



Small, Serene, Simply Garnett.

CLERK'S CORNER

January Monthly Report

Happy New Year! For the month of January, we had 13 new Utility Customers in Garnett, 2 of which were new businesses. We had 262 Delinquent Notices mailed out for not paying by the 15th of the month. Out of 262 delinquent notices, 5 were shut off due to nonpayment by the 25th of the month. Out of those 5, 4 have yet to pay and are still disconnected.

The new year has started off great. I can't say thank you enough to my staff for their hard work at finishing out 2019 and moving into 2020 seamlessly. We have implemented some new things in the office, and they all have been receptive and owned the changes. One main change was the implementation of a rotation calendar for monthly utility billing duties. Each week, the girls rotate between sitting at the drive-up window, doing the bank deposit, and delinquent notices and billing. By doing this rotation, all three office clerks will be able to not only stay proficient in the tasks they do, it will also open opportunities to learn new things that generally one person would do every month. As we progress with this process and get comfortable, more tasks will be added to the rotations in order to spread the workload out more evenly amongst all staff.

We are in the process of getting our new Timeclock Plus software integrated with our Incode Software. Once these two are integrated, we will be able to run a payroll cycle in the system. During this time, we are getting everyone in the habit of clocking in and out utilizing either the biometric timeclocks, computers, and smart phone app. We have received a few complaints from folks that liked how we did things the old way with paper timecards which was expected, change is never easy. I feel over time and once everyone gets into the habit of clocking in and out and

using the system, those complaints will fade, and people will realize how much easier it will be. More to come on that as we progress and get everything set up.

In closing, I wanted to thank you again for approving the payroll software. Over the course of the next year, I would really like for us to continue looking into the future and finding ways to help streamline some of our processes while reducing some of our monthly costs. One of those projects is adding the pets module to our Incode software. Currently we utilize Microsoft Access for all pet registrations. This program is not a part of Incode so staff essentially must enter the pet tag twice when one is sold. By implementing the pets module, it will all be centralized inside of Incode. Another project I'd like for us to explore is adding electronic billing for our utility bills. Currently postage is \$.50. With 200+ delinquent notices being sent out monthly, postage adds up very fast. We also mail out 1200+ utility bills at \$.35 each. I know not everyone will be willing to do the email billing, however I feel a portion would be receptive to it. Even if we only get a quarter of our utility customers to sign up for it, that will still save us quite a bit of money spent on postage monthly. Just some food for thought. I know these things were not discussed during the budget meeting however I would really like to see them discussed this year for the 2021 budget. Not only will it make our jobs more efficient, but the saving will be beneficial as well.

Thanks
Travis Wilson
City Clerk/Municipal Court Clerk

February 2020 Community Development-Tourism Report
By Susan Wettstein

I am so proud of Phil Bures, Sami Jo Peine, Julie Turnipseed and Kris Hix, for their collaborative effort in working on the submission of a Blue Cross Blue Shield Pathways grant application after successfully passing the Letter of Intent phase. This is a very competitive grant, but the effort being put forth is very commendable, and if awarded will begin a positive, healthy initiative and provide community and economic benefits to Garnett and the surrounding area. This grant is not a matching grant. It is up to \$50,000 per year for four (4) years, with the opportunity for project funds to a combined total of \$500,000.

Kris and I participated in the League of Kansas Municipalities Census webinar. Information will be rolling out soon on this initiative to encourage everyone to participate in the Census.

I want to thank Desiree Donovan, who recently combined scans of all the past ordinances and created a list that is searchable for the city website. This effort on her part is very much appreciated. Kris Hix has given countless hours uploading ordinances one by one as I instructed. The system Desiree created will take less space and hopefully achieve the same goal. Should we be forced to upgrade platforms, this will be much easier to recreate.

