

AGENDA

APRIL 27, 2021 6:00 P.M.

I. Call to Order

- A. Pledge of Allegiance
- B. Invocation –Vernon Yoder, Church of the Brethren

II. Citizens to be Heard (Five Minute Time Limit – Per Person)

III. Recognition of Employee of the Month for March 2021, Joe Owens

IV. Governing Body Comments

- A. Student Representative Nathan Gwin
- B. City Commissioner Cody Gettler
- C. Mayor Pro-Tempore Greg Gwin
- D. Mayor Jody Cole

V. Consent Agenda

- A. Approval of Minutes from April 13th City Commission Meeting
- B. Approval of Minutes from April 14th Special City Commission Meeting
- C. Approval of Semi-Monthly Bills and Payroll in the amount of \$158,883.69

VI. Regular Business

- A. Ordinance 4222 Amending Title 4, Chapter 4, Section 1(E), Section 2, and Section 2A of the Municipal Code, Fixing new rates for the sale and delivery of natural gas
- B. Consideration of CDBG-CV Grant Application from A Tailor Maid in the amount of \$1,677.78

VII. Informational Items

- A. Information from the KLM – Guides for City Candidates and Elected Officials

VIII. Citizens to be Heard (Five Minute Time Limit – Per Person)

IX. Adjournment

April 13, 2021
Garnett, Kansas

The Governing Body of the City of Garnett met in regular session on April 13, 2021 at 6:00 p.m. with the following individuals present; Jody Cole, Mayor; Greg A. Gwin and Cody Gettler, City Commissioners; Chris Weiner, City Manager; Terry J. Solander, City Attorney; Travis Wilson, City Clerk; and Nathan A. Gwin, Student Representative.

CALL TO ORDER

Mayor Cole called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited, followed by Reverend Chris Goetz giving the invocation.

CITIZENS TO BE HEARD

There were no citizens to be heard.

EMPLOYEE OF THE MONTH

Tabled to the April 27, 2021 City Commission Meeting

GOVERNING BODY COMMENTS

Student Representative Nathan Gwin had no comments.

Commissioner Cody Gettler had no comments.

Commissioner Greg Gwin mentioned the Easter Egg hunts were well attended. He also asked if the Chamber Banquet was good to go.

Mayor Jody Cole mentioned the Demolition Derby was great. She also mentioned the Easter Egg drop went very well. Mayor Cole mentioned it was great to see the community getting out again. She also thanked JD Mersman and the Anderson County Emergency Management and the job they did giving out the Johnson & Johnson vaccinations. Mayor Cole asked about the grant funding for the spillways. City Manager Weiner commented we have the projects submitted and are awaiting to hear back from FEMA on whether we will get funding or not. She also welcomed Brandon Stofko and Paris Sills to the Police Department. Mayor Cole asked about patching the section of street in front of the funeral home. City Manager commented he spoke with Bettis Asphalt and Holland Paving about patching that section of road and smoothing out sections at railroad crossings. Mayor Cole welcomed James DePriest, our new Public Works Director.

CONSENT AGENDA

- Approval of Minutes from March 23rd City Commission Meeting. After discussion, Commissioner Gettler made a motion to approve the March 23rd City Commission Meeting minutes as discussed. Commissioner Gwin seconded the motion. With three (3) votes aye, zero (0) nay, motion passed 3-0.

- Approval of Semi-Monthly Bills and Payroll in the amount of \$242,728.66. After discussion, Commissioner Gwin made a motion to approve the Semi-Monthly Bills and Payroll in the amount of \$242,728.66. Commissioner Gettler seconded the motion. With three (3) votes aye, zero (0) nay, motion passed 3-0.

REGULAR BUSINESS

- Legislative Update from Kansas Senator Caryn Tyson. Kansas Senator Caryn Tyson gave a legislative update.
- Proclamation Declaring April 2021 as Child Abuse Awareness and Prevention Month. Mayor Cole read the proclamation declaring April 2021 as Child Abuse Awareness and Prevention Month.
- Request to close a section of Oak Street during Square Fair from Janelle Klehammer representing the Walker Art Committee. After discussion, Mayor Cole made a motion to close a section of Oak Street during Square Fair. Commissioner Gettler seconded the motion. With three (3) votes aye, zero (0) nay, motion passed 3-0.
- Consideration of Ordinance 4221 Providing for the Modification of the Fuel Cost Adjustment Rate. After discussion, Commissioner Gettler made a motion to approve Ordinance 4221 Providing for the Modification of the Fuel Cost Adjustment Rate. Mayor Cole seconded the motion. With three (3) votes aye, zero (0) nay, motion passed 3-0.
- Consideration of Resolution 2021-7 Pertaining to Ordinance 4221. After discussion, Commissioner Gettler made a motion to approve Resolution 2021-7 Pertaining to Ordinance 4221. Commissioner Gwin seconded the motion. Mayor Cole seconded the motion. With three (3) votes aye, zero (0) nay, motion passed 3-0.
- Consideration of Resolution 2021-8 to Allocate Funds for an Outdoor Fitness Court. After discussion, Commissioner Gettler made a motion to approve Resolution 2021-8 to Allocate Funds for an Outdoor Fitness Court in the amount of fifty thousand dollars (\$50,000). Commissioner Gwin seconded the motion. Commissioner Gwin seconded the motion. With three (3) votes aye, zero (0) nay, motion passed 3-0.

Commissioner Gwin made motion to take a five (5) minute recess. Commissioner Gettler seconded the motion. With three (3) votes aye, zero (0) nay, motion passed 3-0.

At 6:57 p.m. Mayor Cole called the meeting back to order.

- Discussion Regarding Gas Utility Rates. The Gas Utility Rates were discussed. The Governing Body agreed to do an increase and for it to be effective June 1st.

INFORMATIONAL ITEMS

The March 2021 Financial Report was received.

CITIZENS TO BE HEARD

Melanie Modlin spoke wanting to have a block party on West 6th street and requested to close 6th street from Dr. Hale's dental office to High Street either the first (1st) or third (3rd) weekend in June. After discussion, the Governing Body requested City Staff to come up with an event form for Ms. Modlin to fill out as well as have her get with the business owners and residents in the area.

EXECUTIVE SESSION

Mayor Cole made a motion to recess to executive session pursuant to non-elected personnel matter exception K.S.A 75-4319 (b) 1 for twenty (20) minutes, starting at 7:25 p.m. with the following present: Mayor Cole, Commissioner Gwin, Commissioner Gettler, City Attorney Solander, and City Clerk Wilson. Regular session to resume at 7:45 p.m. Commissioner Gettler seconded the motion. With three (3) votes aye, zero (0) nay, motion passed 3-0.

At 7:45 p.m. a motion was made by Mayor Cole, seconded by Commissioner Gettler to extend executive session for five (5) minutes.

At 7:50 p.m. a motion was made by Mayor Cole, seconded by Commissioner Gettler to extend executive session for five (5) minutes.

At 7:55 p.m. a motion was made by Mayor Cole, seconded by Commissioner Gettler to extend executive session for five (5) minutes.

At 8:00 p.m. a motion was made by Mayor Cole, seconded by Commissioner Gettler to extend executive session for five (5) minutes.

ADJOURNMENT

At 8:07 p.m. Mayor Cole called the meeting back to order.

With no further business before The Governing Body, Mayor Cole made a motion to adjourn the meeting. Commissioner Gwin seconded the motion. With three (3) votes aye, and zero (0) votes nay, motion passed 3-0.

Meeting adjourned at 8:07 p.m.

Mayor

Attest:

City Clerk

April 14, 2021
Garnett, Kansas

The Governing Body of the City of Garnett met in Special Session on April 14, 2021 at 5:30 p.m. with the following individuals present: Jody Cole, Mayor; Greg A. Gwin and Cody Gettler, City Commissioners; Chris Weiner, City Manager; Travis Wilson, City Clerk; and Nathan A. Gwin, Student Representative.

CALL TO ORDER

Mayor Cole called the meeting to order at 5:30 p.m.

The Pledge of Allegiance was recited.

REGULAR BUSINESS

Chapter 14 of the Code of the City of Garnett Kansas was reviewed and discussed as follows:

ARTICLE 1

SECTION 14-101

- The Standard Traffic Ordinance edition needs to be updated to reflect the new edition that was adopted.

SECTION 14-102

- No changes were discussed.

SECTION 14-103

- No changes were discussed.

SECTION 14-104

- No changes were discussed.

SECTION 14-105

- No changes were discussed.

ARTICLE 2

SECTION 14-201

- After discussion, the speed limit in subsection (c) (3) was changed from forty (40) to thirty (30).

ARTICLE 3

SECTION 14-301

- No changes were discussed.

SECTION 14-302

- No changes were discussed.

SECTION 14-303

- No changes were discussed.

ARTICLE 4**SECTION 14-401**

- No changes were discussed.

SECTION 14-402

- No changes were discussed.

SECTION 14-403

- No changes were discussed.

SECTION 14-404

- No changes were discussed.

