

OSAWATOMIE CITY COUNCIL  
**REVISED** AGENDA  
October 11, 2018  
6:30 p.m., Memorial Hall

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. October 11th Agenda
  - ~~B. Council Minutes for September 5, September 13 and September 27~~
  - C. Special Event Permit – Girl Scout Flag Ceremony – November 10
  - D. Special Event Permit – Veterans Day Parade – November 9
  - E. Pay Application – BG Consultants – Main Street Phase II –\$1,160.50
  - F. Pay Application #1 – GK Smith & Sons – Sewer Plant Heater –\$24,022.00
  - G. Pay Application – JEO Consulting – Electric Generation Project –\$600.00
  - H. Pay Application #2 – CS Cunningham LLC – 10<sup>th</sup> Street Bridge – \$8,400.00
  - I. Pay Applications – Tyler Technologies – Finance/Utility – \$11,150.00
  - J. Pay Applications – Tyler Technologies – Police/Court – \$3,896.46
6. Comments from the Public
  - Citizen participation will be limited to 5 minutes. Stand & be recognized by the Mayor.*
7. Presentations & Proclamations
8. Public Hearings
9. Unfinished Business
  - A. Waste Management Contract
10. New Business
  - A. Osawatomi Trail Task Force
11. Council Report
12. Mayor's Report
13. City Manager & Staff Reports
14. Executive Session – Attorney-Client Communication
15. Other Discussion/Motions
16. Adjourn

*NEXT REGULAR MEETING – October 25, 2018*



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

# SPECIAL EVENTS PERMIT APPLICATION

Department Use Only

Date Filed: 10/5/18  
 Event Deposit \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 \$50 Permit Fee \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 \$25 State Permit \_\_\_\_\_  
 Date Paid: \_\_\_\_\_

1. NAME OF APPLICANT AND/OR ORGANIZATION:

Heather Poag

(OPTIONAL):



3. TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

Girl Scout Service Unit Event "Flag Ceremony"

4. MAILING ADDRESS OF APPLICANT/ORGANIZATION:

Heather Poag  
429 Walnut  
Osawatomie KS 66064

5. ADDRESS/LOCATION OF SPECIAL EVENT:

John Brown Park

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

Nov 10th 12-4pm  
12-4pm

7. ENTRY TO EVENT: FEE YES \_\_\_ NO X

PUBLIC \_\_\_ OR PRIVATE X

8. STREET CLOSURE: YES \_\_\_ NO X

IF YES, TIME OF CLOSURE REQUIRED: \_\_\_\_\_

9. # OF EXPECTED ATTENDING:

↓ 50

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

WILL CMB BE SOLD AT THE EVENT? YES \_\_\_ NO X

WILL THERE BE AN ENTRY FEE TO THE AREA WHERE CMB IS PROVIDED BY A THRID PARTY? YES \_\_\_ NO X

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

11. IS THERE LIABILITY INSURANCE COVERAGE FOR THE EVENT: YES X NO \_\_\_

IF YES, NAME OF INSURANCE COMPANY, AGENT AND AMOUNT OF COVERAGE: Palmer & Coy, LLC  
\$ One Million

### 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



DATE

09/09/2018

PERMIT APPLICATION: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DECISION BY: \_\_\_\_\_

DATE OF DECISION: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

October 9, 2018

City of Osawatomie  
 Don Cawby  
 PO Box 37  
 Osawatomie, KS 66064

Re: Main Street Improvements (7th Street to 12th Street)  
 Engineering Services Billing  
 15-1493L

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

This invoice is for services which were performed including **September** time:

**Design Services - Street System Improvements**

<u>Task</u>	<u>Lump Sum Amount</u>	<u>Completion Progress</u>	<u>September Total</u>
1. Study and Report	\$0.00	N/A	\$0.00
3a. Preliminary Design	\$35,250.00	100.0%	\$35,250.00
3b. Final Design Submittal	\$23,500.00	100.0%	\$23,500.00
3c. Final Design Review	\$23,500.00	100%	\$23,500.00
3d. Field Check	\$11,750.00	100%	\$11,750.00
3e. Final Revisions	\$17,625.00	100%	\$17,625.00
3f. Design Completion	\$5,875.00	100.0%	\$5,875.00
3g. Amend 1	\$19,750.00	100.0%	\$19,750.00

