-	Osawatomie Work Calendar -					
Colo	r Codes Topic Area					
	OZ Commons	Ehlers (Bruce Kimmel)	Independent Financial Advisor			
	Waste Water Treatment Plant (WWTP) Replacement	BG Consultants (Paul Owings)	Consulting Engineer City Projects			
	Water Treatment Plant (WTP) Repair Replacement	Gilmore Bell (Mitch Walker)	Bond Counsel			
	Electric Generation (EG) / Solar / Distribution	Miami County	Project Partner			
	Streets, Sidewalks and Stormwater	PUA/RWD1/RWD3	Potential Water Partners			
	General Administration (GA)	Always and Furever	Animal Shelter Operator			
	General Planning (GP) / Code Enforcement	Zingre & Associates	Memorial Hall / Trail Amenities			
	Economic Development (ED)	POW Solar LLC	Potential Solar Array Patner			
	Trail Development (TD)					
	Memorial Hall (MH)					
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nuary	Topic Area	Assigned To	Backup	Work Product	Action	Num
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	OZ Commons Kickoff and Readings	EBeaudry/SMoon	MScanlon	Book: As Constant as the Rivers / Calendar / One-Page Responsibility Sheet	N/A	
	OZ Commons Review RFPs from Planning Firms	EBeaudry/SMoon	MScanlon	Review and select planning firms for interviews	N/A	
	OZ Commons Interviews and Selection	EBeaudry/SMoon	MScanlon	Interview planning firms and make selection	N/A	
	WWTP Construction Calendar	TUpshaw/BHurt/BGC	TSeamands	WWTP Construction Calendar	Resolution to Adopt	
	WTP BG Consulting Report	MScanlon/TUpshaw	TSeamands	WTP Replacment Alternatives	Resolution to Adopt	
	Personnel Policy Update (Police / City-Wide)	MScanlon/DStuteville/AKobe	TSeamands	Update and synchronization of Personnel Polices City-Wide	Resolution to Adopt	
	Utilities Status Report	MScanlon/TSeamands	TUpshaw	Resolution stating the issues that need to be addressed in the utilites and plan development	Resolution to Adopt	
	Always and Furever Agreement Review	DStuteville/MScanlon/DWetzler	TSeamands	Review and adoption of Agreement to allow Always and Furever to manage Animal Shelter	Resolution to Approve Agreement	
	Dispatching Transfer	DStuteville/WBradshaw	MScanlon	Create dispatching transition plan	Resolution to Adopt	
	GP Finalize Downtown Property Purchases	EBeaudry/MScanlon/DWetzler	TSEamands	Finalize Downtown Property Purcahse 530 Main Street	Contract Docs / Warranty Deed	
	GP Resale of City Owned Property Part 1	EBeaudry/MScanlon/DWetzler	TSeamands	Begin the RFP for the disposition of the City-owned property	N/A RFP made available	
	Downtown Brainstorming	SMoon/JMcRae/KBradley	MScanlon	Brainstorm Downtown ED Possiblities (introducing ideas into the system)	N/A	
	ED Solar Array Report to the State of Kansas	MScanlon	Ehlers	Create the Financial Report making the argument for the Solar Array to ST of KS	N/A	
	ED Northland Properties Update Work Survey	EBeaudry	MScanlon	Complete survey of the Northland Properties Especially Phase 4 Parcel	N/A	
	ED Northland Properties ED Materials	SMoon/JMcRae	MScanlon	Create Marketing Materials for Northland Properties	N/A	
	TD License Agreement USD367	MScanlon/SMoon	DWetzler	Prepare Licensing Agreement for School-owned property along Flint Hills trail corridor.	Sent to School	
	TD Flint Hills Trail Revised Way Station	MScanlon/TSeamands	BRoseberry/SMoon	Doug Walker Way Station / Bathroom Bids (Bid Modification)	Resolution to Accept	
	TD Finalized Construction Calendar Bridge	MScanlon/BRoseberry	TSeamands	Flint Hills Bridge Installation	Resolution to Adopt	
	TD Financing of Trailhead Elements	MScanlon/TSeamands	Ehlers	Finishing out Phase I Funding	Resolution to Adopt	
	TD Three-Year CIP Plan Flint Hills Trailhead / City Portion	MScanlon/TSeamands	Ehlers	Three-Year CIP Flint Hills Trail / City Portion / Interconnection and Crossing Improvements	Resolution to Adopt	