Kris and I attended the Southeast Kansas Tourism Region meeting in Pittsburg on January 16. A lot of good information was gathered at that meeting. I will be reaching out to our local historical society about opportunities that are available through the SEK Museum Alliance and the upcoming Kansas Historical Society and Historic Preservation Conference. Destination Statehouse is February 5. SEK Living Magazine will be producing the 2020-2021 issue of Southeast Kansas Adventures and Day Trips Guide. We will be a participant in that publication. SEKTR is participating in the Wichita Women's Fair, February 20-23. Also working on a passport concept for the region. Garnett Tourism will be hosting an SEKTR meeting on March 19th. National Tourism Week is the first week in May. Kansas Tourism will be sending out presskits to help communities celebrate. Also, during networking at the meeting it was shared that HGTV is having a Hometown Makeover contest. Thanks to Desiree Donovan, we will be entering the contest.

"The Rec" direct mail piece has been mailed out to 1,769 household within the zip codes of Colony, Kincaid, Richmond, Welda and Westphalia. It features information about Garnett's recreational facilities, exercise programs, Rec Center memberships, youth and adult sports, as well as outdoor recreation. We want to invite our neighbors to Garnett to enjoy what our community has to offer.

Kris and I are helping Julie to promote the Kansas Works Mobile Unit coming to Garnett the third Wednesday of each month, beginning February 19, from 10 a.m. to 2 p.m. The mobile unit will be staged in front of the Extension Office. A variety of resources will be at your fingertips for job seekers and for those businesses looking for good, work ready employees. Persons looking to be matched with Work Ready Community employers can take the ACT WorkKeys Certification test

free of charge in the mobile unit. Those looking to improve their scores can participate in training labs.

Kris and I are also helping Julie with promoting the Destination Creation Training she is facilitating beginning Wednesday, February 19 for eight (8) Wednesdays at the Extension Office meeting room, starting at 6 p.m. Also, Morning Mingle is planning to celebrate International Women's Day by hosting a Chocolate Walk on Saturday, March 7th, 10 a.m. to 2 p.m. Love What's Local Garnett is looking for organizations and events to share their presentation.

We have the 2020 Special Events Calendar available in print and online. There are just a few dates that are listed "TBA". Transient Guest Tax applications are starting to come in for events. Two will be presented by Garnett BPW for consideration at the upcoming Commission Meeting.

Garnett Community Development sponsored a table at the Chamber of Commerce Annual Banquet.

I received an inquiry about unique ideas for couples on Valentine's Day. This freelance writer is working with television station. Information was provided about a variety of ideas, but among the favorites selected by the writer were area geocaching and a special event (ghost hunt) the 1858 Garnett House Hotel is planning on February 13th.

Speaking of geocaching, Kris and I will be replenishing our geocaches, with plans to add more in 2020.

In looking forward to 2021, we need some direction on if the City Commission has any desire to celebrate Garnett's 160th? We celebrated the "Garnett 150" in 2011. Garnett was officially incorporated in October of 1861. In 2011, we celebrated with a ball drop and pancake feed on New Year's Eve, along with a year-long array of activities, and a parade and day of celebration in October. Does the Commission have any desire to consider any city led celebration of Garnett in 2021? I will ask the Tourism Advisory Committee for their recommendations or suggestions and forward that information to the City Manager.

February work will include getting banner proofs approved and bidding Libertyfest fireworks.

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January 2020 Directors Report

- Currently have 17 Anderson County employers that have agreed to recognize the National Career Readiness Certificate.
- Working with agencies to create an awareness for job seekers to take the Work Keys tests. Created an informational rack card to distribute about taking the tests.
- Continue working with Kansas Department of Commerce to bring the Mobile Career Center to Anderson County
- Attended SEK, Inc. Annual Meeting. Installed as Secretary on the Board of Directors of SEK, Inc.
- Working on the second Destination Creation Class in Anderson County.
- Continue visiting businesses with "Love What's Local Garnett" committee members educating them on the campaign and inviting them to become sponsors of the campaign.
- Continue to work on business retention and expansion in Anderson County.
- Continue efforts to save the historic building at 140 East 5th Avenue.
- Continue to work with Morning Mingle business group.
- Working to set up speakers from Pittsburg and Atchison Kansas to present the Land Bank information to City and County Commissioners
- Continue to answer RFI's from Kansas Department of Commerce.
- Meet with Anderson County Mayor's
- Attended KEDA's Day on the Hill
- Attended Garnett Area Chamber of Commerce Annual Meeting. Presenting Love What's Local Garnett information along with Val Katzer Foltz from Monroe 816.
- 2nd Annual Chocolate Walk in honor of International Women's Day. March 7 from 10:00 a.m – 2:00 p.m. Tickets are \$10 and proceeds go to Wings. The first 100 women that register will receive a Chocolate Walk reusable shopping bag.