ARTICLE 5**SECTION 14-501**

- After discussion, it was determined there is a need for no parking signs to be placed on the south side of Park Road between Maple and Walnut streets (subsection (a) (11)).
- A timeframe needs to be added to subsection (b).
- After discussion, City Manager Weiner will get with Police Chief Kurt King for feedback on subsections (d) (1) and (d) (2) with regards to reducing the distance from fifty-four (54) feet in half.

SECTION 14-502

- No changes were discussed.

SECTION 14-503

- No changes were discussed.

SECTION 14-504

- No changes were discussed.

SECTION 14-505

- No changes were discussed.

SECTION 14-506

- Change six (6) hours to forty-eight (48) hours. City Manager Weiner will get with Police Chief King to verify that change is ok.

ARTICLE 6**SECTION 14-601**

- No changes were discussed.

SECTION 14-602

- Remove this section.

SECTION 14-603

- No changes were discussed.

SECTION 16-604

- No changes were discussed.

ARTICLE 7**SECTION 14-701**

- No changes were discussed.

SECTION 14-702

- No changes were discussed.

SECTION 14-703

- No changes were discussed.

SECTION 14-704

- No changes were discussed.

SECTION 14-705

- No changes were discussed.

ARTICLE 8**SECTION 14-801**

- No changes were discussed.

SECTION 14-802

- No changes were discussed.

SECTION 14-803

- No changes were discussed.

SECTION 14-804

- No changes were discussed.

SECTION 14-805

- No changes were discussed.

ARTICLE 9**SECTION 14-901**

- No changes were discussed.

SECTION 14-902

- No changes were discussed.

SECTION 14-903

- No changes were discussed.

SECTION 14-904

- No changes were discussed.

SECTION 14-905

- No changes were discussed.

SECTION 14-906

- No changes were discussed.

ARTICLE 10**SECTION 14-1001**

- No changes were discussed.

SECTION 14-1002

- No changes were discussed.

SECTION 14-1003

- No changes were discussed.

SECTION 14-1004

- No changes were discussed.

SECTION 14-1005

- No changes were discussed.

SECTION 14-1006

- No changes were discussed.

SECTION 14-1007

- No changes were discussed.

SECTION 14-1008

- No changes were discussed.

SECTION 14-1009

- No changes were discussed.

SECTION 14-1010

- No changes were discussed.

SECTION 14-1011

- No changes were discussed.

SECTION 14-1012

- No changes were discussed.

SECTION 14-1013

- No changes were discussed.

SECTION 14-1014

- No changes were discussed.

ARTICLE 11**SECTION 14-1101**

- No changes were discussed.

ADJOURNMENT

With no further business to come before the commission, Mayor Cole made a motion to adjourn the meeting. Commissioner Gwin seconded the motion. With three (3) votes aye, and zero (0) votes nay, motion passed 3-0.

Meeting adjourned at 6:54 p.m.

ATTEST:

Mayor

City Clerk

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	10	AMOUNT_
ADVANTAGE COMPUTER	JACKS,FACEPLATES,PORTSWITC	CAPITAL IMPROVEMEN	CAPITAL IMPROVEMENTS		199.50_
			TOTAL:		199.50_
AMAZON	BOOKS	LIBRARY	LIBRARY		1,100.27
	COOKBOOK	LIBRARY	LIBRARY		24.96_
			TOTAL:		1,125.23_
APPARATUS SERVICES, L.L.C.	CHARGINGBASE MAINTENANCE	PUBLIC SAFETY	FIRE DEPARTMENT		75.00
	ENGINE ONE MAINTENANCE	PUBLIC SAFETY	FIRE DEPARTMENT		560.77_
			TOTAL:		635.77_
ASSOCIATION FOR RURAL & SMALL LIBRARIE	MEMBERSHIP RENEWAL	LIBRARY	LIBRARY		49.00_
			TOTAL:		49.00_
BAKER & TAYLOR BOOKS	BOOKS	LIBRARY	LIBRARY		78.35
	BOOKS	LIBRARY	LIBRARY		327.49
	BOOKS	LIBRARY	LIBRARY		142.73_
			TOTAL:		548.57_
BLACKSTONE PUBLISHING	BOOKS	LIBRARY	LIBRARY		61.88
	BOOKS	LIBRARY	LIBRARY		104.84
	BOOKS	LIBRARY	LIBRARY		92.03_
			TOTAL:		258.75_
BBSN SPORTS INC	BATTERS BOX TEMPLATE	GENERAL	PARKS, RECREATION & CE		309.99_
			TOTAL:		309.99_
CENTER POINT LARGE PRINT	BOOKS	LIBRARY	LIBRARY		42.54
	BOOKS	LIBRARY	LIBRARY		42.54_
			TOTAL:		85.08_
CINTAS CORPORATION # 430	UNIFORMS & SHOP TOWELS	ELECTRIC	ELECTRIC PRODUCTION		17.33
	UNIFORMS & SHOP TOWELS	ELECTRIC	ELECTRIC DISTRIBUTION		123.08
	UNIFORMS	ELECTRIC	ELECTRIC DISTRIBUTION		123.08_
			TOTAL:		263.49_
CITY OF IOLA	3" POLY GAS PIPE	GAS	GAS		107.25_
			TOTAL:		107.25_
DEMCO, INC.	LAMINATE ROLLS (4)	LIBRARY	LIBRARY		103.14_
			TOTAL:		103.14_
DIGITAL CONNECTIONS, INC.	PD - COPIER MAINTENANCE	PUBLIC SAFETY	POLICE DEPARTMENT		14.34_
			TOTAL:		14.34_
DOLLAR GENERAL CORPORATION	BOWLS	GENERAL	GOVERNMENT ADMINISTRAT		1.00
	TRASH BAGS	GENERAL	GOVERNMENT ADMINISTRAT		31.86
	TRASH BAGS	GENERAL	COMMUNITY DEVELOPMENT		17.82
	TRASH BAGS	GENERAL	PARKS, RECREATION & CE		4.75
	9 VOLT BATTERIES	GAS	GAS		12.90
	TRASH BAGS	ECONOMIC DEVELOPME	ECONOMIC DEVELOPMENT		4.32_
			TOTAL:		72.65_
DOUBLE M CREATIONS	DOOR & WINDOW DECALS	GENERAL	GOVERNMENT ADMINISTRAT		43.00_
			TOTAL:		43.00_

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	11	AMOUNT_
FRONT ROW SPORTS	SOCCER SHIRTS	GENERAL	PARKS, RECREATION & CE		101.00
	SOCCER SHIRTS	GENERAL	PARKS, RECREATION & CE		33.78
			TOTAL:		134.78
GALLS LLC	NAMEPLATES, POLOS, PANTS	PUBLIC SAFETY	POLICE DEPARTMENT		635.77
			TOTAL:		635.77
GARNETT PUBLISHING, INC.	HELP WANTED ADS	LIBRARY	LIBRARY		114.48
			TOTAL:		114.48
GERKEN RENT-ALL PAOLA	PORTABLE TOILETS - NORTH L	GENERAL	PARKS, RECREATION & CE		357.50
			TOTAL:		357.50
HACH CHEMICAL COMPANY	TESTING REAGENTS	WATER	WATER		50.00
	TESTING REAGENTS	WATER	WATER		271.17
			TOTAL:		321.17
HAWKINS, INC.	WATER CHEMICALS	WATER	WATER		2,926.83
	NORPRENE TUBING	WATER	WATER		202.18
	WATER CHEMICALS	WATER	WATER		8,793.62
			TOTAL:		6,068.97
HD SUPPLY	BULBS, FILTERS, TOILETSEAT	PARKSIDE #1	PARKSIDE #1		213.94
	BULBS	PARKSIDE #1	PARKSIDE #1		22.19
	BULBS	PARKSIDE #1	PARKSIDE #1		22.19
	BULBS, FILTERS, TOILETSEAT	PARKSIDE #2	PARKSIDE #2		213.94
	BULBS	PARKSIDE #2	PARKSIDE #2		22.19
	BULBS	PARKSIDE #2	PARKSIDE #2		22.19
	BULBS, FILTERS, TOILETSEAT	PARK PLAZA NORTH	PARK PLAZA NORTH		213.93
			TOTAL:		641.81
HD SUPPLY FACILITY MAINT. DBA USA BLUE	MANHOLE HOOKS (2)	WASTEWATER	WASTEWATER		111.02
			TOTAL:		111.02
INGRAM ENTERTAINMENT, INC.	DVDS	LIBRARY	LIBRARY		183.06
			TOTAL:		183.06
INLAND TRUCK PARTS COMPANY	CLUTCHCABLE, CORE FOR DUMPT	GENERAL	STREET & STORMWATER		446.76
	CLUTCH CABLE	GENERAL	STREET & STORMWATER		295.86
			TOTAL:		742.62
KANSAS DEPT OF HEALTH & ENVIRONMENT	LAB ACCREDITATION	WATER	WATER		350.00
			TOTAL:		350.00
KANSAS DEPT OF REV - OFF OF SP INVESTI	LICENSE PLATES	PUBLIC SAFETY	POLICE DEPARTMENT		135.00
			TOTAL:		135.00
KANSAS DEPT OF REVENUE	WATER PROTECTION/CLEAN WAT	WATER	REVENUES		547.70
			TOTAL:		547.70
KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	GENERAL	GOVERNMENT ADMINISTRAT		354.05
	2021 CONFERENCE - CHRIS WE	GENERAL	GOVERNMENT ADMINISTRAT		275.00
	2ND QUARTER DUES	GENERAL	COMMUNITY DEVELOPMENT		118.02
	2ND QUARTER DUES	GENERAL	PARKS, RECREATION & CE		236.04
	2ND QUARTER DUES	GENERAL	STREET & STORMWATER		157.36
	2ND QUARTER DUES	LIBRARY	LIBRARY		39.34

