm. Planning Commissioners present were: Wastlund, King, Bradley, and Samuels. Planning Commission member Wright was absent. City Staff present at the meeting were City Manager Mike Scanlon, Chief Building Official, Ed Beaudry and the City's Engineer on the 5th Street Terrace Addition project Dan McGhee, Lamp Rynearson. Members of the public were: Max Caldwell, Cathy Caldwell, Russell Davis, Greg Crouch, Kirk Wright, Shelagh Wright, Dave Stuteville, Kari Bradley, and Debbie Tally.

ADOPTION OF THE AGENDA. Approval of February 28, 2023 Agenda. **Motion** made Wastlund, seconded by King to approve Agenda as presented. Yeas: All.

APPROVAL OF THE MINUTES. – The minutes were not made available to the Planning Commission and will be considered for approval at their March 28, 2023 meeting.

PUBLIC HEARINGS. – 5th Street Terrace Subdivision. Chairperson Cutburth stated, the way this will work is that the Applicant - City of Osawatomie represented by Mike Scanlon, City Manager will present to the Planning Commission the preliminary plan. Following that presentation, we will then hear from the public. The point of any public hearing is for us the Planning Commission to hear from the public. So, this will not be a discussion between Planning Commission members and the public. There could arise questions during this hearing that I'll ask Mr. Scanlon to respond to – if I think it appropriate. There could be opinions shared that are not the basis of a question in which case we will make sure your opinion is included in the minutes of the meeting. Let me reiterate that the purpose of a Public Hearing is to hear from the public. With that said I invite Mr. Scanlon to introduce the City's application and those presenting on the City's behalf. I'm opening this Public Hearing at 6:36 p.m. Mr. Scanlon you may begin.

Mr. Scanlon thanked Chairperson Cutburth and provide a brief overview and turned over the presentation to Mr. Beaudry. Mr. Beaudry went through a slide introducing the presenters for the evening and then the process leading up to tonight and the calendar going forward. Mr. Beaudry also provided the Planning Commission with the steps and signatures required in a final plat. Mr. Beaudry turned over the presentation to Mr. Scanlon. Mr. Scanlon covered several topic areas including City ownership of the property and the various actions taken by the City Council that led to tonight's Public Hearing. Mr. Scanlon also reminded the Planning Commission about the five goals of the City and then provided information related to *Sales Tax Pull Factor* and property values in the City which were relate to the reasons why the City is taking on the role of developer for this project.

Mr. Scanlon then turned over the presentation to Wrightway Homes LLC's owners Kirk and Shelagh Wright.

Mr. and Mrs. Wright then shared with the City Council the origin of their company. The Wrights then shared before and after pictures of several residential projects they have completed in the City. The Wrights then share their collective goals for their company which included,

- Provide quality, affordable housing in Osawatomie
- Increase the range of housing options available
- Take distressed homes and make them viable again

Mr. and Mrs. Wright then turned the presentation back over to Mr. Scanlon Mr. Scanlon then presented the following to the Planning Commission,

- Land-use map and preliminary plan for 5th Street Terrace Addition.
- A set of pictures showing the homes that would be built.
- The engineer's estimate for the cost of the infrastructure improvements.

Mr. Scanlon concluded his presentation with a set of questions and answers – including these

1. You're building subsidized housing (Section 8). No.

We are building housing that fits within these income ranges 60% to 150% Average Median Income (AMI).

2. Are you going to allow 2 and 3 story homes?

As part of our final development agreement, we will only allow one (1) story homes to be built in the 5th Street Terrace Addition.

3. I hear the builder is considering a Homeowners Association (HOA)

Ultimately this becomes a function of the marketability of the homes. Some homeowners like HOAs and others do not. The city will support whatever direction the builder would like to take the project HOA/no HOA.

4. Storm drainage has always been an issue in this community what are you doing to handle storm drainage?

We are working on it, but we have to be holistic in our potential solutions.

5. Why can't the builder just take this project on by themselves?

- Size of the infrastructure costs without City assistance is enormous and makes this project almost impossible.
- If the private sector thought this project feasible and profitable – it would have already been done.
- It fits one of the goals the city is trying to achieve – Creating housing of all types.

6. Will a fence be installed between the development and the existing homes on 5th Street?

Yes. Plan to install six-foot privacy fence.