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bruary	Topic Area	Assigned To	Backup	Work Product	Action	Numb
	OZ Commons Negotiate Scope	EBeaudry/SMoon	MScanlon	Negotiate the Scope of the Contract (RFP) being awarded Clarification	Resolution to Adopt	
	OZ Commons MARC Board Presentation / Authorization	EBeaudry/SMoon	MScanlon	Presentation to MARC Board to authorize final contract	N/A	
	OZ Commons City Council Contract Approval	EBeaudry/SMoon	MScanlon	City executes final contract	Resolution to Adopt Finalized Contract	
	Preliminary Street Planning Resolution 2021	BRoseberry/MScanlon	TSeamands	Preliminary Street Repair Calendar for 2021	Resolution to Accept	
	Adoption of 2021 Organization Structure	MScanlon	TSeamands	2021 Organization Structures	Resolution to Adopt	
	Personnel Policy Update (Library / City-Wide)	MScanlon/Library Board/AKobe	TSeamands	Update and synchronization of Personnel Polices City-Wide	Resolution to Adopt	
	Utility Rate Study / Adjustment (Final Ordinance)	MScanlon/TSeamands	TUpshaw	Final Ordinance setting the 2021 Rates	Ordinance to Adopt	
	Dispatching Transfer Update on transfer	DStuteville/WBradshaw	MScanlon	Provide City Council with transition of dispatching to Miami County	N/A	
	Workers Compensation Renewal	MScanlon/TSeamands/AKobe	KMIT	Committing to KMIT or looking at alternatives / Reinvigorated Safety Plan for Coming Year	Resolution to Direct	

	Update on Police Salary and Benefit options	DStuteville/MScanlon	WBradshaw	Update to Resolution 824 Investigating process and steps to increase Police Officer Rentetion	Resolution to Adopt	
	Outsourcing Payroll Processing Services	MScanlon/AKobe	TSeamands	Contract with PayChex to outsource Payroll Processing Services	Resolution to Approve Contract	
	Fire Department Remodel and Finishes	EBeaudry/MScanlon	BLove	Proposal + Financing to finish out Fire Station Remodel	Resolution to Approve Plan	
	Utility Rate Study / Adjustment (First Resolution)	MScanlon/TSeamands	TUpshaw	Resolution stating the issues that need to be addressed in the utilites and	Resolution to Adopt	
	Tower Lease Cash Out Agreement	MScanlon/BJustesen	TSeamands	Resolution selling out the rights to lease spaced (T-Mobile) revenues on the water tower	Resolution to Accept	
	USDA Grant Application for 800 mHz Radio Conversion	MScanlon/TSeamands	Ehlers	Resolution seeking grant funds from USDA to pay for 800 mHz radios	Resolution to Approve Application	
	WWTP Equipment Contracts - Part I	TUpshaw/BHurt/BGC	TSeamands	WWTP Construction Calendar	Resolution to Adopt	
	WWTP Financing KDHE Revolving Loan Calendar and Steps	TUpshaw/TSeamands	MScanlon/Ehlers	WWTP First Phase Financing	Resolution to Adopt	
	WTP Next Steps	MScanlon/TUpshaw	TSeamands	WTP Next Steps and a Calendar	Resolution to Adopt	
	TD Finalized Construction Calendar Way Station	MScanlon/TSeamands	BRoseberry/SMoon	Doug Walker Way Station / Bathroom Bids (Bid Modification)	Resolution to Accept	
	TD Update on KDOT and KDWPT Grants	MScanlon/TSeamands	Ehlers	Update on grants for trail development in Osawatomie	N/A	
	TD Update on City Financing of portion of the KDOT TA Program	MScanlon/TSeamands	Ehlers	Ehlers presents alternative financing proposals for Trail Development	Financing Plan with Resolution to Accept	
	TD Update on City Financing of portion of the KDPWT Rural Trails	MScanlon/TSeamands	Ehlers	Ehlers presents alternative financing proposals for Trail Development	Financing Plan with Resolution to Accept	
	TD Finalize License Agreement USD367	MScanlon/SMoon	DWetzler	Finalize Licensing Agreement for School-owned property along Flint Hills trail corridor.	Resolution to Adopt	
