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Beaver BUZZ

December 1st, 2018
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City of Gaylord, Kansas, 509 Main Street, P.O. Box 548, Gaylord, KS 67638
www.gaylordkansas.com cityofgaylord@gmail.com 785-697-2697

Water, Sewer, and Solid Waste Payments

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

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

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

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

For all other payment methods

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

- 3) Mail your payment to:

City of Gaylord

PO Box 548

Gaylord, KS 67638

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

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

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

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

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

Minutes from the November City Council Meeting

City of Gaylord - Minutes of November 14th, 2018 Regular Meeting

The Gaylord City Council met in regular session in the Community Center at 7:00 p.m., November 14th, 2018.

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

Absent Members: Wendell Felsburg, Utility Superintendent Ed Burt

Presiding: Mayor David Tucker

Present also: City Clerk Aubrey Neussendorfer and Treasurer Crystal Iland.

Mayor Tucker called the Regular Meeting to order at 7:01 p.m.

Citizen's Report: no reports.

The minutes of the October 10th Regular Meeting was read. Corrections were noted as the minutes were read. Barb made the motion to approve the minutes with the noted corrections. Dennis seconded, motion carried.

Council Member Dennis Lehmann entered the meeting during the minutes at 7:07 p.m.

Mayor Tucker called for the reading of the bills. Wil made a motion, seconded by Barb, to approve payment of bills, including any routine bills outstanding. Motion carried. Bills paid out \$18,605.51.

Mayor Tucker asked for a report of utility arrears: Richard Bose, Darin Godsey with three accounts, AMI, Kaid Dannenberg, US Post Office, and Deborah Stone. Accounts 22 and 60 were disconnected. Both disconnects at the time of this meeting have been paid in full and services active.

Dennis made the motion to require a "Request for Payment Arrangement Form" to be completed, signed and turned in on or before no later than noon of the date in which a payment is due. Wil seconded, motion carried.

OLD BUSINESS:

- The old slipper slide has now been paid for.
- A letter was read for KDHE concerning the water operator the City currently has is not certified at the proper level with the ion exchange system or arsenic system we currently have installed within our system. At this time Ed is still considering if he wants to take the Level I test or if we need to continue to seek for a new operator. Council members Dennis and Wil along with City Clerk Aubrey are also interested in taking the test to become a Level I operator if needed.
- The report from our October 17th water system inspection was discussed. The only minor recommendation was to scrape and paint all pipe surfaces within Well #6 before the next inspection to sustain the longevity of the life of the pipes.
- A total of \$120.00 was received for donations for our Halloween Party we hosted. We had 32 kids attend and fun was had by all.
- For SCCF grants applications for the Lift Station and a new HVAC system for the Community Center will be submitted for partial funding for both projects.

NEW BUSINESS:

- 3rd Quarter Interest on the CD's was \$151.73.
- Council discussed ways to best inform all once again of all the various ways to make payments each month. Council agreed the best options would be to place an article in the newsletter and to place the ways to make a payment on the backside of every bill.
- Most everyone's keys worked except for a few and will be looked at and new ones cut if necessary.
- David reported the county will provide workers and equipment to work the streets of Gaylord at no charge to the city. This will be done at a later date when they have employees available and they have time within their allotted schedules. This will typically occur in the spring and fall times each year.

- Discussion of water leaks and turn meters on/off was discussed. Tools for this job will either be made or ordered so all members of council will be able to perform this task and not have to hunt for a tool before they can perform this duty.
- Council agreed to mail out Christmas Cards to all residents and will plan on a Christmas Potluck Party for Council and employees in January and will discuss at a later date.
- Members of council voted for the pumpkins for the contest that hosted last month.
- Council members agreed that members should attempt to start and run all city equipment at least bi-weekly to maintain its working condition.

REPORTS:

STREETS: Jim reported the road to the City Burn Site will need some major work before too long.

SEWER/TRASH: All things appear to be running smoothly. No contract from V&K has been received at this time. The post office will be contacted to place their trash out the night before so it will not be missed on Tuesday mornings.

WATER: All appears to be running smoothly.

FIRE: All bunker gear has not arrived and most of the old gear will be donated to Athol Fire Department as they currently have not bunker gear. A FEMA grant for the Pumper/Tanker was submitted again this year. No reports from 2017 for the individual fire runs have been filed at the fire house or with Adam from the prior Chief which made submission of this grant difficult this year.

HOUSING/COMMUNITY CENTER: Barb reported all 11 units at the housing are now rented. Housing board minutes are now included within our monthly newsletter.

PARKS: Bathroom at the park has been winterized.

UTILITY SUPERINTENDENT: no report.

TREASRUER: no report

CITY CLERK: no report.

Mayor Tucker stated the next council meeting will be December 12th, 2018 at 7 p.m.

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

Minutes respectfully submitted by:

 (City Clerk)
 Approved: _____

(Mayor) (Date)

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



Minutes from the November Parkview Manor Meeting

The Gaylord Parkview Manor Commissioners met November 8, 2018 @ 9:00 for their monthly meeting in the Housing Office.

There were four Board members present.

Maintenance report included installing TV mounts, installing new pantry doors in apartments, mowing for last time this fall and cleaning office meeting room.

Director's report included going over reports sent to HUD and attending a meeting in Hays.

Accounts Receivable list was reviewed and as of November 1st, there are 11 apartments rented.

New Business includes Government Commodities will be disturbed November 28th @ 10:00 a.m. @ the Housing Office. Commodities for distribution are spaghetti sauce, peanut butter, mixed fruit, canned potato slices, peaches, salmon, kidney beans, WG rotini, dried cherries and split peas. For those interested in receiving commodities, they are distributed every other month, income guidelines are posted in the housing office. Call Sue at 785-697-2962 if you are interested.



PART-TIME POSITION AVAILABLE

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

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

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

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



City Council

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

Contact Information

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

Gaylord Library

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

City of Gaylord

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Phone:

785-697-2697

Fax:

785-697-2221

E-mail:

cityofgaylord@gmail.com

Website:

www.gaylordkansas.com

Facebook

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

Newsletter

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

- By postal mail
- On the web www.gaylordkansas.com under the Newsletter Tab
- City Office

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

WATER BILL IS ENCLOSED IN THIS NEWSLETTER!

Return Service Requested