7. What will be the price range for the 23 single-family homes?

We believe \$180,000 - \$250,000.

8. Will the development affect the old motel and other structures on 6th Street (adjacent to the 10 acres)?

Our hope is that it will impact the area in a positive manner.

Mr. Scanlon closed his presentation by saying that the city will be taking additional input from the public over the next 45 days. The city will hold two additional neighborhood forums @ Memorial Hall Thursday March 9 and Thursday March 23 from 4:00 to 6:00 p.m.

Thank you, Mr. Scanlon, and all those representing the project on behalf of the city. Now I invite the public to come forward. Please state your name and address – and if you could also, please write that information down on the sign in sheet at the dais that would be greatly appreciated.

Mr. Max Caldwell state that he had concerns about the Stormwater Management Basin and how it was going to work. Mr. Scanlon stated that it was still under design. Mr. McGhee discussed the various grades (1% / 2%) required in order to make the overall stormwater system work better in the area. Mr. Caldwell also wanted to know who would be maintaining he Stormwater Management Basin. Mr. Scanlon stated that it would be a city responsibility.

Mr. Russell Davis state that he to had concerns about the Stormwater Management Basin and that he to wanted to make sure that it drained properly and didn't create additional issues in the area.

Chief Dave Stuteville of the Osawatomie Police Department. Stated his support for the housing noting that some of the units would be deed restricted for Police Officers with downpayment assistance. He felt having more officers living in the community would help reduce overall community crime. Chief Stuteville stated it was very hard for a new police officer to find a place to live in the community.

Ms. Cathy Caldwell share her concerns with the Planning Commission. She stated that the project broke her heart in “some sense” but in her head she knew it was important project for the city to get done. She stated there were three areas she has concerns and would need answers on, these included

1. Getting back as much green space as possible behind her home. She stated that even 4-5 feet would make a difference.

CITY OF OSAWATOMIE
 YTD TREASURERS REPORT
 AS OF: JANUARY 31ST, 2023

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES W/ACCRUAL	Y-T-D EXPENSES W/ACCRUAL	ACCRUAL ENDING CASH BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ENDING CASH BALANCE
01 -GENERAL OPERATING	201,195.68	667,385.12	208,159.01	660,421.79	0.00	1,165.15	661,586.94
02 -WATER	43,089.94	107,663.81	63,699.25	87,054.50	0.00	0.00	87,054.50