	TD Licensing Agreement OSH Moutain Bike Coures	MScanlon/SMoon	DWetzler	Prepare Licensing Agreement for State-owned property at OSH for Mountain Bike Course	Sent to OSH	
	Begin Comprehensive Plan Update	EBeaudry/ MScanlon	Secondary Consultant	Begin working on a calendar to update Comprehensive Plan	N/A Resolution to Adopt	
	Code Enforcement - Summer Mowing Plan / Equipment	DEllis/EBeudry	SMoon	Resolution outlining our approach to Weed Abatement and Mowing	Resolution to Adopt	
	ED Northland Properties ED Materials	MScanlon/EBeaudry/JMcCrae	Ehlers	Create Marketing Materials for Northland Properties	N/A	
	ED Northland Properties Update Work Utilities Plan	MScanlon	Ehlers	Create Utilities Plan for Northland Properties	N/A	
					City	Resolutior
					Council	Ordinance
March	Topic Area	Assigned To	Backup	Work Product	Action	Number
	07.0 mmmm Nation to Descend		Monardan	Other sector first contract	Netice to Dispusion Occase thank to Descend	
	OZ Commons Notice to Proceed	EBeaudry/SMoon	MScanlon	City executes final contract	Notice to Planning Consultant to Proceed	
	Update of Street Conditions COE other Resources	BRoseberry/MScanlon	TSeamands	Update Street Conditions Inventory City Wide	N/A	
	Dispatching Transfer Transfer complete and transitioning ongoing	DStuteville/WBradshaw	MScanlon	Provide City Council with transition of dispatching to Miami County	N/A	
	Five-Year Financial Forecast Preliminary	MScanlon/TSeamands	SMoon	Resolution setting Forecasting Elements and Work Product	Resolution to Adopt	
	Acceptance of City Hall KIOSK project	TSeamands/EBeaudry	MScanlon	Resolution accepting the Kiosk Project	Resolution to Accept	
	Final Financing Plan for Fire Station Remodel (Lease Purchase)	MScanlon/TSeamands	BKimmel	Resolution acceptin Lease Financing Option for Fire Station Remodel and Finishes	Resolution to Accept	
	WWTP Equipment Contracts - Part II	TUpshaw/BHurt/BGC	TSeamands	WWTP Construction Calendar	Resolution to Adopt	
	WTP Option Revew - Part 1	MScanlon/TUpshaw	TSeamands	WTP Option Review	N/A	
	TD Licensing Agreement OSH Moutain Bike Coures	MScanlon/SMoon	DWetzler	Finalize Licensing Agreement for State-owned property at OSH for Mountain Bike Course	Sent to OSH	
	TD Kansas Park Wildlife and Tourism	MScanlon/EBeaudry	TSeamands	Finalize route for Grant match (City Project)	N/A	
	TD Debt and Grant matches	MScanlon	Ehlers	Debt and Grant Matches and financing of the City's portion (long-term financing)	Financing Plan with Resolution to Accept	
	TD Construction Calendar Way Station	MScanlon/TSeamands	BRoseberry/SMoon	Doug Walker Way Station / Bathroom Bids (Bid Modification)	N/A	
	Comprehensive Plan Update Resolution	EBeaudry/ MScanlon	Secondary Consultant	Resolution setting Calendar for Comprehensive Plan Update to Previous Resolution	Resolution to Adopt	
	ED Northland Properties ED Materials - Final	MScanlon	Ehlers	Finalize Marketing Materials and submit to the Eastern Kansas Economi Initiative Advisory Committee	N/A	
	Memorial Hall (MH)	MScanlon/Mayor	TSeamands	Appointment of a Committee to Review Options on Repairs to MH	Resolution to Appoint	
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					Council	Ordinance
pril	Taula Area		Destruct	Wards Duradurat		
pril	Topic Area	Assigned To	Backup	Work Product	Action	Number
	OZ Commons Kick off meeting with Consultant/MARC/City	EBeaudry/SMoon	MScanlon	City executes final contract	N/A	
	RFP for 2021 Street Repair Program	BRoseberry/MScanlon	TSeamands	RFP for Street Repairs	N/A	
	Workers Compensation Annual Safety Program	TSemands/TUpshaw	BRoseberrry	Adoption and calendar for the coming years City Safety Program	Resolution to Adopt	
	2022 Budget Begins Departmental Begins	MScanlon/TSeamands	Department Heads	Begin the 2022 Budget process Department Working Papers	N/A	