Subtotal Work Completed \$137,250.00  
 Subtotal Billings to Date: \$137,250.00  
**Subtotal Amount Due: \$0.00**  
 Subtotal Contract Amount: \$137,250.00

**Bidding and Construction Phase Additional Services**

	<u>Hours/Miles</u>	<u>Rate per Hour/Mile</u>	<u>September Total</u>
Project Engineer	8	\$145.00	\$1,160.00
Design Engineer	0	\$95.00	\$0.00
Mileage	0	\$0.580	\$0.00

**Subtotal Due: \$1,160.00**  
 Total Completed to date: \$25,944.68  
 Prior Billings to Date: \$24,784.68  
 Total Contract Amount \$35,000.00

**Construction Observation (CO)**

	<u>Hours/Miles</u>	<u>Rate per Hour/Mile</u>	<u>September Total</u>
Resident Construction Observation	0	\$82.00	\$0.00
Resident Engineer Observation	0	\$95.00	\$0.00
Mileage	0	\$0.560	\$0.00
Equipment	0	\$600.00	\$0.00

**Subtotal CO Due: \$0.00**  
 Total CO Completed to date: \$0.00  
 Prior CO Billings to Date: \$0.00  
 Total Contract Amount: \$88,000.00

**Total Amount Due this Billing \$1,160.00**

Sincerely,

BG CONSULTANTS, INC.



Brian P. Kingsley, P.E.  
 Principal



1700 Industrial Park Drive Paola, Kansas 66071

IN ACCOUNT WITH

OSAWATOMIE WWTP  
C/O CITY OF OSAWATOMIE  
PO BOX 37  
OSAWATOMIE, KS 66064

DATE: 09/27/18  
INVOICE NO: 000078140000  
TERMS: NET DUE ON RECEIPT

CUSTOMER NO. 03630

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<p>PROGRESS BILLING FOR WORK TO DATE TO PROVIDE AND INSTALL A MAKE-UP AIR UNIT FOR THE HEADWORKS BUILDING AT THE OSAWATOMIE WWTP. THIS BILLING FOR DELIVERING MAU-1 TO JOBSITE ON 9/5/2018. CONTRACT AMOUNT \$31,276.00 THIS BILLING TAX EXEMPT PROJECT. PROJECT EXEMPTION CERTIFICATE #0000066392</p>	24,022.00	24,022.00

\*\* THANK YOU \*\*

SUB-TOTAL 24,022.00  
SALES TAX 0.00  
TOTAL 24,022.00



Invoice

September 24, 2018  
 Project No: R141554.03  
 Invoice No: 105425  
 Invoice Amount: 600.00

City of Osawatomie  
 439 Main Street  
 PO Box 37  
 Osawatomie, KS 66064

Project Manager Matt Kalin  
 Project R141554.03 Osawatomie 12 MW Generation Capacity Improvements  
**Professional Services through September 14, 2018**

	Contract Amount	Percent Complete	Billed-to-Date	Previous Billing	Current Billing
<b>Lump Sum Phase(s)</b>					
Preliminary Design	\$138,250.00	100 %	\$138,250.00	\$138,250.00	0.00
Final Design	\$47,040.00	100 %	\$47,040.00	\$47,040.00	0.00
Bidding & Negotiation	\$16,100.00	100 %	\$16,100.00	\$16,100.00	0.00
Construction Services	\$65,340.00	100 %	\$65,340.00	\$65,340.00	0.00
Post Construction	\$6,400.00	43 %	\$2,775.00	\$2,175.00	\$600.00
<b>Hourly to a Maximum Phase(s)</b>					
Add'l Construction Services	\$23,190.00		\$23,180.50	\$23,180.50	0.00
Add'l RPR Services	\$4,810.00		\$3,947.50	\$3,947.50	0.00
RPR Services	\$43,680.00		\$43,680.00	\$43,680.00	0.00
<b>Total</b>	<b>\$344,810.00</b>		<b>\$340,313.00</b>	<b>\$339,713.00</b>	<b>\$600.00</b>
<b>Total Amount Due Upon Receipt</b>					<b>\$600.00</b>