03 -ELECTRIC	818,908.70	332,253.53	387,209.21	763,953.02	0.00	(6,202.33)	757,750.69
04 -SEWER	201,863.77	99,382.13	23,959.57	277,286.33	0.00	0.00	277,286.33
05 -REFUSE	(5,324.03)	206,616.66	0.00	201,292.63	0.00	0.00	201,292.63
06 -LIBRARY	121,432.39	0.00	0.00	121,432.39	0.00	0.00	121,432.39
07 -RECREATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 -RURAL FIRE	(7,421.70)	0.00	2,838.35	(10,260.05)	0.00	0.00	(10,260.05)
09 -INDUSTRIAL PROMOTION	2,827.30	5,264.64	2,750.00	5,341.94	0.00	0.00	5,341.94
10 -REVOLVING LOAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11 -SPECIAL PARK & RECREATION	17,819.78	0.00	0.00	17,819.78	0.00	0.00	17,819.78
12 -STREET IMPROVEMENTS	205,628.74	48,029.45	0.00	253,658.19	0.00	0.00	253,658.19
13 -TOURISM	47,238.36	605.88	5,194.40	42,649.84	0.00	100.00	42,749.84
14 -PUBLIC SAFETY EQUIPMENT	97,540.50	22,576.73	0.00	120,117.23	0.00	0.00	120,117.23
15 -POLICE SEIZURES	1,019.00	0.00	0.00	1,019.00	0.00	0.00	1,019.00
17 -OPIOID SETTLEMENT	1,037.79	0.00	0.00	1,037.79	0.00	0.00	1,037.79
18 -GOLF COURSE	243,160.87	9,834.25	20,643.14	232,351.98	0.00	80.00	232,431.98
21 -CIP - GENERAL	8.08	0.00	0.00	8.08	0.00	0.00	8.08
22 -CIP -WATER	(956,777.17)	0.00	0.00	(956,777.17)	0.00	0.00	(956,777.17)
23 -CIP - ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24 -CIP - SEWER	(446,288.87)	558,073.38	665,873.09	(554,088.58)	0.00	0.00	(554,088.58)
25 -CIP - STREET PROJECT	4,142,082.93	0.00	0.00	4,142,082.93	0.00	0.00	4,142,082.93
27 -CIP - GRANTS	3,556.79	0.00	0.00	3,556.79	0.00	0.00	3,556.79
29 -CIP - SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31 -EMPLOYEE BENEFITS	612.75	478,643.04	188,803.62	290,452.17	0.00	5,924.84	296,377.01
32 -CAFETERIA 125	82,348.77	1,843.74	768.07	83,424.44	0.00	0.00	83,424.44
35 -TECHNOLOGY FUND - CIP	23,707.49	3,037.41	0.00	26,744.90	0.00	0.00	26,744.90
41 -BOND & INTEREST	479,643.47	448,310.70	0.00	927,954.17	0.00	0.00	927,954.17
43 -ELECTRIC DEBT SERVICE	261,508.48	37,500.00	0.00	299,008.48	0.00	0.00	299,008.48
51 -COURT ADSAP	7,401.00	0.00	0.00	7,401.00	0.00	0.00	7,401.00
52 -COURT BONDS	24,275.08	6,385.00	0.00	30,660.08	0.00	0.00	30,660.08
53 -FORFEITURES	22,665.58	0.00	340.98	22,324.60	0.00	0.00	22,324.60
54 -EVIDENCE LIABILITY	12,899.79	0.00	0.00	12,899.79	0.00	0.00	12,899.79
57 -FIRE INSURANCE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58 -MAYOR'S CHRISTMAS TREE FU	430.01	(236.81)	0.00	193.20	0.00	0.00	193.20
93 -CREDIT CARD CLEARING FUND	29,064.67	2,667.55	0.00	31,732.22	0.00	0.00	31,732.22
95 -CLEARING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	5,677,155.94	3,035,836.21	1,570,238.69	7,142,753.46	0.00	1,067.66	7,143,821.12