DIRECTOR'S REPORT

February 4, 2020

GARNETT AREA CHAMBER OF COMMERCE

Membership Renewal is underway. We look forward to continuing to serve our local business community in 2020. We gained 3 new members last week.

The Chamber is working with Pittsburg State University SBDC to bring another training opportunity on March 18, 2020 at the Garnett Public Library. More information will be released when it becomes available.

We currently have a display in our building on South Oak Street. We are offering an opportunity for businesses to decorate the window and advertise their business, as another benefit of membership.

The Chamber would like to thank everyone who attended the banquet, including City and County Commissioners and Mayor: Special thanks to the volunteers, table sponsors, businesses who donated auction items, and to all who made personal donations. The banquet once again was a record for attendance. We appreciate your support!

Weekly eblasts continue. Monthly duties continue, including keeping bank accounts current, social media active, visiting businesses to meet their needs. We continue to reach out to members, assist with training, websites, and finding the right resources. I work with Susan on newsletters, Town Talk, Press Releases, getting information to public in a timely manner, and improving providing detailed information, as well as post-event follow up, keeping websites and calendars current and taking meeting minutes. We are also working on updating the Neighborhood Revitalization Brochure and Travel KS event listings.

Chamber Board, Tourism Board, and Airport Board meetings continue, as well as Morning Mingle. We encourage ALL businesses to participate in the Morning Mingle and Love What's Local, as there are opportunities for networking, education, and promotions of local business. We encourage you to come out for The 2nd Annual Chocolate Walk on March 7, 2020, You can contact ACDA or GACC for more information on this event and how you can participate.

Currently assisting Susan with mail inserts, updating brochures, and gearing up for spring events. We encourage all organizations, groups, and businesses to contact us if you have an event that you would like to have added to the calendar for Garnett.

Welcome bags with Garnett information are being distributed for EKAE tours, new residents, and at local events, so we encourage local businesses to bring your brochures, business cards, etc. to the office to be included.

I look forward to 2020 and the opportunity to serve my community through the City of Garnett and the Garnett Area Chamber of Commerce.

Respectfully submitted by:

Kris Hix, Executive Director

Parks/Recreation/Cemetery
Monthly Report February 4, 2020

This past month we lost a true ambassador for the Parks and Recreation Department and especially the Recreation Center in the passing of Howard Purcell. Howard had been a part of the recreation center before it ever came to be and was the face of the center ever since the doors had opened. Even though he retired a couple years ago he could still be found in the weight room and roaming around helping people while he did his own workout. We hosted a memorial service for Howard on January 25th which gave many of his friends, family and coworkers a chance to remember him and share some memories with others. It was very well attended and it was a very moving tribute to a man that gave back a lot to the community through the recreation center. We will be putting a plaque up in his memory there has also been a memorial fund started in his behalf as well. Rest In Peace Howard.

Basketball season is in full swing and we are busy every Saturday hosing games at both Ray Meyer and the recreation center. Games start at 9 and on average will run until noon or later at both gyms. With the league many teams are coming into town and thus far we have had a good response to our facilities and how we operate on game day. The league will run until the first weekend in March. Along with the older kids the pre-school kids are also getting on the court we have around 30 kids participating in our little dribblers program and they play on Mondays until the end of February.

We have started work on replacing the flag pole at the cemetery, but it seems just as we get some dry weather to finish it Mother Nature changes her mind. We have also been out at the cemetery working on some of the drainage issues we have. With the help of the street department we have hopefully found a solution to some of these issues and the water will be able to flow out of the cemetery and not leave graves under standing water.