**Outstanding Invoices**

Number	Date	Balance
104885	8/30/2018	1,762.50
<b>Total</b>		<b>1,762.50</b>

CS Cunningham LLC

841 S. Poplar  
Ottawa, KS 66067

# Invoice

Date	Invoice #
10/3/2018	314

Bill To
City of Osawatomie 439 Main Street Osawatomie, KS 66064

P.O. No.	Terms	Project

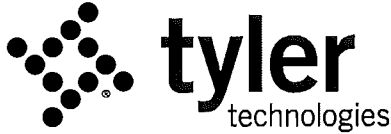
Item	Description	Est Amt	Prior Amt	Prior %	Qty	U/M	Rate	Curr %	Total %	Amount
City Cu...	Form and Pour City Curb per codes, with 4000psi concrete over compacted grade. This is at the park entrance.	9,000.00	2,700.00	30.00%	280		22.50	70.00%	100.00%	6,300.00
City Cu...	Demo and haul off City Curb	3,000.00	900.00	30.00%	280		7.50	70.00%	100.00%	2,100.00

<b>Total</b>							\$8,400.00			
<b>Payments/Credits</b>							\$0.00			
<b>Balance Due</b>							\$8,400.00			

**Tyler Tech Invoices**

<u>Invoice</u>	<u>Date</u>	<u>Amount</u>
<b>2018-50514 – Financial/Utility</b>		
025-237067	9/19/2018	3,750.00
025-237412	9/26/2018	250.00
025-237300	9/26/2018	4,500.00
025-238354	10/3/2018	<u>2,650.00</u>
<b>Subtotal</b>		11,150.00

<b>2018-0088 – Public Safety/Court</b>		
025-237006	9/19/2018	3,896.46



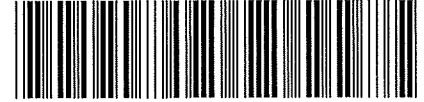
**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

Invoice No	Date	Page
025-237300	09/26/2018	1 of 1

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**Questions:**  
 Tyler Technologies - Local Government  
 Phone: 1-800-772-2260 Press 2, then 2  
 Email: ar@tylertech.com



Bill To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

Ship To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

56,101,700.214

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
44137	95888	2018-0088	USD	NET45	11/10/2018

Date	Description	Units	Rate	Extended Price
	Project Management - Financials	1	4,500.00	4,500.00
	Project Management			

**\*\*ATTENTION\*\***

Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
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2018-10-11 Agenda Packet v2

Subtotal	4,500.00
Sales Tax	0.00
Invoice Total	4,500.00





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 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
025-237066	09/19/2018	1 of 1

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 439 Main St.  
 Osawatomie, KS 66064

Ship To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

56,103,700.214

<b>Customer No.</b>	<b>Ord No</b>	<b>PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
44137	95888	2018-0088	USD	NET45	11/03/2018

Date	Description	Units	Rate	Extended Price
Aug 27 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Incode Public Safety-Fundamentals Review	4	125.00	500.00
Aug 28 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Incode Public Safety-Fundamentals Review	4	125.00	500.00
Aug 29 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Incode Public Safety-Fundamentals Review	8	125.00	1,000.00
Aug 30 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Incode Public Safety-Fundamentals Review	8	125.00	1,000.00
Aug 26 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Airfare	1	352.44	352.44
Aug 27 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Taxi/Car Service	1	30.38	30.38
Aug 27 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Taxi/Car Service	1	5.50	5.50
Aug 30 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Diem US Rates	Per 3.25	51.00	165.75
Aug 30 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Auto Rental - Gas	1	50.18	50.18
Aug 30 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Auto Rental	1	244.62	244.62
Aug 30 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Taxi/Car Service	1	39.89	39.89
Aug 30 2018	Clark Nethers OSAWATOMIE, KS 2018-0088 - Public Safety Suite Taxi/Car Service	1	7.70	7.70

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Subtotal	3,896.46
Sales Tax	0.00
Invoice Total	3,896.46



**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

Invoice No	Date	Page
025-237067	09/19/2018	1 of 1

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Bill To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

