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# Beaver BUZZ

January 1st, 2019  
Volume 4 Issue 1

City of Gaylord, Kansas, 509 Main Street, P.O. Box 548, Gaylord, KS 67638  
www.gaylordkansas.com cityofgaylord@gmail.com 785-697-2697

## Water, Sewer, and Solid Waste Payments

### INSIDE THIS ISSUE

- 1 Payments
- 2 December Council Meeting Minutes
- 3 Housing Board Minutes
- 4 Help Wanted

As many of our residents are now aware but we currently have no full time staff employed with the City of Gaylord. All of our employees which include our Utility Superintendent, City Clerk, and Treasurer are all part-time employees and will no longer be available for regular set hours with in the City Office. Council members at this point have discussed many ways in which to save money and cut down expenses for our systems and they have come to the agreement that we no longer need full-time employees for the City and all of these positions can be worked within part-time hours on a regular basis. This will mean the City Office will no longer be open for regular hours and will affect how some of our residents especially our residents who pay their bills with cash.

**For Cash Customers** council recommends the following ways to make your monthly payments.

- 1) Obtain a money order from any bank. If you obtain this at your regular bank there is typically no charge for processing these requests. Then drop this off in the drop box at the City Office.
- 2) Obtain a postal money order as the post office in Gaylord is open every day from 10:30 am to 12:30 pm Monday through Friday and then on Saturday's from 11:00 a.m. to 12:00 p.m. There is a processing fee for all postal money orders which is \$1.20 for any amounts under \$500.00. Once you have your postal money order then you can drop off your payment in the drop box at the city office.
- 3) Make your payment online at [www.gaylordkansas.com](http://www.gaylordkansas.com) and under the Utilities section/tab there is a button at the top of the page to take you're to our online payment processing center. When paying with a credit or debit card there is a small processing fee which is typically no more than 3.5% of your entire purchase.

- 4) If you are still unable to process your payment with one of the methods recommended above, and paying in cash in person is your only option then call the City Office 697-2697 many days in advance before your payment is due to schedule a time to have someone in the office to process your payment. DO NOT CALL THE DAY THE PAYMENT IS DUE!! With no regular full time employees or regular office hours the voicemails may not be received in time and your payment will be considered late.

### **For all other payment methods**

- 1) Drop your payment by Monday through Friday 8 a.m. to 5 p.m. in the Drop Box in the City Office.
- 2) Make your payment online at the website [www.gaylordkansas.com](http://www.gaylordkansas.com) under the Utilities Tab/Section there is a button at the top of the page that reads “online payments” and this will take you to our online processing center for credit and debit cards. There will be a processing fee for all of these transactions and will be no more than 3.5% of your entire purchase.

- 3) Mail your payment to:

City of Gaylord

PO Box 548

Gaylord, KS 67638

A stamp for \$0.50 is very cheap compared to a \$10.00 late fee. Just remember your payment must be postmarked on or before the due date in order to not to be considered late.

For any customer who is wanting to make payment arrangements will now need to fill out a “Request for Payment Arrangement Form” and these will need to be turned and signed by no later than noon of the date in which the payment is due. For example if you are wanting to make arrangements on your December Bill this form would need to be turned in no later than noon on Monday, December 10<sup>th</sup>, 2018 at the City Office.

These forms will be available on our website of [www.gaylordkansas.com](http://www.gaylordkansas.com) under the Utilities Section/Tab at the bottom of the page with a button called “Payment Arrangement Form”. These can also be emailed back to us signed at [cityofgaylord@gmail.com](mailto:cityofgaylord@gmail.com).

These forms will also be available in the bins on the table in the Front Lobby of the Community Center.

If you have any questions or concerns about of these policies or changes please do not hesitate to contact the City Office at 697-2697, [cityofgaylord@gmail.com](mailto:cityofgaylord@gmail.com), or voice your concerns to any city council member.

## Minutes from the December City Council Meeting

### City of Gaylord - Minutes of December 10th, 2018 Regular Meeting

The Gaylord City Council met in regular session in the Community Center at 7:00 p.m., December 10th, 2018.