The recreation center has been doing very well as of late. The resolutions are still holding true to their promise of a new year new me. This is good for our membership and revenue. With the addition of a couple new classes we have also brought some new people to the recreation center that have not been there in the past. We plan to keep adding programs as we have the space and resources to do so. We are always trying to improve and expand what we offer to our patrons.

We will have our annual meeting at the school this week to discuss summer time employment. We will be recruiting people to work at the pool and for the parks department in general. This is a crucial time and meeting for us as many of our employees are from the high school and we rely heavily on them to fill vacant positions at the pool and parks. Without these kids we would not have the staff to run and operate the pool in a safe manner during the summer.

When the weather allows the guys have also continued what they had started last year in cleaning up the shoreline at the North Lake. They are slowly but surely working their way around and hope to clear another third or so of the shoreline. They have also been removing dead and dangerous trees from the parks as well.

Thanks
Phil Bures
Parks and Recreation Director

Garnett Nuisance Activity January 2020

37 violations were noted. Of those

4 Grass weeds , brush notices

11 Trash Junk notices

22 Inoperable and /or untagged vehicles. Most of the violations were in Ward 1& 2 with some on the west side called in by concerned citizens.

FIRE DEPARTMENT ACTIVITY

1 EMS Assist

1 Grass Fire

1 Automatic Alarm

1 Trash Fire

1 Fuel Spill

City of Garnett
Office of Building and Zoning
Gary Giczewski, City Inspector

02/04/20

RE: Activity Report

- Zoning Appeals
 - Dr. David Henderson (property at 241 W. 3rd Ave), regarding a Special Use Permit to allow an 8 ft fence to surround a storage shipping container to remain in the west side yard of his property. The Planning Commission has approved unanimously (6-0) the Special Use Permit and now moves it on to the City Commission for review and recommendation.
- Comprehensive Plan Review
 - Review of optional changes for this coming 2020 plan review.
- Inspections & Plan Review
 - Performing inspections and reviews as needed by contractors
 - Observing properties for City Code violations and working with residences to help get them back into compliance when their properties start getting out of hand.

February 2020

Electric Distribution Dept.

We were quite lucky to catch a few nice days at the start of January to take down the Christmas decorations. We will be taking down the winter blue & white banners within the next few weeks and putting the green and tan spring banners up in their place. We have been very fortunate these past weeks with the winter storms. The ice accumulations have been minimal, I'm guessing around 2 tenths of an inch at most on the trees I was checking.

It was reported to me that an automobile hit a down guy on a transmission line on Rock Road in Franklin County. The automobile was nowhere to be found. There were some tracks down into the ditch around the anchor rod where the guy wire was attached. The reporting party said that when the wind would blow just right that the guide wire would come in contact with the 34,500 volt line causing our outages. Everyguy was able to locate the fault, isolate the fault, and switch our feed for South Ottawa to Centerville.

We will be working on the installation of some 3 phase primary underground for the new RV Park within the next few weeks. Approximately 800 feet. Setting 3 new meter sets, 3 new 167 Kva pad mount transformers. This RV Park will have 30 parking spots.

We have removed some lighting in the pool pump house off the ceiling and installed lighting on the south wall in hopes to give a little more head room for employees working in the pump house.

We helped the Parks Dept. remove the old flagpole at the cemetery. The concrete base was chipping & flaking off in large chunks. It looked like it had been recapped some years back. The flagpole had multiple cracks and rust lines. Not for sure when the flagpole was originally installed. The new aluminum flagpole will service the City of Garnett's cemetery for many years. We will be assisting with the hole digging and setting of the new flagpole.

We were able to reset the disk golf course bridge. The power plant did a very nice job in building hand rails. We were able to acquire 2 large concrete blocks. We were able to dig back into bank of the waterway for a good base to support the blocks. Each block weighs approximately 5800 pounds each. These should make good bridge abutments to anchor the bridge to.

Worked with the Street Dept. to remove 1- tree on West 7th street, 2- on East 6th and Spruce St, 1- at 13th & Elm St.