*** END OF REPORT ***

Warning	10-Day Notice Sent /Tall Grass	CITATION
Resolved	10 Day Notice Received / Comply date	Door Hanger/Verbal Contact
Agreement	Certified Mail Returned Unclaimed	Courtesy Letter sent

2023

Nuisances

Address	Owner/Tenant	Info	Letter Sent / Date of Contact	Date to Comply	2nd Contact Date	Date to comply	Date Resolved	Notes
Brown 1128		Door Hanger	01/06/23					Parking, Yard
Chestnut 821		Door Hanger	01/06/23					Parking, Yard
Walnut 501	Timothy Kline - Tackett	Notice & NTA	01/06/23					Feb 15th, RV, Aband Veh, Excessive yard waste
Carr 232	Brenda Hall	Follow-up	01/09/23					Photo documents for court
Walnut 817	Danielle Kinderknecht	Follow-up	01/09/23					Photo documents for court
Walnut 1113	Daniel Ogden	Notice & NTA	01/09/23					Feb 15th, Trash bags, tires, furniture in yard
Walnut 1133	Tammy Martinez	Notice	01/10/23	01/24/23				Scattered trash on vacant lots
Pacific 1009	Mark Buhrie	Notice 30_Day	01/11/23	02/18/23				Swenson broken windows, ventilation
Pacific 1009	Mark Marquez	Notice 30-Day	01/11/23	02/18/23				Swenson broken windows, ventilation
9th 420	Samantha Coffey	Letter	01/11/23					Clutter on front porch, bulk item
Carey Rentals	David Carey	Letter - Rent Registration	01/12/23					Rental Registration needs filed
Bostick Rentals	M Bostick	Letter - Rent Registration	01/12/23					Rental Registration needs filed
Brady Rentals	B Brady	Letter - Rent Registration	01/12/23					Rental Registration needs filed
Brady Rentals	J Brady	Letter - Rent Registration	01/12/23					Rental Registration needs filed
Crestview Rentals	J Triplett	Letter - Rent Registration	01/12/23					Rental Registration needs filed
Davis Rentals		Letter - Rent Registration	01/13/23					Rental Registration needs filed
ESF Holdings		Letter - Rent Registration	01/13/23					Rental Registration needs filed
Gaeddert		Letter - Rent Registration	01/13/23					Rental Registration needs filed
Gibbons Rentals	Larry Gibbons	Letter - Rent Registration	01/13/23					Mailed Permit
Brown 233	Roberts	Rental Permit Issued	01/23/23					Permit mailed
Main 927	Door Hanger	Bulk Item	01/23/23					Bulk Item at Curb
Main 926	Door Hanger	Parking	01/23/23					Parking - Yard
Walnut 1113	Misty Ogden	Personal Serv NTA	01/23/23					Feb 15th, Made Contact at Residence
Klein Rentals	John Klein	Letter - Rent Registration	01/24/23					Rental Registration needs filed
Kodiak Rentals	Jason Maxwell	Letter - Rent Registration	01/24/23					Rental Registration needs filed
Boss Kuder Rent	Niki Boss	Letter - Rent Registration	01/24/23					Rental Registration needs filed
14th 175	Paul Morin	Issued Rent Permit	01/25/23					Entered & Mailed Permit
Parker 804 #2	Ashley Arth	Issued Rent Permit	01/25/23					Entered & Mailed Permit
Lahner Rentals	Peter Lahner	Emailed - Registration	01/25/23					Rental Registration needs filed
Madden Rentals	R. Madden	Emailed - Registration	01/25/23					Rental Registration needs filed
Mbevi Rentals	Julie Mbevi	Emailed - Registration	01/25/23					Rental Registration needs filed
9th 809	Julie Mbevi	Email - Forms Needed	01/25/23					Rental Inspection Needed
Moreland Rentals	Joe Moreland	Letter - Rent Registration	01/25/23					Rental Registration needs filed
Providence rentals	Providence	Letter - Rent Registration	01/26/23					Rental Registration needs filed
Austin-Carson	Austin Rentals	Letter - Rent Registration	01/26/23					Rental Registration needs filed
Sparks Rentals	Oliver Sparks	Letter - Rent Registration	01/26/23					Rental Registration needs filed
Jenkins Rentals	Doug Jenkins	Email - Rent Registration	01/26/23					Rental Registration needs filed
Ruttan Rentals	Dennis Ruttan	Letter- Rent Registration	01/26/23					Rental Registration needs filed
Shay Rentals	Dale Shay	Letter - Rent Registration	01/26/23					Rental Registration needs filed
Rosner Rentals	Chris Rosner	Letter- Rent Registration	01/26/23					Rental Registration needs filed
Cityscape Rentals	Ryan Kernicky	Email - Rent Registration	01/26/23					Rental Registration needs filed
SSGK Rentals	Kirk Wright	Email - Rent Registration	01/26/23					Rental Registration needs filed