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	12	AMOUNT
	2ND QUARTER DUES	PUBLIC SAFETY	FIRE DEPARTMENT		39.34
	2ND QUARTER DUES	PUBLIC SAFETY	POLICE DEPARTMENT		275.38
	2ND QUARTER DUES	ELECTRIC	ELECTRIC PRODUCTION		196.70
	2021 CONFERENCE - BOB MILL	ELECTRIC	ELECTRIC PRODUCTION		275.00
	2ND QUARTER DUES	ELECTRIC	ELECTRIC DISTRIBUTION		157.36
	2ND QUARTER DUES	GAS	GAS		78.68
	2ND QUARTER DUES	SANITATION	SANITATION		157.36
	2ND QUARTER DUES	WASTEWATER	WASTEWATER		78.68
	2ND QUARTER DUES	WATER	WATER		78.68
	2ND QUARTER DUES	WATER	WATER		78.65
	2021 CONFERENCE - J. DEPRI	WATER	WATER		275.00
	2ND QUARTER DUES	ECONOMIC DEVELOPME	ECONOMIC DEVELOPMENT		39.34
	2ND QUARTER DUES	PARKSIDE #1	PARKSIDE #1		39.34
	2ND QUARTER DUES	PARKSIDE #2	PARKSIDE #2		39.34
	2ND QUARTER DUES	PARK PLAZA NORTH	PARK PLAZA NORTH		39.34
			TOTAL:		3,028.00
KANSAS RV PARKS & TRAVEL, INC.	KAN-RVT DIRECTORY AD	TOURISM	TOURISM		295.00
			TOTAL:		295.00
LEAGUE OF KANSAS MUNIC.	MUNICIPAL FINANCE CLASS-WI	GENERAL	GOVERNMENT ADMINISTRAT		50.00
	KS TAX RATE & FISCAL DATA	GENERAL	GOVERNMENT ADMINISTRAT		35.00
			TOTAL:		85.00
LUNDCO	TORK TOWELS	ELECTRIC	ELECTRIC PRODUCTION		69.44
			TOTAL:		69.44
MFMA OIL CO - PETRO CARD 24	FUEL	PUBLIC SAFETY	POLICE DEPARTMENT		907.09
			TOTAL:		907.09
MILLER HARDWARE	PLEDGE, TOWELS, GLASSCLEANER	LIBRARY	LIBRARY		45.11
			TOTAL:		45.11
NAVRAT'S	INK TONER CARTRIDGES	GENERAL	GOVERNMENT ADMINISTRAT		376.97
	HP 63 INK (BLK & COLOR)	AIRPORT	MUNICIPAL AIRPORT		73.98
	HP 63 INK (BLK & COLOR)	GAS	GAS		36.99
	HP 63 INK (BLK & COLOR)	WATER	WATER		36.99
			TOTAL:		524.93
PACE ANALYTICAL SERVICES, INC.	ANALYTICAL SERVICES	WASTEWATER	WASTEWATER		420.00
	ANALYTICAL SERVICES	WATER	WATER		295.00
			TOTAL:		715.00
PAT'S SIGNS	METAL CAMPING SIGN	GENERAL	PARKS, RECREATION & CE		222.00
	METAL CAMPING SIGNS	GENERAL	PARKS, RECREATION & CE		666.00
			TOTAL:		888.00
PITNEY BOWES PURCHASE POWER	POSTAGE	GENERAL	GOVERNMENT ADMINISTRAT		1,119.35
	POSTAGE	GENERAL	COMMUNITY DEVELOPMENT		1.02
	POSTAGE	PUBLIC SAFETY	POLICE DEPARTMENT		1.53
	POSTAGE	GAS	GAS		7.65
	POSTAGE	WATER	WATER		3.57
			TOTAL:		1,133.12
PYRAMID FOODS/RAMEY/PRICE CUTTER	COFFEE	GENERAL	GOVERNMENT ADMINISTRAT		17.97
	POP, WATER, EASTERBASKETS	GENERAL	GOVERNMENT ADMINISTRAT		34.15

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	13	AMOUNT_
	COFFEE	GENERAL	STREET & STORMWATER		5.99
	COFFEE	ELECTRIC	ELECTRIC PRODUCTION		5.99
	WATER	ELECTRIC	ELECTRIC DISTRIBUTION		20.00
	WATER	GAS	GAS		6.67
	WATER	SANITATION	SANITATION		6.66
	TOWEL, ICE	WASTEWATER	WASTEWATER		9.48
	GLUE STICK	WATER	WATER		1.49
	PAPER TOWELS	WATER	WATER		1.78
	DISTILLED WATER	WATER	WATER		0.89
	WATER	WATER	WATER		6.67
	COFFEE	WATER	WATER		5.99
			TOTAL:		123.73
R & R EQUIPMENT, INC.	34 INCH GRAVELY MOWER	EQUIPMENT RESERVE	EQUIPMENT RESERVES		5,684.24
			TOTAL:		5,684.24
RAINBOW FIREWORKS, INC.	FIREWORKS DEPOSIT	GENERAL	COMMUNITY DEVELOPMENT		3,000.00
			TOTAL:		3,000.00
RICKERSON, RUSSEL	SECURITY DEPOSIT REFUND	PARK PLAZA NORTH	PARK PLAZA NORTH		400.00
			TOTAL:		400.00
SAINT LUKES HEALTH SYSTEM	PREEMPLOYMENT PHYSICAL-FLI	GENERAL	PARKS, RECREATION & CE		115.00
	PREEMPLOYMENT PHYSICAL-GRO	GENERAL	PARKS, RECREATION & CE		115.00
	PREEMPLOYMENT PHYSICAL-SIL	PUBLIC SAFETY	POLICE DEPARTMENT		115.00
			TOTAL:		345.00
STEELE, ROBERT	TILLED GARDEN	PARK PLAZA NORTH	PARK PLAZA NORTH		30.00
			TOTAL:		30.00
THOLEN HVAC	AC NOT WORKING APT #214	PARKSIDE #1	PARKSIDE #1		155.00
	NEW FURNACE APT 408	PARKSIDE #2	PARKSIDE #2		6,993.10
	NEW FURNACE APT 110	PARK PLAZA NORTH	PARK PLAZA NORTH		3,136.15
			TOTAL:		10,284.25
UNITED TELEPHONE CO OF KS	SCADA ACCESS LINE	ELECTRIC	ELECTRIC PRODUCTION		584.86
			TOTAL:		584.86
WINFREY, WARREN	BUILDING PERMIT REFUND	GENERAL	REVENUES		25.00
			TOTAL:		25.00
WOLKEN PLBG. & ELECTRIC, INC.	2" PVC PIPE	GENERAL	PARKS, RECREATION & CE		9.80
			TOTAL:		9.80

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	14	AMOUNT_
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===== FUND TOTALS =====	
101 GENERAL	8,577.04
102 AIRPORT	73.98
104 LIBRARY	2,551.76
105 PUBLIC SAFETY	2,759.22
107 TOURISM	295.00
109 ELECTRIC	1,572.84
110 GAS	250.14
111 SANITATION	164.02
112 WASTEWATER	619.18
113 WATER	8,072.55
114 ECONOMIC DEVELOPMENT	43.66
115 PARKSIDE #1	408.28
116 PARKSIDE #2	7,246.38
117 PARK PLAZA NORTH	3,819.42
118 CAPITAL IMPROVEMENT	199.50
119 EQUIPMENT RESERVE	5,684.24