Ship To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

56,101,700.214

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
44137	95863	2018-50514-4	USD	NET45	11/03/2018

Date	Description	Units	Rate	Extended Price
Sep 10 2018	Aaron Royal OSAWATOMIE, KS 2018-50514-4 - Customer Relationship Management Suites Incode Utility CIS - Configuration - Utility Billing - R	7	100.00	700.00
Sep 11 2018	Aaron Royal OSAWATOMIE, KS 2018-50514-4 - Customer Relationship Management Suites Incode Utility CIS - Configuration - Utility Billing - R	7	100.00	700.00
Sep 12 2018	Aaron Royal OSAWATOMIE, KS 2018-50514-4 - Customer Relationship Management Suites Incode Utility CIS - Configuration - Utility Billing - R	8	100.00	800.00
Sep 13 2018	Aaron Royal OSAWATOMIE, KS 2018-50514-4 - Customer Relationship Management Suites Incode Cashiering - Configuration - Cash Collections - R	1	100.00	100.00
Sep 13 2018	Aaron Royal OSAWATOMIE, KS 2018-50514-4 - Customer Relationship Management Suites Incode Utility CIS - Configuration - Utility Billing - R	7	100.00	700.00
Sep 14 2018	Aaron Royal OSAWATOMIE, KS 2018-50514-4 - Customer Relationship Management Suites Incode Utility CIS - Configuration - Utility Billing - R	7	100.00	700.00
Sep 14 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Review & Acknowledge the Financial Applications analysis questionnaire and finalize outstanding items - R	0.5	100.00	50.00

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Subtotal	3,750.00
Sales Tax	0.00
Invoice Total	3,750.00



**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

Invoice No	Date	Page
025-237412	09/26/2018	1 of 1

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Bill To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

Ship To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

56,101,700.214

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
44137	95863	2018-50514-4	USD	NET45	11/10/2018

Date	Description	Units	Rate	Extended Price
Sep 19 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Review & Acknowledge the Financial Applications analysis questionnaire and finalize outstanding items - R	1.5	100.00	150.00
Sep 20 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Review & Acknowledge the Financial Applications analysis questionnaire and finalize outstanding items - R	1	100.00	100.00

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2018-10-11 Agenda Packet v2

Subtotal	250.00
Sales Tax	0.00
Invoice Total	250.00



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 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
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# Invoice

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
025-238354	10/03/2018	1 of 1

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Bill To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

Ship To: City of Osawatomie  
 439 Main St.  
 Osawatomie, KS 66064

56,101,700.214

<b>Customer No.</b>	<b>Ord No</b>	<b>PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
44137	95863	2018-50514-4	USD	NET45	11/17/2018

Date	Description	Units	Rate	Extended Price
Sep 24 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - General Ledger -R	7.25	100.00	725.00
Sep 25 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - Accounts Payable -R	0.75	100.00	75.00
Sep 25 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - General Ledger -R	1.5	100.00	150.00
Sep 26 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - Accounts Payable -R	1	100.00	100.00
Sep 26 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - General Ledger -R	4.5	100.00	450.00
Sep 26 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - Purchasing -R	0.75	100.00	75.00
Sep 27 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - Accounts Payable -R	2.75	100.00	275.00
Sep 27 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - General Ledger -R	2.75	100.00	275.00
Sep 27 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - Purchasing -R	1.5	100.00	150.00
Sep 28 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - General Ledger -R	3.5	100.00	350.00
Sep 28 2018	Steven Hightower OSAWATOMIE, KS 2018-50514-4 - Financial Management Suite Incode Financial Management - Configuration - Purchasing -R	0.25	100.00	25.00

**\*\*ATTENTION\*\***

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2018-10-03 Agent's Packet V2

Subtotal	2,650.00
Sales Tax	0.00
Invoice Total	2,650.00

# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** October 11, 2018  
**AGENDA ITEM:** Solid Waste Contracts  
**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** On September 13, the Council approved the City Manager to enter into negotiations with Waste Management for trash service.