Stallbaumer	Chris Stallbaumer	Letter- Rent Registration	01/26/23	Rental Registration needs filed
Stiles Rentals	Mike Stiles	Letter- Rent Registration	01/26/23	Rental Registration needs filed
M Taylor Rentals	Michael Taylor	Letter- Rent Registration	01/26/23	Rental Registration needs filed
Waddle Rentals	Owen Waddle	Email - Rent Registration	01/26/23	Rental Registration needs filed
Batish Rentals	Britnie Wright	Email - Rent Registration	01/26/23	Rental Registration needs filed
Dowd Rentals BRT	Ron Dowd	Email - Rent Registration	01/26/23	Rental Registration needs filed
Mukeku Rentals	Juliana Mbevi	Letter Rent Registration	01/27/23	Rental Registration needs filed
9th 809	Mukeku	Letter - Rent Forms	01/27/23	Rent Forms Due
Washington Rental	Aubrey Washington	Letter- Rent Registration	01/27/23	Rental Registration needs filed
Wheeler Rentals	Gerald Wheeler	Letter- Rent Registration	01/27/23	Rental Registration needs filed
Windisch Rentals	Kyle Windisch	Letter- Rent Registration	01/27/23	Rental Registration needs filed
Kratzberg Rentals	Robert Kratzberg	Letter- Rent Registration	01/27/23	Rental Registration needs filed
Burnett Rentals	Steve Burnett	Letter- Rent Registration	01/27/23	Rental Registration needs filed
AJD Property	Jeff Dasenbroch	email-Rent Registration	01/27/23	Rental Registration needs filed
Adams Rentals	Chris Adam	email-Rent Registration	01/27/23	Rental Registration needs filed
Deethaven Rental	Keith Adams	email-Rent Registration	01/27/23	Rental Registration needs filed
Brown 1548	John Wolf	Rental Permits	01/30/23	Rental Reg & Permit
C. Bryan Regist	Candis Bryan	Rental Reg	01/30/23	Rental Permit Issued
Kelly 306	Bryan Rentals	Rental Permit	01/30/23	Rental Registration needs filed
McMillin Rentals	Richard McMillin	email- Rent Registration	01/31/23	Rental Registration needs filed
Wright Rentals	Tyler Wright	email- Rent Registration	01/31/23	Rental Registration needs filed
Rental Impact	Julie Enlow	email- Rent Registration	01/31/23	Rental Registration needs filed
Plum Crk rentals	Greg Crouch	email- Rent Registration	01/31/23	Rental Registration needs filed
Gowing Rentals	Gerald Gowing	Letter- Rent Registration	01/31/23	Rental Registration needs filed
Walker Rentals	Douglas Walker	Letter- Rent Registration	02/01/23	Rental Registration needs filed
McDonald Rentals	Conner McDonald	Letter- Rent Registration	02/01/23	Rental Registration needs filed
Reynolds Rentals	Marsha Reynolds	email- Rent Registration	02/01/23	Rental Registration needs filed
Gilfoyle Rentals	Jason Guilfoyle	email- Rent Registration	02/01/23	Rental Registration needs filed
4th 412	Joe Moreland	Letter	02/02/23	Trash Issue / Pick-up location
Walnut 817	Danielle Kinderknecht	Letter - Photos	02/02/23	Sent Photos for court
Leroy 521	Joe Moreland	Letter	02/06/23	Illegal Driveway / Yard parking
Chestnut 904	Patricia Ballou	Verbal Contact	02/06/23	Trash in yard, Home/Structure
E Brown 211	Door Hanger		02/06/23	Parking / Yard
E Brown 102	Door Hanger		02/06/23	Parking / Yard
Pacific 1106	Door Hanger		02/06/23	Blowing Trash - Complaint
Oscar 522	Margaret Fredrick	Notice 30-Day	02/07/23	Siding / Fire Damage
4th 907	Connie McDaniel	Letter	02/07/23	Yard trash, 30-Day letter reminder
Chestnut 719	Mitch Joles	Letter Warning	02/07/23	Blowing trash, abandon Vehicles
Pacific 1106	Ethan Wilks	Notice 5-Day	02/07/23	Blowing Trash / Alley
Smith Rentals	Charles Smith Rentals	Letter- Rent Registration	02/07/23	Rental Registration needs filed
Dowd Rentals	Dowd BRT Rentals	Letter- Rent Registration	02/08/23	Rental Registration needs filed
Mill 309	Cory Hinrichs	Copy Notice 5-day	02/08/23	Excessive trash - Emailed the Agent of JC MGT
Main 400	Joe Moreland	Follow-up	02/10/23	Trash placement locations
Pacific 907	Amanda Pettibon	Notice & NTA	02/10/23	April 26th , Trash in yard, abond vehicle
Main 1130	Door Hanger		02/10/23	Parking Sidewalk
Schneider Rentals	Anita Schneider	Letter- Rent Registration	02/10/23	Rental Registration needs filed
Browning Rentals	Justin Browning	Letter- Rent Registration	02/10/23	Rental Registration needs filed
Sobba Rentals	Sobba Trust	Letter- Rent Registration	02/10/23	Rental Registration needs filed