Cut trees in easements in 200 block of East 1st & 2nd to the 400 block. Cut trees out of the primary on North Cedar to 1st street. North Vine to 2nd street.

Worked with the Gas & Water Dept. to get water and gas line pulled under the street on West 3rd.

January 2020

Monthly Report

It's been a busy month for the Gas and Water Dept. We have done 83 locates in the month of January. Within those 83 locates we marked around 249 Century Link Utility poles. We also were able to attend a one day class put on by the Kansas Pipeline Association in Ottawa K.S. on the 16th. It was a gas pipeline first responders training. On the 23rd we delivered meals on wheels. With all the illnesses going around we have had guys gone different days throughout the month. We have tried to keep up with our daily activities of responding to gas leaks, dead and broken meter checks. We've helped read meters and do shut off's to help, while the regular meter reader was out. We have also had 1 water main leak on 1st and Walnut as well.

Raymond Arnett

January Wastewater Report

Tom Adams has been doing point repairs and now has started replacing the old flush tanks with manholes. We have been running the camera for him.

We did the yearly maintenance on the belt press, we had to replace the air cylinder on it. We have ordered a rotor and stator for the sludge pump on it. We hauled 23.74 tons of sludge to the landfill. We also rodded 3 sewers.

JCI installed our new Flyte return pump for unit 1. They had to install a new over temp and seal fail relay. It has been running good since then.

Eric Trammell

Wastewater Supervisor



Garnett Police Department

131 West 5th Avenue

Garnett, Kansas 66032-0230

Telephone
(785) 448-6823

Fax
(785) 448-0088

GPD Monthly Report for January 2020.

January 3, GPD responded to a domestic battery. A 19-year-old male was arrested for domestic battery. The case was forwarded to the County Attorney.

January 6, GPD noticed two individuals going into a residence where the owners were known to not be home. A Detective confronted the two individuals, and after an investigation, a 41-year-old male was arrested for burglary. The case was sent to the County Attorney.

January 7, GPD conducted a traffic stop. The driver, a 49-year-old male, was arrested for possession of methamphetamine, marijuana and drug paraphernalia. The passenger, a 60-year-old male, was arrested for possession of methamphetamine with the intent to sell, possession of marijuana and drug paraphernalia. The case was sent to the County Attorney.

January 13, GPD conducted a search warrant at a residence in Garnett for possession of stolen property. GPD recovered several items inside the residence that was reported stolen from burglaries over the past 6 months. GPD also located stolen property that had not been reported stolen at the time of the search warrant but has been linked to other non-reported burglaries. Multiple individuals have been interviewed in the case and the case is still under investigation.

January 21, GPD conducted a traffic stop. The driver, a 30-year-old female, was arrested for driving while suspended. The case was forwarded to the City Attorney.

January 24, GPD conducted a traffic stop. The passenger, an 18-year-old male, was arrested for possession of marijuana and drug paraphernalia.

January 26, GPD conducted a traffic stop. The driver, 39-year-old male, was arrested for no driver's license, possession of methamphetamine, and drug paraphernalia.

GPD made 6 warrant arrests and issued 30 citations during the month.

For the month of January 2020, GPD took a total of 241 calls for service, conducted 83 traffic stops, and had 19 calls of service for animal control.

**Kurt King
Chief of Police**

Garnett Police Department

131 W 5th, Garnett, KS 66032

Agency Statistics

January 2020

| | |
|------------------------------------|--|
| Reports Today: 0 | MTD Reports This Year: 30 |
| YTD Reports This Year: 31 | YTD Reports Unapproved This Year: 4 |
| MTD Reports Last Year: 32 | YTD Reports Last Year: 32 |
| MTD Arrests This Year: 15 | YTD Arrests This Year: 15 |
| MTD Arrests Last Year: 21 | YTD Arrests Last Year: 21 |
| MTD Citations This Year: 30 | YTD Citations This Year: 34 |
| MTD Citations Last Year: 55 | YTD Citations Last Year: 55 |