After meeting with Waste Management on the contract, we agreed that we would look at the following options:

1. City taking over residential billing in near future. We are working on a path of taking over only residential billing sometime in 2019. However, we are going to have to change the manner in which we bill in order to avoid the problems we had in previous years. To do that, the City will have to take on the risk of non-payers, which will cause the City to increase its administrative fee. We still need to work out how we handle contract carts and a couple of other confusing issues.
2. WM would retain commercial and industrial billing. We believe that with the different needs of commercial customers (dumpster sizes, number of pickups) that it makes more sense for these 100 or so customers to be billed direct.
3. WM has agreed to some penalty language for performance. This is their most recent proposal:

*Penalties for Service Complaints. "Service Complaints" shall mean legitimate complaints from residents regarding missing collection of a timely and properly set out container on the scheduled collection day; failure to return containers to their proper location; spillage caused by WMK during the collection process; or hold times over 15 consecutive minutes. If the City needs to intervene and communicate directly with WMK related to WMK's failure to respond or resolve to a Service Complaint within one business day after WMK receives written notice from the City of the particular unresolved or allegedly ignored Service Complaint, WMK shall pay the City \$25.00 per each instance.*

**COUNCIL ACTION NEEDED:** Consensus on these major changes before finalizing the contract with WM.

**STAFF RECOMMENDATION TO COUNCIL:** Provide direction to staff.

10/11/2018

## OSAWATOMIE TRAILS TASKFORCE

The purpose of the Osawatombie Trails Taskforce is the development, construction and promotion of recreation trails in the Osawatombie Kansas area.

The initial Osawatombie Trails Taskforce members who have agreed to serve are:

- 1 council member; Chairman, Jeff Walmann
- 1 US 367 member; Gary French
- 1 City Employee; Blake Madden
- 1 community member; Kari Burchett
- 1 community member; Doug Walker
- 1 community member; Jeff Dorsett
- 1 County member: George Pretz
- 1 Chamber of Commerce member Hitomi Lamirande
- 1 Ex-officio member for Kansas Wildlife Parks & Tourism as an advising member: Trent McCown
- 1 Ex-officio member from First Option Bank as an advising member; Member. Mark Fuchs.

I respectfully request approval of the above individuals to Osawatombie Trails Taskforce by the Osawatombie City Council. In addition I may need to consult other individuals outside of Task Force who have specific skills for certain tasks. The Trail Head to the Flint Hills State Park and connection to the current trail should be our first priority. Our goal is to take as much pressure off of the City Manager by creating teams involved with: Property acquisition, Trail design, Fundraising, Promotion and Trail Construction. I feel that promotion of the Trailhead of the Flint Hills State Park in Osawatombie can help bring visitors and new business to our area. I would like to see us rebrand Osawatombie as a destination to the Flint Hills State Park. Once the visitors are here will want to explore the history as well. The Osawatombie Trails Task Force can benefit our town by placing recreational trails around Osawatombie in the future as well.

I want to paraphrase a statement made by Mayor Mark Govea on Oct 7, 2017 to the participants of the Rush the Rails inaugural event from Osawatombie, because it is lovely

description of trail. The trail offers spectacular scenery, rushing waters, towering bluffs, sweeping valleys and rich woodlands. The Flint Hills Nature Trail winds its way through five counties and several towns along the way. It's a journey you won't soon forget and one that you will want to take over and over again. I shared these words with the participants, of which there were eight starting from Osawatomie at Rush the Rails 2018 this last Saturday. I toured the entire Flint Hills State Park this last Saturday from Osawatomie to Council Grove with Doug Walker and those words rang true as we followed the cyclists to the finish. At the finish line a man who I had seen start the 94 mile race in Osawatomie, covered with mud and soaked from the rain came up to me. He wore a metal around his neck and an ear to ear grin on his face, just after completing the 94 mile strenuous bike ride and made a point to thank Osawatomie for hosting the event. Please approve the above individuals to the above Osawatomie Trails Task Force so that we can help create more journeys that people like this man will not soon forget and want to take over and over again from Osawatomie; The Trailhead of the Flint Hills State Park

Jeff Walmann

Chairman of the Osawatomie Trails Taskforce

# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** October 11, 2018

**AGENDA ITEM:** Trail Task Force

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** At the September 27 Council meeting, the Council approved the formation of a Task Force to take on the issue of getting the trail finished in the City limits. The Mayor indicated that the issue of membership would be discussed at this October 11 meeting. A letter from Councilman Walmann is included in the packet.