GRAND TOTAL:	42,337.21

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
REVENUES	GENERAL	WINFREY, WARREN	BUILDING PERMIT REFUND	25.00
			TOTAL:	25.00
GOVERNMENT ADMINISTRAT	GENERAL	DOLLAR GENERAL CORPORATION	BOWLS	1.00
			TRASH BAGS	31.86
		DOUBLE M CREATIONS	DOOR & WINDOW DECALS	43.00
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	354.05
			2021 CONFERENCE - CHRIS WE	275.00
		LEAGUE OF KANSAS MUNIC.	MUNICIPAL FINANCE CLASS-WI	50.00
			KS TAX RATE & FISCAL DATA	35.00
		NAVRAT'S	INK TONER CARTRIDGES	376.97
		PITNEY BOWES PURCHASE POWER	POSTAGE	1,119.35
		PYRAMID FOODS/RAMEY/PRICE CUTTER	COFFEE	17.97
			POP, WATER, EASTER BASKETS	34.15
			TOTAL:	2,338.35
COMMUNITY DEVELOPMENT	GENERAL	DOLLAR GENERAL CORPORATION	TRASH BAGS	17.82
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	118.02
		PITNEY BOWES PURCHASE POWER	POSTAGE	1.02
		RAINBOW FIREWORKS, INC.	FIREWORKS DEPOSIT	3,000.00
			TOTAL:	3,136.86
PARKS, RECREATION & CE	GENERAL	BSN SPORTS INC	BATTERS BOX TEMPLATE	309.99
		DOLLAR GENERAL CORPORATION	TRASH BAGS	4.75
		FRONT ROW SPORTS	SOCCER SHIRTS	101.00
			SOCCER SHIRTS	33.78
		GERKEN RENT-ALL PAOLA	PORTABLE TOILETS - NORTH L	357.50
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	236.04
		PAT'S SIGNS	METAL CAMPING SIGN	222.00
			METAL CAMPING SIGNS	666.00
		SAINT LUKES HEALTH SYSTEM	PREEMPLOYMENT PHYSICAL-FLI	115.00
			PREEMPLOYMENT PHYSICAL-GRO	115.00
		WOLKEN PLBG. & ELECTRIC, INC.	2" PVC PIPE	9.80
			TOTAL:	2,170.86
STREET & STORMWATER	GENERAL	INLAND TRUCK PARTS COMPANY	CLUTCH CABLE, CORE FOR DUMPT	446.76
			CLUTCH CABLE	295.86
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	157.36
		PYRAMID FOODS/RAMEY/PRICE CUTTER	COFFEE	5.99
			TOTAL:	905.97
MUNICIPAL AIRPORT	AIRPORT	NAVRAT'S	HP 63 INK (BLK & COLOR)	73.98
			TOTAL:	73.98
LIBRARY	LIBRARY	AMAZON	BOOKS	1,100.27
			COOKBOOK	24.96
		ASSOCIATION FOR RURAL & SMALL LIBRARIE	MEMBERSHIP RENEWAL	49.00
		BAKER & TAYLOR BOOKS	BOOKS	78.35
			BOOKS	327.49
			BOOKS	142.73
		BLACKSTONE PUBLISHING	BOOKS	61.88
			BOOKS	104.84
			BOOKS	92.03
		CENTER POINT LARGE PRINT	BOOKS	42.54
			BOOKS	42.54
		DEMCO, INC.	LAMINATE ROLLS (4)	103.14

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	16	AMOUNT
		GARNETT PUBLISHING, INC.	HELP WANTED ADS		114.48
		INGRAM ENTERTAINMENT, INC.	DVDS		183.06
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES		39.34
		MILLER HARDWARE	PLEDGE, TOWELS, GLASS CLEANER		45.11
			TOTAL:		2,551.76
FIRE DEPARTMENT	PUBLIC SAFETY	APPARATUS SERVICES, L.L.C.	CHARGING BASE MAINTENANCE		75.00
			ENGINE ONE MAINTENANCE		560.77
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES		39.34
			TOTAL:		675.11
POLICE DEPARTMENT	PUBLIC SAFETY	DIGITAL CONNECTIONS, INC.	PD - COPIER MAINTENANCE		14.34
		GALLS LLC	NAMEPLATES, POLOS, PANTS		635.77
		KANSAS DEPT OF REV - OFF OF SP INVESTI	LICENSE PLATES		135.00
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES		275.38
		MFA OIL CO - PETRO CARD 24	FUEL		907.09
		PITNEY BOWES PURCHASE POWER	POSTAGE		1.53
		SAINT LUKES HEALTH SYSTEM	PREEMPLOYMENT PHYSICAL-SIL		115.00
			TOTAL:		2,084.11
TOURISM	TOURISM	KANSAS RV PARKS & TRAVEL, INC.	KAN-RVT DIRECTORY AD		295.00
			TOTAL:		295.00
ELECTRIC PRODUCTION	ELECTRIC	CINTAS CORPORATION # 430	UNIFORMS & SHOP TOWELS		17.33
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES		196.70
			2021 CONFERENCE - BOB MILL		275.00
		LUNDCO	TORK TOWELS		69.44
		PYRAMID FOODS/RAMEY/PRICE CUTTER	COFFEE		5.99
		UNITED TELEPHONE CO OF KS	SCADA ACCESS LINE		584.86
			TOTAL:		1,149.32
ELECTRIC DISTRIBUTION	ELECTRIC	CINTAS CORPORATION # 430	UNIFORMS & SHOP TOWELS		123.08
			UNIFORMS		123.08
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES		157.36
		PYRAMID FOODS/RAMEY/PRICE CUTTER	WATER		20.00
			TOTAL:		423.52
GAS	GAS	CITY OF IOLA	3" POLY GAS PIPE		107.25
		DOLLAR GENERAL CORPORATION	9 VOLT BATTERIES		12.90
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES		78.68
		NAVRAT'S	HP 63 INK (BLK & COLOR)		36.99
		PITNEY BOWES PURCHASE POWER	POSTAGE		7.65
		PYRAMID FOODS/RAMEY/PRICE CUTTER	WATER		6.67
			TOTAL:		250.14
SANITATION	SANITATION	KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES		157.36
		PYRAMID FOODS/RAMEY/PRICE CUTTER	WATER		6.66
			TOTAL:		164.02
WASTEWATER	WASTEWATER	KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES		78.68
		PACE ANALYTICAL SERVICES, INC.	ANALYTICAL SERVICES		420.00
		PYRAMID FOODS/RAMEY/PRICE CUTTER	TOWEL, ICE		9.48
		HD SUPPLY FACILITY MAINT. DBA USA BLUE	MANHOLE HOOKS (2)		111.02
			TOTAL:		619.18
REVENUES	WATER	KANSAS DEPT OF REVENUE	WATER PROTECTION/CLEAN WAT		547.70

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
				<u>17</u>
			TOTAL:	547.70
WATER	WATER	HACH CHEMICAL COMPANY	TESTING REAGENTS	50.00
			TESTING REAGENTS	271.17
		HAWKINS, INC.	WATER CHEMICALS	2,926.83
			NORPRENE TUBING	202.18
			WATER CHEMICALS	8,793.62
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	78.68
			2ND QUARTER DUES	78.65
			2021 CONFERENCE - J. DEPRI	275.00
		KANSAS DEPT OF HEALTH & ENVIRONMENT	LAB ACCREDITATION	350.00
		NAVRAT'S	HP 63 INK (BLK & COLOR)	36.99
		PACE ANALYTICAL SERVICES, INC.	ANALYTICAL SERVICES	295.00
		PITNEY BOWES PURCHASE POWER	POSTAGE	3.57
		PYRAMID FOODS/RAMEY/PRICE CUTTER	GLUE STICK	1.49
			PAPER TOWELS	1.78
			DISTILLED WATER	0.89
			WATER	6.67
			COFFEE	5.99
			TOTAL:	7,524.85
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPME	DOLLAR GENERAL CORPORATION	TRASH BAGS	4.32
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	39.34
			TOTAL:	43.66
PARKSIDE #1	PARKSIDE #1	HD SUPPLY	BULBS, FILTERS, TOILETSEAT	213.94
			BULBS	22.19
			BULBS	22.19
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	39.34
		THOLEN HVAC	AC NOT WORKING APT #214	155.00
			TOTAL:	408.28
PARKSIDE #2	PARKSIDE #2	HD SUPPLY	BULBS, FILTERS, TOILETSEAT	213.94
			BULBS	22.19
			BULBS	22.19
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	39.34
		THOLEN HVAC	NEW FURNACE APT 408	6,993.10
			TOTAL:	7,246.38
PARK PLAZA NORTH	PARK PLAZA NORTH	HD SUPPLY	BULBS, FILTERS, TOILETSEAT	213.93
		KANSAS MUNICIPAL UTILITIES, INC	2ND QUARTER DUES	39.34
		RICKERSON, RUSSEL	SECURITY DEPOSIT REFUND	400.00
		STEELE, ROBERT	TILLED GARDEN	30.00
		THOLEN HVAC	NEW FURNACE APT 110	3,136.15
			TOTAL:	3,819.42
CAPITAL IMPROVEMENTS	CAPITAL IMPROVEMEN	ADVANTAGE COMPUTER	JACKS, FACEPLATES, PORTSWITC	199.50
			TOTAL:	199.50
EQUIPMENT RESERVES	EQUIPMENT RESERVE	R & R EQUIPMENT, INC.	34 INCH GRAVELY MOWER	5,684.24
			TOTAL:	5,684.24

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
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18

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===== FUND TOTALS =====
101 GENERAL 8,577.04
102 AIRPORT 73.98
104 LIBRARY 2,551.76
105 PUBLIC SAFETY 2,759.22
107 TOURISM 295.00
109 ELECTRIC 1,572.84
110 GAS 250.14
111 SANITATION 164.02
112 WASTEWATER 619.18
113 WATER 8,072.55
114 ECONOMIC DEVELOPMENT 43.66
115 PARKSIDE #1 408.28
116 PARKSIDE #2 7,246.38
117 PARK PLAZA NORTH 3,819.42
118 CAPITAL IMPROVEMENT 199.50
119 EQUIPMENT RESERVE 5,684.24
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GRAND TOTAL: 42,337.21
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TOTAL PAGES: 4

Bills: \$42,337.21
Payroll: \$116,546.48

Total: \$158,883.69

ORDINANCE NO. 4222

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AN ORDINANCE AMENDING TITLE 4, CHAPTER 4, SECTION 1(E), SECTION 2 AND SECTION 2A OF THE MUNICIPAL CODE, FIXING NEW RATES FOR SALE AND DELIVERY OF NATURAL GAS FROM THE CITY INCLUDING AUTHORITY TO MODIFY THE GAS CHARGE RATE ADJUSTMENT AT CERTAIN TIMES; REPEALING EXISTING TITLE, CHAPTER AND SECTIONS.