	ED Solar Array Development Report (including Financing)	MScanlon/POW Solar LLC	Ehlers	Development and Financing Report	Resolution to Adopt	
	ED Business Incubation Taskforce Development	MScanlon/JMcCrae	SMoon	Framework to use in retaining and growing businesses	Resolution to Direct	
	Memorial Hall (MH) Scope of Work RFP	MScanlon/RZingre	TSeamands	Design/Scope/RFP	Resolution to Adopt	
	Memorial Hall (MH) Financing of MH Improvements (Cost Est. 1)	MScanlon/RZingre	TSeamands	Ehlers / City Report on financing options to be considered MINIBONDS	Resolution to Direct	
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lay	Topic Area	Assigned To	Backup	Work Product	Action	Number
	OZ Commons Review Design Concepts w/ OZCOMP	EBeaudry/SMoon	MScanlon	City executes final contract	N/A	
	OZ Commons Public Input Meetings	EBeaudry/SMoon	MScanlon	City executes final contract	N/A	
	Acceptance of best bidder for 2021 Street Repair Program	BRoseberry/MScanlon	TSeamands	Resolution accepting best bid for 2021 Street Repairs	Resolution to Accept	
	Five-Year Financial Forecast Report to City Council / Resolution	MScanlon/TSeamands	SMoon	Resolution accepting forecast results and establish Budgetary Policies	Resolution to Adopt	
	Acceptance of FHT Bridge	MScanlon/BRoseberry	TSeamands	Resolution accepting the Bridge Construction Project	Resolution to Accept	
	Acceptance of FHT Way Station and Bathroom	MScanlon/BRoseberry	TSeamands	Resolution accepting the Way Station and Bathroom Construction Project	Resolution to Accept	
	Acceptance of Summer Work Plan	BRoseberry/TUpshaw	TSeamands	Resolution adopting the Summer Work Plan for Infrastructure and Utilities	Resolution to Adopt	
	TD Bridge Completed / Ribbon Cutting	SMoon/Mayor	MScanlon	Flint Hills Bridge Installation Completed	Invitation from Mayor and City Council	
	TD Way Station Completed / Ribbon Cutting	MScanlon/TSeamands	BRoseberry/SMoon	Doug Walker Way Station / Bathrooms Completed	Invitation from Mayor and City Council	
	RFP for Comprehensive Plan Update	EBeaudry/MScanlon	SMoon	Put out RFP for Comprehensive Plan Update Solicit from MARC's Planning Firms list	Resolution to Adopt	
	Memorial Hall (MH) Final Financing of MH Improvements / Contract	MScanlon/RZingre	TSeamands	Final Financing and Acceptance of Bid Direct City Manager to prepare Contract	Resolution to Direct CM to Cotract/Finar	ncing
					City	Resolution
					Council	Ordinance
June	Topic Area	Assigned To	Backup	Work Product	Action	Number
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	OZCOMP Listening / Idea Sessions	EBeaudry/SMoon	MScanlon	OZCOMP holds additional listening Sessions	N/A	
	Setting 2022 Budgetary Policies	MScanlon/TSeamands	SMoon	Resolution establishing Budgetary Policies that are used to finalize the 2022 Budget	Resolution to Adopt	
	ED RFP review for Solar Array Development	MScanlon/POW Solar LLC	Ehlers	Acceptance of winning proposal	Resolution to Accept	
	WTP Option Revew - Part 2	MScanlon/TUpshaw	TSeamands	WTP Option Review - Part 2	N/A	
					City	Resolution
					Council	Ordinance
luly	Topic Area	Assigned To	Backup	Work Product	Action	Number
	Deview of Consultant Dispring Work	EDecude/OMeen	Meanlan		N/A	
	Review of Consultant Planning Work	EBeaudry/SMoon MScanlon/TSeamands	MScanlon	Review of Planning work done by the Consultants(City Staff and OZCOMP)		
	2022 Budgetary Workshop City Council		Department Heads	2022 Budgetary Workshop	2022 Budget Workshop (Both Meetings)	
	Public Hearing on 2022 Budget (July 22, 2021)	MScanlon/TSeamands	Department Heads	Proposed 2022 Budget - Public Hearing 1st Hearing	Public Hearing	