Garnett Police Department

131 W 5th, Garnett, KS 66032

Activity Totals

01/01/2020 - 01/31/2020

| | All Arrests | Felony Arrests | Misd Arrests | Other Arrests | Summons | Traffic | Criminal | Supplement Report | Field Interview | Reports | Total Activity |
|--------|-------------|----------------|--------------|---------------|---------|---------|----------|-------------------|-----------------|---------|----------------|
| Totals | 14 | 4 | 3 | 7 | 30 | 21 | 4 | 58 | 18 | 30 | 189 |



Garnett Police Department

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In 2019, the City of Garnett spent \$1,539.00 in afterhours charges at the Countryside Vet clinic. This is for dropping off dogs and cats at the vet clinic after normal business hours. This costs \$81.00 per animal. This does not count the boarding cost (\$11 per day) that is associated with housing the animal(s). The boarding cost charges the City until an owner claims the animal(s) during business hours. I would estimate the total cost to the City of Garnett exceeds \$2,300.00 a year in just after-hours total cost (including boarding cost). The vet clinic hours are M-F 7:00 A.M. to 6:00 P.M., Saturdays from 8:00 A.M. until 2:00 P.M., and closed on Sundays and Holidays.

The Countryside Veterinary Clinic, by Kansas law, is required to keep a healthy animal for 3 business days, not counting Saturday and Sundays for an owner to claim the animal. The Saturday and Sunday boarding costs are included in the cost associated with the animal, however, does not count towards the 3 days required by law.

For example, if a cat is taken in on a Thursday afternoon, the City of Garnett gets charged for Thursday, Friday, Saturday, Sunday, Monday and Tuesday (Friday, Monday and Tuesday being the 3 business days) while the City of Garnett is having to pay for 6 days of boarding for an unclaimed animal. If the animal is brought in prior to noon on Thursday, then Thursday is counted towards the first business day.

Countryside Veterinary Clinic provided a breakdown of costs associated with fees acquired by the City of Garnett. The chart clearly shows cats are the largest cost to the City of Garnett. In 2019, 35 cats were taken to the Countryside Veterinary Clinic; 17 cats were adopted (boarding fees and if applicable after-hours fees were associated); 16 cats were euthanized (only because they were determined to be feral or sick and not subject to adoption). No cats were claimed by owners in 2019. Estimating the cost just to the City of Garnett in 2019 for unclaimed cats was approximately \$3,100.00. This \$3,100.00 is approximately 75% of the total cost the City of Garnett spent at Countryside Veterinary Clinic in 2019.

I propose the Garnett Police Department would no longer pick up stray dogs or cats during non-business hours, weekends, or holidays. Citizens would be given notice of

the change in procedure when they are given live traps and instructed the traps can only be set during approved hours/days. If an animal is trapped during non-business hours, it is the citizens responsibility--based on the fact they left the trap active during non-business hours. By implementing this, I would predict the City of Garnett could reduce the expense spent at Countryside Veterinary Clinic by approximately 40%.

I spoke with Marilyn Peine at the vet clinic and she stated they would support the change in procedure.

The Garnett Police Department would still respond to animal calls 24/7 if they are vicious, causing property damage, or animals that are caught by a citizen with City of Garnett pet tags attached where an owner can be identified.

Sincerely,



Kurt King

Chief of Police

2019 City Animals

| | DOGS | CATS | OTHER |
|--------------------------|------|------|--------|
| TOTAL FOR YEAR | 33 | 35 | 1 goat |
| Euthanized | 4 ** | 16* | 0 |
| Adopted | 3 | 17 | 0 |
| Picked Up By Owner | 26 | 0 | 1 goat |
| Death Due to Injury | 0 | 2 | 0 |
| After Hours Emergency | 6 | 14 | 0 |

*these cats were either feral or sick and not recommended for adoption

**1 dog was a rabies quarantine that the owner elected to euthanize due to aggression, boarding fees for that dog was more secondary to aggressive nature

FEE BREAKDOWN:

| | |
|-----------------------|------------------|
| Boarding | \$1666.00 |
| After Hours Emergency | \$1539.00 |
| Euthanasia/Burial | \$911.50 |
| Late Fee | \$21.69 |
| TOTAL FEES | \$4138.19 |