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WHEREAS, extreme cold during February, 2021, together with other forces, spiked the price of natural gas which prevailed for several days at extraordinary and unanticipated highs; and,

WHEREAS, in order to pay the prices charged by the City's suppliers for natural gas purchased in that period, the City obtained an emergency loan facilitated by the State of Kansas and payable over the next ten years; and

WHEREAS, in order to to service that loan, it is necessary to increase the revenue generated by the City's gas utility by enacting a rate increase.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GARNETT, KANSAS:

SECTION 1: Title 4, Chapter 4, Section 1 (E) of the Municipal Code of Garnett, Kansas, is hereby amended to read as follows:

4-4-1 GAS UTILITY SERVICE; CLASSIFICATION OF USERS:
Users of the gas utility of the city of Garnett are hereby classified and defined as follows:

* * * *

(E) Industrial service:

1. This classification of service shall be available to qualifying customers whether located within or without the corporate limits of the City.

2. It shall be applicable to any customer served within the corporate limits of the City who otherwise would be classified as general service user, but who is using natural gas for industrial purposes and who meets the qualifications for industrial classification as set by the City's natural gas supplier. The city manager is authorized to promulgate and establish an orderly process whereby any general service customer may apply for rating as an industrial service customer.

SECTION 2: Title 4, Chapter 4, Section 2 of the Municipal Code of Garnett, Kansas, is hereby amended to read as follows:

4-4-2: **GAS SERVICE; PERIODIC RATES:** The following rates for the use of the gas utility are hereby established to users and consumers of the City:

(A) Residential service; standard: The net rate per month for gas purchased under this classification shall be the sum of the customer charge, which is hereby established at fifteen dollars (\$15.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

(B) Residential service; outside city: The net rate per month for gas purchased under this classification shall be the sum of the customer charge, which is hereby established at twenty dollars (\$20.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

(C) General service; standard: The net rate per month for gas purchased under this classification shall be the sum of the customer charge, which is hereby established at thirty dollars (\$30.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

(D) General service; outside city: The net rate per month for gas purchased under this classification shall be the sum of the customer charge, which is hereby established at forty dollars (\$40.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

(E) Industrial service: The net rate per month for gas purchased under this classification, whether the customer be located inside or outside the city, shall be the sum of the customer charge, which is hereby established at forty dollars (\$40.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

SECTION 3: Title 4, Chapter 4, Section 2A of the Municipal Code of Garnett, Kansas, is hereby amended to read as follows:

4-4-2A: **RATES FOR GAS UTILITY SERVICE:** The following rates for the use of the gas utility are hereby established

to users and consumers of the City:

(A) Standard rate: All gas sold by the city to each standard classification of use above established shall be charged for at the rate of eight dollars (\$8.00) per thousand cubic feet sold.

(B) Outside city rate: All gas sold by the city to each outside the city classification of use above established shall be charged for at the rate of twelve dollars fifty cents (\$12.50) per thousand cubic feet sold.

(C) Industrial rate: All gas sold by the city to each customer in the industrial classification of use and located inside the city shall be charged for at the rate of eight dollars (\$8.00) per thousand cubic feet sold; and to each customer in the industrial classification of use located outside the city shall be charged for at the rate of twelve dollars fifty cents (\$12.50) per thousand cubic feet sold.

(D) Effective for all monthly billings issued and payable on or after June 1, 2021, the gas charge set out in subparagraphs A through C, inclusive, shall be increased or decreased by the average cost of gas to the City purchased for resale which exceeds or falls below three dollars (\$3.00) per MMBtu; PROVIDED, HOWEVER, the Governing Body may by simple resolution permit upward adjustment for additional fuel costs to be spread over no more than the next succeeding four months in order to moderate the financial impact on the system's customers when adjustments are unusually great due to extraordinary fluctuations created by emergency situations impacting the rate(s) paid by the utility for gas.

SECTION 4: Title 4, Chapter 4, Section 1(E), Section 2 and Section 2A as the same presently exist, are hereby repealed.

SECTION 5: This ordinance shall take effect and be in force from and after its passage and publication in an official newspaper of the City of Garnett, Kansas, for all billings issued and payable on and after June 1, 2021.

PASSED this 27th day of April, 2021.

Jody M. Cole, Mayor

ATTEST:

Travis Wilson
City Clerk

SECTION 2: Title 4, Chapter 4, Section 2 of the Municipal Code of Garnett, Kansas, is hereby amended to read as follows:

4-4-2: **GAS SERVICE; PERIODIC RATES:** The following rates for the use of the gas utility are hereby established to users and consumers of the City:

(A) Residential service; standard: The net rate per month for gas purchased under this classification shall be the sum of the customer charge, which is hereby established at fifteen dollars (\$15.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

(B) Residential service; outside city: The net rate per month for gas purchased under this classification shall be the sum of the customer charge, which is hereby established at fifteen dollars (\$15.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

(C) General service; standard: The net rate per month for gas purchased under this classification shall be the sum of the customer charge, which is hereby established at thirty dollars (\$30.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

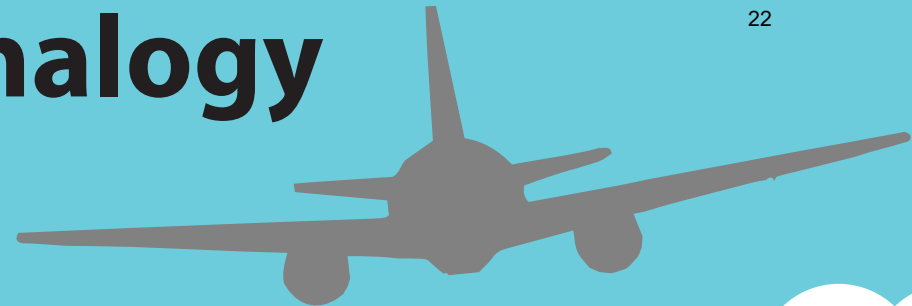
(D) General service; outside city: The net rate per month for gas purchased under this classification shall be the sum of the customer charge, which is hereby established at forty dollars (\$40.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

(E) Industrial service: The net rate per month for gas purchased under this classification, whether the customer be located inside or outside the city, shall be the sum of the customer charge, which is hereby established at forty dollars (\$40.00) per month, plus a gas charge which shall be computed at the standard rate hereinafter fixed for each one thousand (1,000) cubic feet consumed.

SECTION 3: Title 4, Chapter 4, Section 2A of the Municipal Code of Garnett, Kansas, is hereby amended to read as follows:

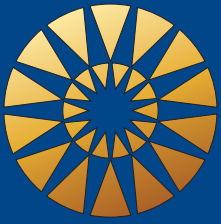
4-4-2A: **RATES FOR GAS UTILITY SERVICE:** The following rates for the use of the gas utility are hereby established

Council & Staff Work Flight Analogy



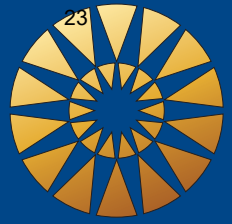
Long-Range Planning			Budget/Contract Approval		
Council Role: Affirm Vision/Purpose	Establish Goals	Establish/Prioritize Action items	Review/Adopt Budget Conduct Meetings	Authorize Contracts (of \$15K or more)	Engage w/ Community and Staff
Staff Role: Support Vision/Purpose	Align Goals with Resources	Implement Prioritized Action Items	Prepare Plans and Oversee Functions	Plan and Complete Projects	Carry out Day-to-Day Responsibilities

Infographic adapted from Mike Baker, *Public Management* May, 2018



52 Tips for Successful Public Service

by E.A. Mosher, former Executive Director
League of Kansas Municipalities



1. Learn all you can about your city, its history, its operations, its financing. Do your homework. Know your city ordinances. Take a look at the comprehensive plan.
2. Devote sufficient time to your office and to studying the present and future problems of your community.
3. Don't burn yourself out on the little things, while recognizing that they are often important to the public. Save some energy - and time - for the important matters.
4. Don't act as a committee of one; governing a city requires a team effort - practically and legally.
5. Don't let an honest difference of opinion degenerate into personality conflicts.
6. Remember that you represent all the people of your community, not just neighbors and friends. Be wary of personal experiences coloring your public decisions.
7. Take your budget preparation job seriously, for it determines what your city does or does not do for the coming year, and will influence what happens in future years as well.
8. Establish policy statements. Written policy statements let the public, and the city staff, know where they stand. They help the governing body govern, and writing them provides a process to develop consensus.
9. Make decisions on the basis of public policy, and be consistent. Treat similar situations similarly, and avoid favoritism.
10. Focus your attention on ways to prevent problems, rather than trying to solve them as they occur. Filling potholes is one approach; developing plans to prevent them is another.
11. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.
12. Don't rush to judgment. Few final actions have to be taken at the first meeting they are considered. Avoid "crisis management".
13. Don't be afraid to change. Don't be content to just follow the routine of your predecessors. Charge your appointed officers and employees with being responsible for new idea and better ways. Listen to what they have to say.