	Public Financing portion of Solar Array Development	MScanlon/POW Solar LLC	Ehlers	Acceptance of the public financing piece of the Solar Array	Resolution to Accept	
	Selection of winning RFP for Comprehensive Plan Update	EBeaudry/MScanlon	SMoon	Award Comprehensive Plan Update winning firm	Resolution to Accept	
	WTP Option Revew - Part 3 Plan and Calendar	MScanlon/TUpshaw	TSeamands	WTP Resolution to Adopt Plan and Calendar	Resolution to Adopt	
					City	Resolution
					Council	Ordinance
August	Topic Area	Assigned To	Backup	Work Product	Action	Number
	Review of Consultant Planning Work	EBeaudry/SMoon	MScanlon/Consultants	Review of consultants planning work ALL BOARDS AND COMMITTEES	N/A	
	Public Hearing on 2022 Budget (Second Hearing)	MScanlon/TSeamands	Department Heads	Proposed 2022 Budget - Public Hearing 2nd Hearing	Public Hearing	
	Adoption of 2022 Budget (August 12th)	MScanlon/TSeamands	Department Heads	Adoption of 2022 Budget	Ordinance to Adopt	
	Issuance of Debt for Solar Array Development	MScanlon/POW Solar LLC	Ehlers	Acceptance of the public financing piece of the Solar Array	Resolution to Accept	
	Setting the Comprehensive Plan Update Calendar	EBeaudry/MScanlon	SMoon	Resolution that sets the calendar for the update to the City's Comprehensive Plan	Resolution to Accept	
					City	Resolution
					Council	Ordinance
September	Topic Area	Assigned To	Backup	Work Product	Action	Number
	Community Presentation of the OZ Commons Plans	EBeaudry/SMoon	MScanlon/Consultants	Community presentation of the OZ Commons plans Various locations	Presentation across city / groups	
	WWTP Financing KDHE Loan take out or 20-year commitment	TUpshaw/TSeamands		KDHE Loan take out or 20-year commitment	Report to the City Council	

					City	Resolution
					Council	Ordinance
October	Topic Area	Assigned To	Backup	Work Product	Action	Number
	OZ Commons Plan Implementation Plan and Calendar	EBeaudry/SMoon	MScanlon/Consultants	Strategic Implementation Plan and Calendar	Resolution to Adopt	
	WWTP Financing Loan takeout or Commitment	TUpshaw/TSeamands	MScanlon/Ehlers	Resolution to take out KDHE Revolving Loan or agree to a 20-Year Committment	Presentation across city / groups	
					City	Resolution
					Council	Ordinance
November	Topic Area	Assigned To	Backup	Work Product	Action	Number
	Waiving the GAAP Requirements of K.S.A. 75-1120a(a)	TSeamands/MScanlon	SMoon	Waiving the GAAP Requirements of K.S.A. 75-1120a(a) for the Year Ended 2022	Resolution to Adopt	
	Extending Neighborhood Revitalization	EBeaudry/MScanlon	SMoon	Extending the Neighroghood Revialization Plan for a period of one year as of January 1, 2022	Ordinance to Extend	
	Extendng the New Housing Construction Incentive	EBeaudry/MScanlon	SMoon	Extending the New Housing Construction Incentive Program	Resolution to Extend	
					City	
					Council	
December	Topic Area	Assigned To	Backup	Work Product	Action	
	OZ Commons Plan Update	EBeaudry/SMoon	MScanlon/Consultants	Update of Strategic Implementation Plan and Calendar	N/A	
	Setting the Floating Holiday for 2022	MScanlon/TSeamands	SMoon	Per City Personnel Policies establishing the floating Holiday for 2022	Resolution to Adopt	
	Personnel Policy Update (City-Wide)	MScanlon/AKobe	TSeamands	Update and synchronization of Personnel Polices City-Wide	Resolution to Adopt	
	Ordinance Adopting 2022 Budget	MScanlon/TSeamands	SMoon	Formally adopting the 2022 Budget	Ordinance to Adopt	
	Ordinance Authorizing Spending according to 2022 Budget	MScanlon/TSeamands	SMoon	Authorize spending per City Council Policy 101	Ordinance to Adopt	
	Annual Review of the Always and Furever Contract / Agreements	MScanlon/DStuteville	TSeamands	Review of Always and Furever's performace as manager of the Osawatomie Animal Shelter	Resolution to Accept	