03/09/23

Bond Rentals	Jerod Bond	Letter- Rent Registration	02/10/23	Rental Registration needs filed
Hefley Rentals	Patricia Hefley	Letter- Rent Registration	02/10/23	Rental Registration needs filed
Valor rentals	Valor Home Solution	Letter- Rent Registration	02/10/23	Rental Registration needs filed
Pinkerton Rentals	Elijah Pinkerton	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Graham Rentals	Gordon Graham	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Bradley Rentals	Sudawn Bradley	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Sunflowr Rentals	Sunflower Real Estate	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Murrow Rentals	Brian Murrow	Letter- Rent Registration	02/13/23	Rental Registration needs filed
K & L Rentals	K & L Industries	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Hendricks Rentals	Lorna Hendricks	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Funk Rentals	Leann Funk	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Allen Rentals	Troy Allen	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Parker 701 N	Hoffman	Rent Permit Issued	02/13/23	Mailed Rental Permit
1729 Main	William Hancy	Rent Permit Issued	02/13/23	Mailed Rental Permit
Gilliland Rental	Jerry Gilliland	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Ford Rental	Jerad Ford	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Double M Rentals	Double M Properties	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Open Range Renta	Open Range Investmen	Letter- Rent Registration	02/13/23	Rental Registration needs filed
Karhoff Rentals	Lawrence Karhoff	Letter- Rent Registration	02/13/23	Rental Registration needs filed
FLM Rentals TX	Stephen Mars	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Bean Rentals	Charles Bean Trust	Letter- Rent Registration	02/15/23	Rental Registration needs filed
CML Rentals	Cullene Lang	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Caldwell Rentals	Max Caldwell	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Crum Rentals	Charles Crum	Letter- Rent Registration	02/15/23	Rental Registration needs filed
R Madden Rental	Rodney Madden	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Stuteville rental	Burnie Stuteville	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Kodiak Rentals	Jason Maxwell	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Wheller Rental	Gerald Wheller	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Creative Rental	CHBuying George White	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Shay Rentals	Eddie Shay	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Davey rental	Larry Davey	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Arevalo rental	Jose Arevalo	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Gray Rental	Stan Gray	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Nano Rental	Robert Nano	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Mathis Rental	Carl Mathis	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Sweet Rental	Jason Sweet	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Cassone rental	Ralf Cassone	Letter- Rent Registration	02/15/23	Rental Registration needs filed
Brown 507	Spoke to Contractor	Verbal	02/15/23	Trailer blocking alley
Parker 1816	Door Hanger		02/15/23	Bulk Item on Berm
Parker 1309	Door Hanger		02/15/23	Bulk Item on Berm
Walnut 140	Door Hanger		02/17/23	Parking Yard
Mill 309	BRT Prop Dowd	Notice 5-Day	02/17/23	Excessive trash, trash in yard
9th 809	Daniel Mukeku	NTA	02/21/23	Mar 22, Rental Forms & Annual Reg
Walnut 904	Lynn Thompson	Letter	02/21/23	Animal Feces dumping in alley
Parker 332	Regan Badders	Permit Issued	02/21/23	Permit entered and mailed
Allwine Rental	Victor Allwine	Letter- Rent Registration	02/21/23	Rental Registration needs filed
Belcher Rental	Michale Belcher	Letter- Rent Registration	02/21/23	Rental Registration needs filed
Coy/McCraken Ren	Joyce Coy	Letter- Rent Registration	02/21/23	Rental Registration needs filed