14. Don't give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing, and damaging, to tell a person something that is wrong.
15. As an individual, even if you are the Mayor, do not make promises you cannot deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.
16. Remember that you have a legal authority as a governing body member only when the governing body is in legal session.
17. Don't spring surprises on your fellow governing body members or your city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it is worth being on the agenda. Surprises may get you some publicity, at the embarrassment of others, and tend to erode the "team" approach to governance.
18. Participate in official meetings with the dignity and decorum fitting those who hold a public trust. Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.
19. Conduct your official public meetings with some formality, and follow rules of procedure. Have an agenda, and follow it. Most governing body members agree that formal meetings expedite the process and tend to promote better decision making.
20. Don't be afraid to ask questions. It is one of the ways we learn.
21. Vote yes or no on motions. Do not cop out by abstaining, except when you have a conflict of interest. A pass does not relieve you of responsibility when some decision must be made.
22. Once a majority decision of the governing body has been made, respect that official position, and defend it if needed, even if you personally disagree.
23. Respect the letter and intent of the open meetings law. But also keep private and confidential matters to yourself - do not gossip.
24. Retain competent, key employees, pay them well, trust their professional judgment and recognize their authority and responsibilities.
25. Don't bypass the system! If you have a manager or other chief administrative officer, stick to policy-making and avoid personal involvement in the day-to-day operations of the city.
26. Don't let others bypass your system! Insist that people such as equipment service suppliers first work with your city staff. If direct contact with governing body members is necessary, this should be with the governing body as a whole or a committee and not on a one-on-one basis.

27. Don't pass the buck to staff or employees when they are only following your policies or decisions.
28. Don't always take no for an answer. The right question may be "How can we do this?" instead of "May we do this?" Be positive!
29. Learn to evaluate recommendations and alternative courses of action. Request your staff to provide options. Encourage imaginative solutions.
30. Avoid taking short-term gains at the expense of long-term losses. Be concerned with the long-term future of the city.
31. In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, everyone cannot be a winner.
32. Be concerned with the total development - physical, economic, and social - of your community.
33. Don't act as if the city operates in a vacuum. Cities must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county and school officials.
34. Get to know the officials of neighboring and similar size cities. Visit other cities, particularly those with a reputation of being well run.
35. Learn to listen - really listen - to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.
36. Keep your constituents informed, and encourage citizen participation.
37. Be friendly and deal effectively with the news media. Make sure what you say is what you mean. Lack of good communication is one of the big problems of cities.
38. Remember that what you say, privately and publicly, will often be news. You live in a glass house. Avoid over-publicizing minor problems.
39. Expect, and respect, citizen complaints. Make sure that your governing body members, and your city, has a way to effectively deal with them. Have a follow up system.
40. Be careful about rumors. Check them out. Help squelch them when you know they are false.
41. Appoint citizen advisory committees when you need them, but be prepared to follow their advice if you use them.

42. Take care in your appointments to boards and commissions. Make sure they are capable as well as representative of the whole community.
43. Use manuals, guides and other technical assistance and information available from other agencies. Attend workshops and conferences put on for your benefit.
44. Pace yourself. Limit the number of meetings you attend. Set some priorities, including the need to spend time with your family. Recognize that life - and the city - is dependent on a lot of things you have little control over.
45. Establish some personal goals and objectives. What do you want to accomplish this year? Next year?
46. Help develop some short-term and long-term goals and objectives for your city, and check your progress at least every six months.
47. Similarly, help your city develop a vision of the future. Plan from the future to the present - no vision, no plan. One of the important purposes of a governing body is to establish a vision for the future.
48. Focus on the future, and try to leave your city better than that which you inherited as a city officer.
49. At least once a year, schedule a governing body discussion about how you are governing. Review the processes and procedures. Sit back and ask "How are we doing? How can we do things better?"
50. Be enthusiastic about your public service, and the privilege you have, and let the public know it. But maintain your sense of humor. Don't take yourself or the business of government so seriously that you don't enjoy it. It should be as fun as well as rewarding experience.
51. Be a leader, as well as part of the team of elected and appointed officials who were selected to make your city an even better place to live.
52. Celebrate! Good things do happen. Let the public share your successes. Always focusing on problems and issues may leave you, the governing body, and the public, to believe that nothing positive ever happens.

CITY CANDIDATES GUIDE



2021

Prepared and Published by



Dear Candidate:

I would like to congratulate you on your decision to undertake a very worthwhile challenge—seeking elective office in city government. You have set yourself on a path toward the honorable calling of public service.

This guide was developed as a tool to provide you with some background information concerning city government in Kansas, the election process, taking office, and the basics of governing. I hope that you will find it to be a useful tool.

The League of Kansas Municipalities has been providing support services to Kansas cities since 1910. We are happy to provide assistance to current and potential leaders across the state.

Public service is one of the highest and most rewarding tasks a citizen can undertake. Those who rise to the challenge of leadership, particularly at the local level where government is closest to the people, are the true gatekeepers of democracy.

Again, I congratulate you on your decision to embark on this journey. Thank you for your commitment to your city.

Yours in Public Service,

A handwritten signature in black ink, reading "Erik A. Sartorius". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Erik A. Sartorius

Executive Director

League of Kansas Municipalities

300 SW 8th Avenue, Suite 100

Topeka, KS 66603-3951

(785) 354-9565 • Fax (785) 354-4186

www.lkm.org

Elections

- ***Check for Local Rules.*** This brochure is designed to answer basic questions about city government in Kansas. Some cities may have locally altered their form of government or the election process. Therefore, it is important to check with the city clerk to determine if there are any local rules applicable in your city.
- ***Filing Deadline—June 1, 2021.*** The filing deadline for all city elections is 12:00 noon on June 1, or if that date is a Saturday, Sunday or holiday, then the deadline is 12:00 noon of the next day that is not a Saturday, Sunday or holiday. (K.S.A. 25-2109 and K.S.A. 25-205)
- ***Filing Location, Validation, and Fee.*** All candidates for municipal office are required to file with the county election officer either a declaration of intent to become a candidate accompanied by a fee of \$20 or a nomination petition with the proper number of signatures. (Contact your city to find out the number of signatures required.) Within three days of the filing of a nomination petition or declaration of intention to become a candidate for city office, the county election officer shall determine the validity of such petition or declaration. If the petition or declaration is found to be invalid, the county election officer shall notify the candidate and provide the reason for the finding. The candidate may object to the finding of invalidity in accordance with K.S.A. 25-308. (K.S.A. 25-2110 & 25-21a01)
- ***Qualifications.*** An individual seeking elected city office must be a “qualified elector.” This means at the time of filing for office, the person must be a registered voter in the city (and if the city is divided into wards or district, within the particular ward or district). (K.S.A. 14-109; 15-209; K.S.A. 25-21a01(f) and Attorney General Opinion No. 2001-16)
- ***Statement of Substantial Interest.*** No later than 10 days after the filing deadline for office, each candidate must file a statement of substantial interest. If the individual becomes a candidate after the filing deadline, the statement of substantial interest must be filed within 5 days of becoming a candidate. The statement should be filed in the same office where the individual filed the statement declaring candidacy for the local office. The statement may be found on the Government Commission website at ethics.kansas.gov/local-level-conflict-of-interest/ssi-instruction-guide-and-form. (K.S.A. 75-4302a)
- ***Partisan or Non-Partisan.*** City elections in Kansas may be partisan or non-partisan. The vast majority are non-partisan. Check with your city clerk.

- **Expenses.** Candidates in cities of the second or third class who do not intend to spend an aggregate amount of \$1,000 must file an affidavit of such intent with the county election officer not later than the ninth day preceding the primary election. Because this deadline falls on a Sunday, most county election officers will accept this affidavit on Monday, July 26, 2021. However, it is recommended that you confirm this deadline with your county election official. If less than \$1,000 is actually expended, no report needs be filed. If more than \$1,000 is expended, an itemized campaign finance statement must be filed with the county election officer within 30 days of the primary or general election. (K.S.A. 25-904)

In cities of the first class, candidates are governed by K.S.A. 25-4142, *et seq.*, and must file primary reports on July 26, 2021, and general reports on October 25, 2021, and January 10, 2022. (K.S.A. 25-4148)

Additionally, in cities of the first class, a report is required identifying each person who has made one or more contributions of \$300 or more in the period commencing 11 days before a primary or general election at which a local officer is to be elected and ending at 11:59 p.m. on the Wednesday preceding the date of the election. The report shall be filed on or before the close of business on the Thursday preceding the date of the election and shall contain the name and address of the contributor along with the amount and date of the contribution. (K.S.A. 25-4148b)

- **Primary—August 3, 2021.** The primary is held on the first Tuesday in August. Write-in candidates are not allowed in the primary. (K.S.A. 25-2108a)

In cities with wards or districts, if there are more than three qualified candidates for any ward or district, a primary shall be held. The two candidates receiving the greatest number of votes in each district shall move on to the general election. If there are three or fewer qualified candidates for any ward or district, there is no primary election and all of the individuals move on to the general election.