After listening to the meeting, I have three areas that I believe need direction from the Council.

1. What are the goals (or tasks) that are being asked of the Task Force?
2. What is my and City staff's role in the Task Force?
3. Where does it fall in the priority of projects and issues discussed during budget.

### **Task Force Purpose and Goals.**

Any successful task force needs to have a clear mission and goals to achieve. Otherwise they are an advisory committee. As I have been working on planning for this trail for the last several years, here are the list of issues I have dealt with and ones that need to be dealt with.

1. Land Acquisition. We have acquired approximately 1,800 lateral feet of the trail through the purchase of the 37 acres in Hickory Valley. I have been in preliminary discussions with the family of another section of 500 lateral feet, and believe I have a general agreement on how to proceed. However, it will not be able to be acted upon until the City owns the 37 acres outright in February of 2019. The school district owns another 1,100 later feet and another owner owns 250 lateral feet. Those sections will need to be acquired in order to create a trail that stretches to the City's existing property at the sports complex.
2. Planning. In contrast to the existing trail, a new trail will not sit on a 130 year old railbed that has had years of weight and settling. A new trail must be constructed to meet the needs and requirements of the City. What this trail will look like and what uses will accommodate it will need to be decided.



- Is it a rough trail only for bikes and horses, or will there be an expectation of a hard surface for fitness walkers, skateboards and bicycles?
  - If used by kids, will there be a need for it to be lighted?
  - How many and what size of bridge structures are needed?
  - How will drainage be handled with the new path being put in place?
  - Where will the trailhead be constructed and how will traffic get to it?
3. Engineering and Design. Once planned then the trail will need to be engineered and designed. Generally, a project like this costs about 10% of the total cost for design. I would expect a traditional cost to be anywhere from \$30,000 to \$60,000 for the project. If it is to be designed in house, then this is to be discussed in the second section of the memo.
  4. Funding. Once there is a preliminary design and some basic engineering, a cost estimate can be put together and these designs can be submitted for grant applications. There are many available avenues for grant funding, including KDOT, KDWPT, Kansas Health Foundation, Sunflower Foundation, local charitable trusts, local hospitals and health organizations, just to name a few.
  5. Construction. Once funded, then the project will be constructed on City property and any grant monitoring through the project would be performed by the City.

### **City Responsibilities.**

For the topic areas above, City staff would need to know its responsibility.

1. Land Acquisition. How is negotiating with the owners on the City's behalf? Will the offers go directly to the Council?
2. Planning. Who is leading this planning effort? Will there be any public meetings or design work to be done for public input?
3. Engineering and Design. Who is hiring the engineer and determining the contract and amounts?
4. Funding. Only \$25,000 has been set aside for this project in 2019 and some of that will be needed for property acquisition. What is the plan for more up-front money? What are the expectations for the City's role in funding and grant applications? Is the City expected to do these or the task force? Will the City have a chance to review before submitted to make sure the Task Force is not making commitments on the City's behalf?
5. Construction. Typically the construction would be managed by the City and the engineering firm. What would the Task Force role be in construction decisions? Would change orders go through the Task Force before going to the Council?
6. Logistics. Who is responsible for public notification of meetings (they should all be subject to KOMA since it is a formal Task Force). Does staff have a role in coordinating these meetings and any follow-up? Who is doing minutes, preparing agendas, posting minutes, etc? Is there going to be an amount for operating expenses, if any?

There are just a few of the questions about how the role of the Task Force would be defined. Governance and operations need to be clearly defined in advance so we don't run into a mess down the road on the project.

**Project Priorities.**

When answering many of the questions above, the issue of who is setting priorities becomes a major issue in managing operations.

First, to have a staff member of the Task Force definitely muddies the water, as there becomes a tendency for members to being to direct staff. That is not something that can work in the grand scheme of operations.