2/27/2023

Herring Rental	Michelle Herring	Letter- Rent Registration	02/21/23		Rental Registration needs filed
Thorpe Rental	Vincent Thorpe	Letter- Rent Registration	02/21/23		Rental Registration needs filed
McCorkell Rental	Kimberly or Wendy	Letter- Rent Registration	02/21/23		Rental Registration needs filed
Dennis Rental	Dennis, James	Letter- Rent Registration	02/21/23		Rental Registration needs filed
Jackson Rentals	Jackson Homes	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Stites Rentals	Stites Trust	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Shay Rentals	Tony Shay	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Schumacher Rent	Daniel Schumacher	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Ross rentals	Michael Ross	Letter- Rent Registration	02/22/23		Rental Registration needs filed
FLM Rentals	Stephen Mars	email Rent Registration	02/22/23		Rental Registration needs filed
Mickelberry Rentals	Landon Mickelberry	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Roberts Rentals	Bonnie Roberts	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Clemens Rentals	Ronald Clemens	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Eichorn Rentals	Steven Eichorn	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Gibbons B Rental	Bobbie Gibbons	Letter- Rent Registration	02/22/23		Rental Registration needs filed
Roberts Rentals	Rob Roberts	Verbal Contact - Roberts	02/24/23		Rental Registration needs filed
Slyter M Rentals	Merlin Slyter	Verbal Contact - Roberts	02/24/23		Rental Registration needs filed
Lewis Rentals	Clifton Lewis	Letter- Rent Registration	02/24/23		Rental Registration needs filed
Horton Rentals	Lynette Burkhart	Letter- Rent Registration	02/24/23		Rental Registration needs filed
P & D Rentals	Debbie Deering	Letter- Rent Registration	02/24/23		Rental Registration needs filed
Petersen Rentals	Tracy Petersen	Letter- Rent Registration	02/24/23		Rental Registration needs filed
	Auditorium Maintenance		02/24/23		
Keitel Rentals	Larry Keitel Trust	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Gaeddert Rentals	Gaeddert Family Trust	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Kill Rentals	Donald Kills Trust	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Vasquez Rentals	Brian Vasquez	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Rockwall Rentals	Teri Auten	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Koontz Rentals	Dale Koontz	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Day Rentals	Charles Day	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Medwest Rentals	Medwest Renovations	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Diamar Rentals	Diana , Mark Deering	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Needham Rentals	Daniel or Lori Needham	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Drumm Rentals	David Drumm	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Servais Rentals	Max Servais	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Twilight Rentals	Dean Libich	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Fereira Rentals	Joan Fereira	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Harshman rentals	Kyndra Harshman	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Slayman Rentals	Bart Slayman	Letter- Rent Registration	02/27/24		Rental Registration needs filed
Morrison Rentals	Mary Morrison	Letter- Rent Registration	02/27/24		Rental Registration needs filed
1st 248	Mary Browning	Verbal Message	02/28/23	03/20/23	Unsafe Structure - demolition
Brown 1115	Jason Lassiter	Verbal Contact	03/01/23		Debris Clean-up Back Yard
Lassiter Rentals	Jason Lassiter (K&L)	Email-Rent Registration	03/01/23		Rental Registration needs filed
5th 206	Toby Smith	Warning Letter	03/01/23		Aband Veh Expired Tags / Bulk Items
Pacific 117	Barbra Kindeg	Warning Letter	03/01/23		Aband Veh Expired Tags
12th 700	Kristina White	Rental Permit	03/01/23		Permit Issued
Main 326	C & M Proeprties	Letter	03/01/23		Accumulation of Lumber / Abandon Veh