In cities with at-large elections, if there are more than three times the number of candidates as there are positions up for election, there shall be a primary election. Twice the number of candidates as the number of positions up for election and receiving the greatest number of votes shall move on to the general election. If there are not more than three times the number of candidates as there are positions up for election, there is no primary and all of the individuals move on to the general election. (K.S.A. 25-2108a)

The primary statutes are non-uniform and cities may alter these rules by the passage of a charter ordinance. Please consult your city to be clear on its requirements.

- **General Election—November 2, 2021.** City general elections are held the Tuesday following the first Monday in November in odd-numbered years, and in even numbered years, if needed. To determine if this election timetable applies in a specific city, it is important to check with the city clerk. (K.S.A. 25-2102 & 25-2107)
- **Canvass—November 8, 2021.** The county commissioners canvass the votes on the Monday following the election held on a Tuesday, except that the county election officer may move the canvass to any business day not later than 13 days following any election. (K.S.A. 25-3104)
- **Certification.** The county election officer submits a certification of the election to the governing body. (K.S.A. 25-2120 & 25-3110)
- **Term of Office.** The date for beginning a term of office can vary by city. A city can establish a date, following certification of the elections, between December 1 and the second Monday in January. Be sure and check with the city clerk to determine when your city has officers sworn in. (K.S.A. 25-2120)
- **Swearing In.** Following certification of the election results, city officials must be sworn in prior to officially taking office. (K.S.A. 25-2120)
- **Oath of Office.** An oath of office must be taken and signed by elected officials. The city clerk should maintain a copy of these oaths. (K.S.A. 25-2120 & 54-106)
- **Updating Statement of Substantial Interest.** Between April 15 and April 30, elected officials must update the statement of substantial interest that they filed as a candidate when there is any change during the preceding year. (K.S.A. 75-4302a)
- **Campaigning on Public Property.** No city officer or employee shall use, or authorize the use of public funds, vehicles, machinery, equipment, supplies, or the compensated time of any officer or employee to expressly advocate the nomination, election, or defeat of a clearly identified candidate for state or local office.

Further, no municipality shall allow any person to distribute any document which expressly advocates for the nomination, election, or defeat of a clearly identified candidate within any city building or structure unless each candidate for the office is permitted to do so in the same manner. (K.S.A. 25-4169a)

- **Bonding.** Elected city officials may be required to furnish a bond with surety payable for the use and benefit of the city in a certain amount and conditioned upon the faithful discharge of the official's duties. Where bonds are required either by state statute (see below) or by local ordinance, it is standard practice for cities to pay the cost of the bonds. Where a corporate surety bond is required, the city must pay the premium.

- ***Commission Cities of the Second Class.*** The mayor and each commissioner are required to furnish a surety bond of not less than \$5,000. Where the mayor or one of the commissioners is the custodian of money or securities in an amount greater than \$5,000, such custodian shall furnish a surety bond equal to the total amount of such funds in the person's possession. (K.S.A. 14-1304)
- ***Commission Cities of the Third Class.*** The mayor and each commissioner are required to furnish a surety bond of not less than \$2,000. (K.S.A. 15-1404)
- ***All Other Cities.*** There are no statutes requiring bonds for elected officials in other cities. These cities may adopt bond requirements by ordinance.
- ***Blanket Surety Bonds.*** Separate surety bonds are not required if the mayor and commissioners are included within a blanket surety bond covering the officers and employees of the city in an amount not less than required by statute. (K.S.A. 14-304 & 15-1404)

City Government

What is a Municipality? The word municipality is usually understood to be synonymous with the word city; however, the word is sometimes used in a broader sense to mean a public corporation exercising governmental functions. In this sense, the word municipality may include a city, township, school board, county, or another political subdivision.

The word municipality is frequently defined within a specific legislative enactment. For an example see K.S.A. 12-1218, the general library act, where municipality is defined as a county, township, or incorporated city.

What is a City? Legally there are no towns or villages in Kansas. An area is either incorporated as a city or it is unincorporated territory. Unincorporated areas are sometimes designated by a name, but they are not legally constituted entities, and therefore have none of the legal powers to act as a properly established municipality.

State law provides for three classifications of cities in Kansas. In general, there are no special advantages or disadvantages in being one class of city rather than another. This is particularly true since the adoption of Constitutional Home Rule for all Kansas cities.

Cities are incorporated as cities of the third class and there are statutory procedures established for changing classification as the population of the city grows. Once a city has been proclaimed by the Governor as a city of a certain class, there is no provision for changing the class in the event of a population loss, except in cities of the second class with a population of 1,000 or less. (K.S.A. 14-901)

(1) *Cities of the Third Class.* When a city incorporates, it becomes a city of the third class. To be eligible for incorporation, there must be either: 1) 250 inhabitants or 250 or more platted lots, each of which is served by water and sewer lines owned by a non-profit corporation, and 50 electors sign a petition for incorporation; or 2) the territory has been designated a national landmark by the Congress of the United States. (K.S.A. 15-115, *et seq.*)

(2) *Cities of the Second Class.* To become a city of the second class, the city must have a population of more than 2,000 and less than 15,000. A city of more than 2,000 and less than 5,000 may remain a city of the third class until its population reaches 5,000. (K.S.A. 14-101)

(3) *Cities of the First Class.* Any city with a population of 15,000 or more may elect to become a city of the first class. When a city reaches a population of 25,000, it must certify that fact to the Governor who will then proclaim it to be a city of the first class. (K.S.A. 13-101)

Kansas law authorizes three basic forms of city government. Cities may alter these basic statutory forms of city government by the use of their Home Rule powers.

Forms of Government

Forms of City Government. Kansas law authorizes three basic forms of city government. Cities may alter these basic statutory forms of city government by the use of their constitutional home rule powers.

(1) *Mayor-Council.* The most prevalent form of city government, the mayor-council form, exists in all three classes of cities. It is used by nearly all cities of the third class. In cities of the first and second classes, the mayor and councilmembers are elected by ward, but in cities of the third class they are elected by the city-at-large. A variation of this form is called the modified-mayor-council form in which a mayor and three councilmembers are elected at-large and four councilmembers are elected by districts. The mayor is the chief administrative official in mayor-council cities, although some cities have made provisions for an appointed city administrator.

(2) *Commission.* The commission form of government has declined in popularity and is now found in only two cities of the third class and eight cities of the second class. In the commission form of government, as established by statute, the mayor and each commissioner is a department head. Under the statutory plan, commission sizes vary from three-to-five members and all members are elected by the city-at-large.

(3) *Manager Plan.* The third basic form provided by state law has three variations: commission-manager, mayor-council manager or council manager. Any class of city can adopt one of these forms using the procedure established in K.S.A. 12-1039 et seq. Regardless of the form used, the city manager administers the affairs of the city under the direction of the governing body who set the policy for the city.

Local variations of these statutory forms include the appointment of city administrators by certain mayor-council and commission cities under their constitutional home rule powers.

(4) *Unified Governments.* In 1997, the citizens of Wyandotte County and Kansas City voted to establish the Unified Government of Wyandotte County/Kansas City. It was the first consolidated city/county in the state. In 2009, Greeley County and the City of Tribune became the second unified government in Kansas. Each unified government is both a city and a county with all of the authority and responsibility of each.

Legal Issues

Home Rule

Constitutional Home Rule is the single most important source of a city's legal authority to act. Home Rule is a direct grant of the power of local self-government from the people of Kansas through the state constitution (Art. 12, § 5) to each of the cities of this state. Home Rule is the right of the people of every city (no matter the class) to govern themselves by enacting and administering laws concerning local matters.

Under Home Rule, cities have the power to initiate legislation without the need for authority granted by the state legislature. In addition, if a statute prohibits or restricts a particular activity, but does not make that prohibition or restriction uniformly applicable to all cities, the city can use its Home Rule power to exempt itself by charter ordinance from the provisions of that statute.

Ethics

Municipal office is a public trust created in the interest of, and for the benefit of, the people. Public officers are fiduciaries and trustees of the public interest, and they owe an undivided loyalty to the people they serve.