Present Members: Barb Lehmann, Jim Muck, Wendell Felsburg, Dennis Lehmann, and Wil Neussendorfer.

Absent Members: Treasurer Crystal Ifland

Presiding: Mayor David Tucker

Present also: Utility Superintendent Ed Burt and City Clerk Aubrey Neussendorfer.

Mayor Tucker called the Regular Meeting to order at 7:00 p.m.

Citizen's Report: no reports.

The minutes of the November 14th Regular Meeting was read. Corrections were noted as the minutes were read. Barb made the motion to approve the minutes with the noted corrections. Dennis seconded, motion carried.

Mayor Tucker called for the reading of the bills. Wil made a motion, seconded by Barb, to approve payment of bills, including any routine bills outstanding. Motion carried. Bills paid out \$6,607.63.

Mayor Tucker asked for a report of utility arrears: Richard Bose, Darin Godsey with three accounts, AMI, Ron Peterson, and Adam Ifland. Accounts 18, 23, and 30 were disconnected. All disconnects at the time of this meeting have been paid in full and services active.

#### OLD BUSINESS:

- Council agreed the HVAC system in the Community Center will still need to be replaced if a grant is not awarded. But still work can't begin on this project until that grant selections have been completed.
- Council agreed to combine the City Christmas Potluck with this Fire Department for a combination Christmas Party and this will be held at the Fire House on Saturday January 12<sup>th</sup> with social hour starting at 5 p.m.
- No interest has been shown for the open part-time position for the Utility departments.
- Council members agreed with 2-3 inches of snow would be the amount before any removal would need to be done by the city.

Mayor Tucker called the meeting to recess at 7:28 pm. Mayor Tucker called the meeting back to regular session at 7:35 p.m.

#### NEW BUSINESS:

- The contract for curbside and dumpster service from V & K Trash Removal from read and reviewed by Council. Dennis made the motion to accept and approved the proposed contract from V & K Trash Removal for providing solid waste services in Gaylord. Wil seconded, motion carried.
- Council discussed the damage done to the doorbell on the front door of the Community Center over the Thanksgiving holiday. A letter will be sent to renters to determine to figure out when and why the damages where done.
- The street lights for Christmas have been hung but the two reindeer are currently not working. Prairie Land Electric will be called to see if they can fix the problem.
- Dennis made the motion to pay the following Christmas Bonuses as follows: Ed Burt - \$100.00, Aubrey Neussendorfer - \$100.00, Crystal Ifland - \$75.00, and Connie Brooks - \$75.00. Barb seconded, motion approved.

**REPORTS:**

**STREETS:** Council discussed the speed mover needs the cylinders repaired as at least one of them is currently leaking.

**SEWER/TRASH:** Dennis reported the backhoe will need to have work done as oils, fuels and filters all need changed and the means to start the backhoe need to be fixed properly.

**WATER:** Ed reported the water leak at the housing will still need additional work to fix the issue where the water service is turned off the piece broke off. We have plenty of Aqua-Mag in stock and will not need to order for a while.

**FIRE:** Wil reported not runs in the past month. Christmas Party will be January 12<sup>th</sup> at the Fire Station. Pancake feed will be Saturday March 2<sup>nd</sup>, 2019. Member's decided to purchase new helmets with the remaining funds from grants awarded earlier this year.

**HOUSING/COMMUNITY CENTER:** Barb reported all 11 units at the housing are now rented. The flag pole at the Community Center still needs to be fixed.

**PARKS:** David reported the heaters have been turned down at the buildings in the park.

**UTILITY SUPERINTENDENT:** Ed plans to read water meters either December 22<sup>nd</sup> or 23<sup>rd</sup>.

**TREASRUER:** no report

**CITY CLERK:** no report.

Mayor Tucker stated the next council meeting will be January 9<sup>th</sup>, 2019 at 7 p.m.

With no further business before the council, a motion was made by Wil and seconded by Barb to adjourn. Motion carried and meeting so adjourned.

Minutes respectfully submitted by:

\_\_\_\_\_  
(City Clerk)

Approved:

\_\_\_\_\_

(Mayor) (Date)

**Disclaimer:** These minutes are unofficial and not official until the Gaylord City Council approves them and are signed by the Mayor.