Second, we have a long list of started and not completed projects, as well as some deadlines for future projects that have been waiting patiently already. How does this project fit in. Attached is the capital improvement list from 3 months ago during budget deliberations. Major issues we have in the works are:

- Finishing Main Street
- PW Shop
- Levee Certification before Flood Maps
- Northland Apartments Infrastructure
- 5th Street City Hall Entrance and Parking
- Main Street Terrace
- Fiber Project – City to fix street cuts
- Park Security
- New Software Implementation
- Lake Shelter House Plans
- Right of Way Policy
- On-Call Engineering Contract

With all of these issues already in the works or having been identified as priorities over trail planning, staff will need to know what, if any, can be moved back.

For the record, just a few other Public Works related issues we have been needing to get in the queue are the following:

- Parks Master Plan
- Sewer Plant Phase II Plan
- Water Plant Replacement Plan
- Utility Metering & Replacement Plan
- Stormwater Utility

**COUNCIL ACTION NEEDED:** Provide direction to staff on the questions and issues posed in this memo.

**STAFF RECOMMENDATION TO COUNCIL:** Provide direction to staff.

# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** July 19, 2018

**AGENDA ITEM:** **Budget Workshop – 2018 Issues**

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** Below is a list of issues for us to consider in 2018 that are important to prioritize so we can discuss 2019 priorities.

### **BUDGET PRIORITIES FOR 2018 CIP/GENERAL FUND ISSUES**

#### **All Ready Done:**

Boiler Reconfiguration. \$5,409 CIP-General

Library Furnace. \$9,814 CIP-General

Slayman Property. \$40,000 CIP-General

#### **Ongoing:**

Phase I Main Street. \$2.13 million – CIP-Street

Electric Generation. \$501,635 – CIP-Electric

Electric/PW Buildings. \$501,635 – CIP-Electric

Auditorium. \$150,000 – CIP-Special

City Hall. \$160,000 – CIP-Special. Will move money between Auditorium and City Hall to finish

#### **Budgeted/Approved – But Not Completed:**

Truck Replacements. \$35,000 CIP-General

Fire Station Renovations. \$25,000 CIP-General

Lake Shelter House. \$10,000 CIP-General

Trail Planning/Land Purchase. \$25,000 CIP-General

Housing Demolition. \$30,000 General Fund

Sewer Heater. \$20,000 CIP-Sewer

**Proposed Additions for 2018:**

Fiber. \$41,850. CIP – General. Build/Lease Proposal Tower to PD to City Hall to 7<sup>th</sup> & Main  
Levee Certification Planning. \$15,000 CIP-General  
Levee Certification Construction. \$50,000 CIP-General

**BUDGET PRIORITIES FOR 2018 UTILITY & OTHER FUNDS**

**All Ready Done:**

Vac Trailer. \$40,000 -- Split-Water/Sewer/Electric/Street  
Fire Truck. \$270,000 – PSE Debt  
Software Purchase. \$230,000 – PSE Debt  
Mower Replacement. \$18,500 – General Fund

**Ongoing:**

Library Improvements. \$32,000 – Library Fund  
10<sup>th</sup> Street Bridge. \$40,000 – SP&R  
River Pump Repair & Cleaning. \$43,804 – Water  
Generator #2 Intercooler Repair. \$30,098 -- Electric  
Used Patrol Units. \$20,000 -- PSE

**Budgeted/Approved – But Not Completed:**

Curb & Gutter Replacement. \$20,000 – SP&R  
New Turbidimeter. \$8,500 -- Water  
Unassigned Chip Seal/Replacement. \$55,000 – Streets  
Unassigned Main/Valve Replacement. \$45,000 -- Water  
Replace Chipper Unit - \$35,000 – Electric

**Other Looming Issues:**

800mhz Radio System - \$200,000  
New Patrol Position - \$45,000  
Northland Sewer and Water Issues for Apartments and Prospects.  
Fiber for 7<sup>th</sup> Street On - \$44k for second half, without school.  
Grocery Store – How to finance and other incentives.  
2.0 mill increase for Bond & Interest for Main Street.  
Streets & Development