Conflicts of Interest. Kansas law (K.S.A. 75-4301a, *et seq.*) contains certain requirements in order to achieve a workable, fair balance between public and private interests. It requires:

(1) Statements of Substantial Interest. Statements listing an officeholder's substantial financial interests must be filed by every candidate for local office within 10 days after the filing deadline for the office, or within 15 days of appointment when filling a vacancy in an elective office. The statement must be amended between April 15 and April 30 when the individual's interests changed during the preceding year. (K.S.A. 75-4302a)

(2) When Abstention Required. Local officials are required to abstain from making or participating in the making of any contract with any business in which the official is employed or has a substantial interest except when: (a) the contract was let after competitive bidding has been advertised by published notice; or (b) the contract is for property or services for which the price or rate is fixed by law. (K.S.A. 75-4304)

(3) Penalties. Failure to file a general or specific statement of substantial interest is a class B misdemeanor (up to 6 months imprisonment and/or fine of up to \$1,000). Violation of the law prohibiting participation in making of contracts is a class B misdemeanor and may result in forfeiture of office. Failure to file a specific statement of interest is also a class B misdemeanor. (K.S.A. 75-4306)

Incompatible Offices. Offices are considered to be incompatible when performance of the duties of one office in some way interferes with duties of the other office. That is, there is such an inherent inconsistency in the functions and duties of the two offices as to make it difficult for one person to honestly and impartially execute the duties of both offices. Once an incompatibility is found, the law declares that acceptance of the second office creates an automatic resignation from the first office held. (K.S.A. 25-123)

Governing body members of a city cannot be employees of the city.

Personnel Management

Good personnel management is essential for the efficient and effective functioning of city government. It is difficult to overestimate the importance of productive, competent employees in achieving the city's goals and policies. Personnel administration can also be an effective tool in city management. City government, in the final analysis, is people serving people. It is people who repair streets, maintain sewers, read water meters, respond to police calls and fire alarms, operate utility plants, maintain parks and playgrounds, and do all the other things that the public demands of its municipal government.

Public Funds

Some understanding of basic municipal financial procedures is essential to effective governing body service. While elected officials are not expected to be financial experts, the governing body is ultimately and legally responsible for the financial soundness of the city—now and in the future.

Because it is the duty of the governing body to prepare and adopt a budget in the summer for the following calendar year, budget preparation is one of the most important tasks governing body members must undertake. The preparation is completed in June and July.

Kansas Open Meetings Act (KOMA)

Since 1972, Kansas has maintained an open meetings act which sets out requirements that must be followed by all political subdivisions and by all entities expending public funds. (K.S.A. 75-4317, *et seq.*) The Kansas Open Meetings Act requires that all meetings of entities subject to KOMA be held in open session, except for executive sessions. The public expects, and demands, a certain degree of openness in the management and conduct of public business, and KOMA is designed to help meet that goal. All elected officials bear an important responsibility in ensuring both the specific requirements and the intent of KOMA are met.

Tips

Remember That You Are Part of a Team. The authority of the city can be exercised only when the governing body acts as a unit.

Make the Tough Decisions. The voters elect representatives to make difficult choices. Abstain only when there is a legal or ethical conflict of interest.

Think Home Rule. Do not look for authorization to act, look to see if there are prohibitions or statutory obstacles.

Think Long-Term. Sometimes sacrifices in the short-term can help to accomplish long-term goals.

Respect Executive Sessions. Disclosing information discussed privately is inappropriate and may put the city at risk for litigation.

Be Honest and Fair. Public servants are the keepers of the public trust. Even the appearance of impropriety can tarnish the public's perception of government.

Do the "Right" Thing. Do not be guided by those who say, "I am going to sue the city for \$1 million."

Work Toward Interlocal Cooperation. Involving other units of government in the decision-making process can produce efficient and effective results.

Abide by the "Show Me" Rule of Local Government. When someone says, "You can't do that!," ask them to prove it to you.

Beware of Drowning in Rules. Every problem does not have a governmental solution, and every problem is not always solved by a complex set of rules.

About the League

The League of Kansas Municipalities is a membership association that advocates on behalf of cities, offers training and guidance to city appointed and elected officials, and has a clear purpose of strengthening Kansas communities. Since 1910, the League has been a resource for cities across Kansas and has acted as a body to share ideas, facilitate communication between members, and provide information on best practices in city operations. The League has over 550 member cities with populations from 20 to over 390,000. The League is governed by members through a governing body of elected officials and city-appointed staff.

Mission Statement. The mission of the League shall be to strengthen and advocate for the interests of the cities of Kansas to advance the general welfare and promote the quality of life of the people who live within our cities.

Membership. League membership brings with it many privileges including:

- Legal inquiry service
- Legislative Advocacy for Kansas cities
- *Kansas Government Journal*, a magazine published since 1914

Other Services. The League provides a variety of other services to help enhance the quality of city government. These include:

- Annual Conference
- Training/Educational Opportunities
- Publications
- Ordinance Codification
- LEAPS Personnel Search
- Personnel Policies & Guidelines

Basic Facts

Total Number of Incorporated Cities = 625

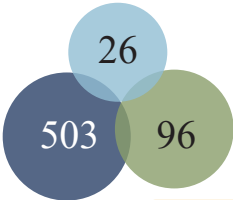
Total Population of the State = 2,913,314

Total City Population = 2,418,311

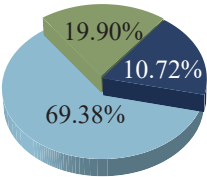
Number of Cities

Class of City

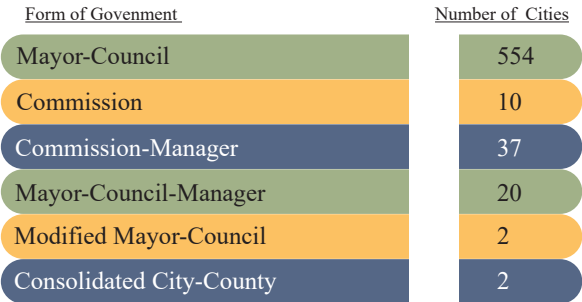
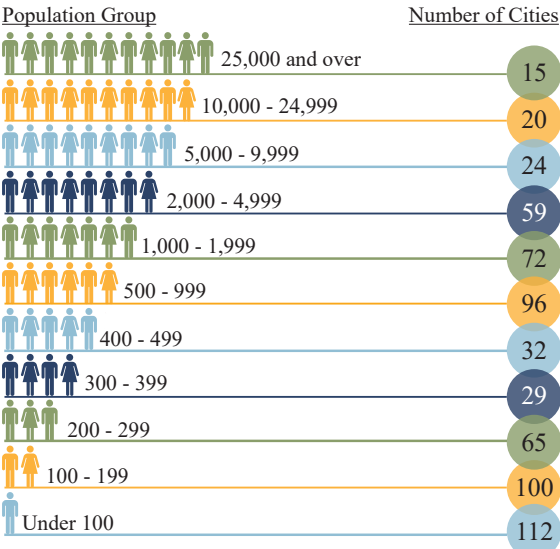
% of Total City Population



- Cities of the First Class
- Cities of the Second Class
- Cities of the Third Class



Over 82.94% of the state's population resides in an incorporated city.



Training Opportunities

Once elected to office, we encourage you to seek out training opportunities offered by the League. Attending these events will connect you to other local government officials and will provide valuable networking opportunities, as well as provide tools to help you succeed in office.

Governing Body Institute April 2022

Attending GBI is the first step new officials should take toward success in public office. This two-day event is open to both newly elected officials and experienced public servants and includes a selection of workshops and general sessions designed to provide insight into local government issues, as well as provide useful strategies to take back to your community. Re-elected officials or longer-term appointed officials will also value the up-to-date information on municipal operations and networking opportunities this conference offers. All participants will receive the newly revised Governing Body Handbook. Visit www.lkm.org/page/GBI for the latest information pertaining to this training.

League Annual Conference October 9-11, 2021 Topeka

The League Annual Conference is the premier training event for elected and appointed officials. Join hundreds of city officials for specialized workshops, roundtable discussions, general sessions, and valuable networking, plus visit with nearly 100 vendors offering the latest products and services for your city. The conference also includes the Public Service Awards Luncheon, recognizing public servants who have given faithful, continuous service to their city for 40 or more years. The Annual Conference is a three-day event and is currently held in three cities on a rotation each fall in Topeka, Overland Park, and Wichita. Visit www.lkm.org/page/AnnualConference for the most up-to-date information.



The Municipal Training Institute is a continuing education program designed for and is open to both elected and appointed city officials. The program offers courses in cities across the state. The purpose of the Institute is to provide an interactive curriculum of specialized instruction that will develop the knowledge and enhance the leadership abilities of those who serve the cities of Kansas. Municipal Training Institute curriculum focuses on a new topic nearly each month, and both in-person and online training is available.

There are three levels of achievement in the Institute. Full descriptions of the requirements for each of the levels can be found on www.lkm.org/page/MTILevels.

For more information about the League's conferences and other events, visit www.lkm.org/page/Conferences.



THE
LEAGUE
OF KANSAS MUNICIPALITIES

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Kan. Stat. § 12-1040

Section 12-1040 - Governing body powers and duties; appointment of manager; manager powers

- (a)** The governing body shall establish by ordinance the qualifications, oath and powers and duties and terms of office of the governing body.
- (b)** Any action taken by the city governing body shall be by a majority vote of the members unless a greater number of votes are specifically required by another provision of law.
- (c)** The city governing body shall appoint a city manager to be responsible for the administration and affairs of the city. The city manager shall see that all laws and ordinances are enforced. The city manager shall serve at the pleasure of the governing body.
- (d)** The city manager shall appoint and remove all heads of departments and all subordinate officers and employees of the city. All appointments shall be made upon merit and fitness alone.

K.S.A. 12-1040

Added by L. 2015, ch. 88, § 11, eff. 7/1/2015.