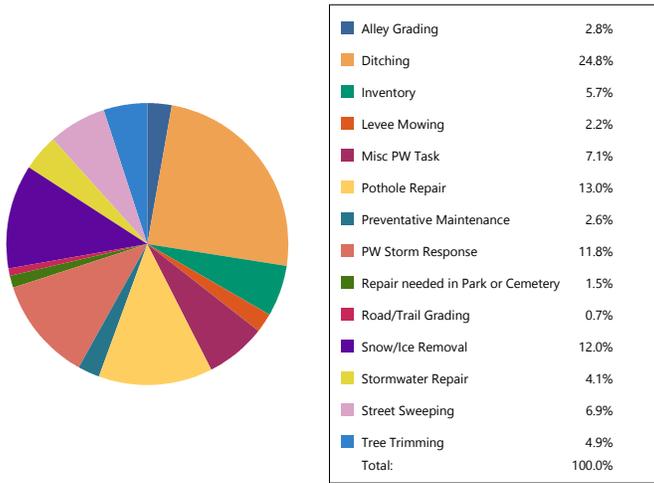
Osawatomie KS

Cost Summary By Task

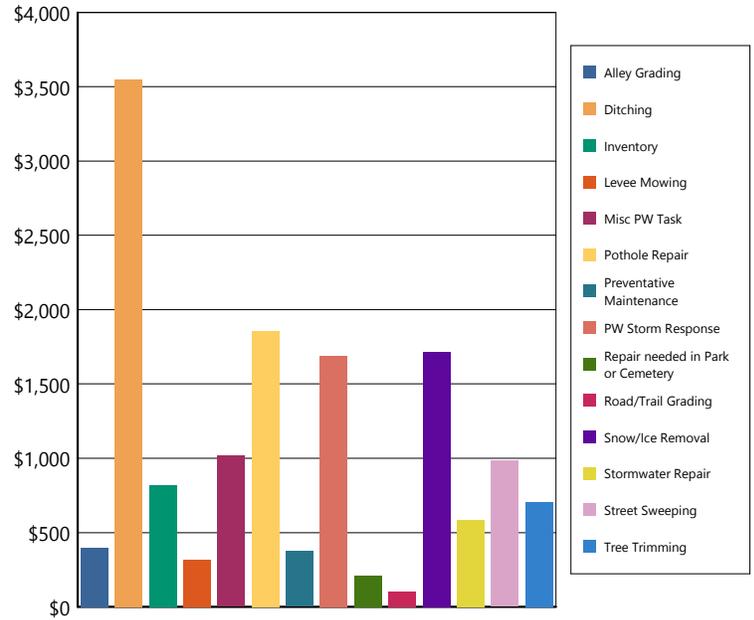
Reporting Dates February 2023

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Total Cost
Alley Grading	1	8.00	\$161.12	\$225.40	\$13.38	\$0.00	\$399.90
Ditching	3	36.00	\$821.32	\$2,066.73	\$659.03	\$0.00	\$3,547.08
Inventory	3	33.00	\$818.52	\$0.00	\$0.00	\$0.00	\$818.52
Levee Mowing	2	12.00	\$219.90	\$98.97	\$0.00	\$0.00	\$318.87
Misc PW Task	10	37.00	\$926.90	\$90.91	\$0.00	\$0.00	\$1,017.81
Pothole Repair	3	35.00	\$658.90	\$774.62	\$425.00	\$0.00	\$1,858.52
Preventative Maintenance	1	16.00	\$374.64	\$0.00	\$0.00	\$0.00	\$374.64
PW Storm Response	1	54.00	\$1,155.04	\$534.90	\$0.00	\$0.00	\$1,689.94
Repair needed in Park or Cemetery	1	12.00	\$210.60	\$0.00	\$0.00	\$0.00	\$210.60
Road/Trail Grading	1	4.00	\$101.92	\$0.00	\$0.00	\$0.00	\$101.92
Snow/Ice Removal	3	23.50	\$522.96	\$791.50	\$400.00	\$0.00	\$1,714.46
Stormwater Repair	2	11.00	\$259.72	\$261.08	\$60.60	\$0.00	\$581.40
Street Sweeping	2	15.00	\$283.05	\$700.00	\$0.00	\$0.00	\$983.05
Tree Trimming	3	32.00	\$606.26	\$101.00	\$0.00	\$0.00	\$707.26
Tasks:	14	36	328.50	\$5,645.11	\$1,558.01	\$0.00	\$14,323.97
			\$7,120.85				

Cost Summary by Task



Cost Total by Task



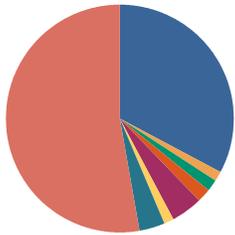
Osawatomie KS

Cost Summary By Task

Reporting Dates February 2023

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Total Cost
Construction of Power line	9	160.00	\$4,899.68	\$3,795.00	\$17,628.88	\$0.00	\$26,323.56
General Electric Distribution	2	32.00	\$1,082.56	\$0.00	\$0.00	\$0.00	\$1,082.56
New Electrical Service	2	12.00	\$405.96	\$130.00	\$854.82	\$0.00	\$1,390.78
New Water Service Installation	1	15.00	\$315.70	\$495.00	\$736.47	\$0.00	\$1,547.17
Read Meter	27	79.00	\$1,884.94	\$1,648.00	\$0.00	\$0.00	\$3,532.94
Street Light Out	2	20.00	\$676.60	\$470.00	\$0.00	\$0.00	\$1,146.60
Trim	3	28.00	\$947.24	\$1,970.00	\$0.00	\$0.00	\$2,917.24
Water Main relocation for street improv	28	341.00	\$7,168.54	\$15,892.60	\$19,363.21	\$0.00	\$42,424.35
Tasks:	8	74	687.00	\$24,400.60	\$38,583.38	\$0.00	\$80,365.20
			\$17,381.22				

Cost Summary by Task



Construction of Power line	32.8%
General Electric Distribution	1.3%
New Electrical Service	1.7%
New Water Service Installation	1.9%
Read Meter	4.4%
Street Light Out	1.4%
Trim	3.6%
Water Main relocation for street improvement	52.8%
Total	100.0%

Cost Total by Task