**COUNCIL ACTION NEEDED:** Review and discuss. Provide direction to staff.

CASH TRANSACTIONS REPORT

YEAR: THROUGH AUGUST  
City of Osawatomie

Page: 1  
10/2/2018  
1:13 pm

Account Number		Beginning Balance	Debit	Credit	Ending Balance
<b>100.101 CASH &amp; INVESTMENTS</b>					
100.101 CASH & INVESTMENTS					
01-000-100.101	CASH & INVESTMENTS	359,414.51	2,106,553.86	1,863,131.60	602,836.77
02-000-100.101	CASH & INVESTMENTS	214,466.04	711,584.32	735,529.28	190,521.08
03-000-100.101	CASH & INVESTMENTS	435,765.21	2,706,216.37	2,701,540.59	440,440.99
04-000-100.101	CASH & INVESTMENTS	167,293.43	751,202.31	590,525.42	327,970.32
05-000-100.101	CASH & INVESTMENTS	13,817.59	40,696.59	45,305.84	9,208.34
06-000-100.101	CASH & INVESTMENTS	142,919.70	17,320.60	29,242.99	130,997.31
07-000-100.101	CASH & INVESTMENTS	0.00	18.27	18.27	0.00
08-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
09-000-100.101	CASH & INVESTMENTS	91,669.73	33,664.50	16,028.46	109,305.77
10-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
11-000-100.101	CASH & INVESTMENTS	82,338.03	20,401.10	43,193.46	59,545.67
12-000-100.101	CASH & INVESTMENTS	184,943.24	95,362.78	42,981.22	237,324.80
13-000-100.101	CASH & INVESTMENTS	193,896.28	686,761.36	821,280.00	59,377.64
14-000-100.101	CASH & INVESTMENTS	22,442.51	334,608.99	282,236.93	74,814.57
15-000-100.101	CASH & INVESTMENTS	0.84	40,300.50	40,300.50	0.84
16-000-100.101	CASH & INVESTMENTS	222,860.37	653,091.41	721,595.46	154,356.32
17-000-100.101	CASH & INVESTMENTS	0.00	2.28	2.28	0.00
18-000-100.101	CASH & INVESTMENTS	11,035.48	246,409.99	244,378.18	13,067.29
19-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
20-000-100.101	CASH & INVESTMENTS	9,897.41	0.00	0.00	9,897.41
21-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
22-000-100.101	CASH & INVESTMENTS	35,772.24	35,958.06	22,998.69	48,731.61
23-000-100.101	CASH & INVESTMENTS	12,899.79	0.00	0.00	12,899.79
24-000-100.101	CASH & INVESTMENTS	132,645.97	107,500.00	97,073.40	143,072.57
25-000-100.101	CASH & INVESTMENTS	1,730,623.32	398,000.00	1,810,423.44	318,199.88
26-000-100.101	CASH & INVESTMENTS	4,000.00	10,000.00	0.00	14,000.00
27-000-100.101	CASH & INVESTMENTS	269,023.13	16.90	280,266.04	-11,226.01
28-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
30-000-100.101	CASH & INVESTMENTS	0.00	7,806,248.99	7,806,248.99	0.00
33-000-100.101	CASH & INVESTMENTS	951,634.80	12,975.57	693,109.46	271,500.91
43-000-100.101	CASH & INVESTMENTS	149,989.60	290,483.36	435,726.25	4,746.71
50-000-100.101	CASH & INVESTMENTS	62,520.36	31,583.85	21,367.33	72,736.88
51-000-100.101	CASH & INVESTMENTS	7,401.00	0.00	0.00	7,401.00
52-000-100.101	CASH & INVESTMENTS	15,251.54	19,900.67	16,317.67	18,834.54
53-000-100.101	CASH & INVESTMENTS	1,918.17	10,769.26	7,991.90	4,695.53
54-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
55-000-100.101	CASH & INVESTMENTS	0.01	0.00	0.00	0.01
56-000-100.101	CASH & INVESTMENTS	0.00	239,334.88	5,685.19	233,649.69
Total for 100.101		5,526,440.30	17,406,966.77	19,374,498.84	3,558,908.23
<b>Total for 100.101</b>		<b>5,526,440.30</b>	<b>17,406,966.77</b>	<b>19,374,498.84</b>	<b>3,558,908.23</b>
Grand Totals:		5,526,440.30	17,406,966.77	19,374,498.84	3,558,908.23