## Minutes from the December Parkview Manor Meeting

The Gaylord Parkview Manor Commissioners met December 13<sup>th</sup> 2018 @ 9:00 a.m. in their regular meeting room with all board members present.

There were a couple of apartments needing maintenance. One a new controller in the shower, and the other an ignitor in a furnace was replaced. Snow was removed off the sidewalks following a couple of snow storms.

Directors report included a call interested in a 2 bedroom apartment of which there is none at present and reviewing a hand out on planned work activities for the next 5 years.

Accounts Receivable list was reviewed and as of December 1<sup>st</sup>, there are still 11 apartments rented. Old Business: Government Commodities were distributed November 28<sup>th</sup> here in the GH office. There were 6 families and 9 individuals which received them.

New Business: The SC Public Transportation Van stopped by, if anyone is interested in using this service, phone number is 785-282-4248, Monday thru Friday 8am-4pm. The Van is operated by the City of Smith Center, funded in part by the KDOT Public Transportation Program. Everyone is eligible to utilize this service. Children under 5 must be accompanied by an adult and have a proper safety car seat. Cost to ride \$2.50 each way. It is recommended to schedule 24 hours in advance, if possible.

Next meeting will be January 10, 2019 @ 9:00 a.m. in the Gaylord Housing office meeting room.



## PART-TIME POSITION AVAILABLE

The City of Gaylord is accepting applications for a part-time utility/maintenance person.

Duties may include maintenance of streets, parks, sewer collections system, storm drainage, water distribution system, and building and vehicle maintenance. Must be able to work in different types of weather conditions and will have flexible hours.

Qualifications: Must have a High School Diploma, GED or equivalent or able to attain by the start of employment. Must be able to work independently or with a team and with little or no supervision. Knowledge of confined spaces and be able to operate heavy equipment. Also must be able to obtain a Class Small System Water Certified Operator and Class Small System Wastewater Certified Operator certification. Certification of Water and Wastewater can be achieved after the start of employment within the state requirements.

Starting hourly rate will be based upon experience. Please contact the City Office at 785-697-2697 or Mayor David Tucker 785-282-0228 for more information. Applications will be available at the Community Center on the front lobby table.





## City Council

The Gaylord City Council meets every second Wednesday of the month at 7:00 P.M. in the Gaylord Community Center. The public is *always* invited and can attend the entire meeting, except during Executive Session. If you wish to discuss a particular concern, please let our City Clerk, Abby Neussendorfer; know by the first Friday of the month, so she can add your name to the monthly meeting agenda. We WELCOME the public, and wish we had more citizens attend our meetings. The City Council does their best to address the issues of our citizens, and tries to provide our citizens with a healthy, safe environment with the funds available. Please join in and help our decisions. Please do your part to maintain the quality of our community.

## Contact Information

Please make sure to keep your contact information current with the City Office, as when events occur such as Boil Advisories you can be informed as soon as possible. By which ever means you prefer to be contacted: phone, text message, e-mail or via Facebook, please keep this information current with the City Office.

## Gaylord Library

Stop in and see the latest additions. We also have a great traveling book selection. Gaylord Library Hours are 9am to 11am on Tuesday and Thursday mornings.

### City of Gaylord

509 Main Street - P.O. Box 548  
Gaylord, KS 67638

**Phone:**

785-697-2697

**Fax:**

785-697-2221

**E-mail:**

[cityofgaylord@gmail.com](mailto:cityofgaylord@gmail.com)

**Website:**

[www.gaylordkansas.com](http://www.gaylordkansas.com)

## Facebook

Like us on Facebook, under the page City of Gaylord, Kansas.

## Newsletter

Copies of this newsletter can be found by the following methods:

- By postal mail
- On the web [www.gaylordkansas.com](http://www.gaylordkansas.com) under the Newsletter Tab
- City Office

If you would prefer a copy of this newsletter e-mailed to you instead of postal mail, please contact Abby at the City Office 697-2697 or via e-mail at [cityofgaylord@gmail.com](mailto:cityofgaylord@gmail.com).

**WATER BILL IS ENCLOSED IN THIS NEWSLETTER!**

**Return Service Requested**