

OSAWATOMIE CITY COUNCIL

AGENDA

November 10, 2016

6:30 p.m., Memorial Hall

1. Call to order
2. Roll Call
3. Pledge of Allegiance
4. Invocation
5. Consent Agenda
 - Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action.*
 - A. November 10 Agenda
 - B. Appropriation Ordinance 2016-10
 - C. Council Minutes for October 13 and October 27, 2016
6. Comments from the Public
 - Citizen participation will be limited to 5 minutes. Stand & be recognized by the Mayor.*
7. Presentations & Proclamations
8. Public Hearings
9. Unfinished Business
 - A. Proposed Change Order No. 1 – Mid-States Energy Works – 7th Street Substation
 - B. Pay Application No. 2 & No. 3 – Mid-States Energy Works – 7th Street Substation
10. New Business
 - A. Policy – Emergency Leave for Part-time Employees
11. Council Report
12. Mayor's Report
13. City Manager & Staff Reports
14. Executive Session
15. Other Discussion/Motions
16. Adjourn

NEXT REGULAR MEETING – November 17, 2016

Record of Ordinances

ORDINANCE NO. 2016-10

DATE WARRANTS ISSUED:
October 31, 2016

Page No. 1

AN ORDINANCE MAKING APPROPRIATION FOR THE PAYMENT OF CERTAIN CLAIMS.

Be it ordained by the Governing Body of the City of Osawatomie, Kansas

Section 1. That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the city treasury the sum required for each claim.

CLAIMANT	NATURE OF CLAIM OR SERVICE	CLAIM NUMBER	Amount
City of Osawatomie	Petty Cash Reimbursement	1804	6,058.63
KMEA	GRDA Electricity	1805	70,205.83
KMEA	SPA Electricity	1806	3,634.49
KMEA	WAPA Electricity	1807	9,310.30
Briona Fields	Scholarship	48439	400.00
Centurylink	Long Distance	48437	45.38
Centurylink	Services	48438	754.94
Iowa Fabric Buildings, LLC	Fabric Building	48439	4,563.89
AT&T	RTU'S	48440	222.67
Batteries Plus	Batteries	48441	149.70
Belger Cartage Service, Inc.	Unload & Set Transformers	48442	2,820.00
Bentley Systems, Inc.	Power Geopack Select	48443	5,301.00
BG Consultants, Inc.	Consulting Services	48444	26,437.50
Brewer's Automotive Repair, Inc.	Battery, Tube	48445	151.93
Comm - Tronix	Regulator Card	48446	257.00
Cross Midwest Tire	Tires	48447	1,212.75
Dental Insurance	Dental Insurance	48448	3,030.97
Discover Mid-America	Ad - Freedom Festival	48449	192.00
Dish Network	Services	48450	104.02
Diversified Supply, LLC	Padlocks	48451	65.94
Elliott Insurance, Inc.	Quarterly Premium	48452	41,296.00
IES Commercial, Inc.	7th Street Substation Phase II	48453	92,219.61
McConnell & Associates Corp.	Tennis Courts - Pay App 1	48454	51,930.00
Olathe Medical Services	Employment Physical	48455	63.00
Osawatomie Chamber of Commerce	Sponsor Golf Tournament	48456	140.00
Ricoh	Copies, Hard Drive Swap	48457	624.02
Ron's Country Market	Cleaning Supplies, Coffee, Creamer	48458	365.45
Rural Water District #1	Services	48459	181.77
Scott Michie Planning Services	Consulting Services	48460	756.86
Suddenlink	Internet	48461	339.83
KMEA	EMP Electricity	1808	51,483.99
Crawford Sales Company	Budweiser	48462	251.00
Midwest Distributors	Miller	48463	213.45
Visa	Lodging, Sweaters, Postage	48464	451.42
Visa	Traffic Marking Paint	48465	289.65
Visa	Microphone, Battery, Seminar	46466	368.19
Visa	Sirloin Tips, Ham, Cheese, Beans	48467	53.47
Visa	Chicken, Pork Loin, Books, Mouse	46468	930.79
Verizon	Internet	46469	40.01
Wex Bank	Fuel	46470	3,632.09

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CLAIMANT	NATURE OF CLAIM OR SERVICE	CLAIM NUMBER	AMOUNT
A-Z Mobile RV Repair	Power Adapters	48471	104.88
Ace Pest Control, LLC	Pest Control	48472	475.00
Advanced Environmental	Asbestos Inspections	48473	1,500.00
Allenbrand-Drews & Associates, Inc.	Prepare Alleyway Description	48474	1,080.00
American Safety Utility Corporation	Streamlight	48475	146.51
Applied Maintenance Supplies	Cable Stripper	48476	46.81
Don Cawby	Mileage, Lodging	48477	942.94
City of Osawatomie	Utilities	48478	9,413.10
Deffenbaugh Industries	Sludge Haul Off	48479	1,909.60
Family Center	Hose, Safety Hasps, Eyebolt	48480	354.60
Kansas Gas Service	Services	48481	447.42
L&K Services	Refuse	48482	31,749.35
Postmaster	Utility Billing	48483	1,000.00
Stanion Wholesale Electric Co.	Connectors	48484	697.81
Winterscheid	Filters, Lamps, Battery, Steps, Wipers	48485	1,392.13
Kansas Department of Revenue	Compensating Use Tax	1809	327.39
Kansas Department of Revenue	Sales Tax	1810	570.39
Kansas Department of Revenue	Sales Tax	1811	9,907.71
Kansas Employment Security Fund	3rd Qtr. Unemployment Fund	1812	635.90
United Healthcare	Health Insurance	1813	43,098.01
Affinity RMC, Inc.	Jeans	48486	1,016.23
American Safety Utility Corporation	Conductor Cover	48487	1,118.55
Applied Maintenance Supplies	Cable Stripper - Cutter	48488	46.81
Baker & Taylor	Books	48489	569.76
BG Consultants, Inc.	Consulting Services	48490	2,949.70
C&G Merchants Supply	Towels, Candy, Chips	48491	106.82
Campbell Pet Company	Animal Control Pole, Repair Cable	48492	192.78
Carter Waters	Flags, Level	48493	202.85
Century Link	RTU'S	48494	236.56
Ceramic Studio	Ceramics	48495	240.00
City Electrical Supply Company	Nipples, Plug, Lug, Adapter, Locknut	48496	1,960.35
City of Osawatomie	CMB License - Golf Course	48497	75.00
Coleman Equipment, Inc.	Relay, Sieve, Screen	48498	897.74
Conrad Fire Equipment	Boots, Hoods, Pants, Coats	48499	10,360.34
Consumer Reports	Subscription	48500	26.00
Correct Care Solutions, LLC	Inmate Healthcare Repricing	48501	18.00
Cow Palace	Stew meat	48502	97.50
Croft Trailer Supply, Inc.	6 Way Rd Car Half Conn Metal	48503	15.50
Donna & Viola's Shirts	Patches, Shirts, Hat	48504	214.96
Ed Roehr Safety Products	Vest	48505	1,144.22
EMG, Inc.	Energy Consulting	48506	1,898.80
Evangeline Specialties	Signs	48507	816.28
Evco Wholesale Food Corp.	Gatorade, Sausage, Hot Dogs, Gloves	48508	953.01
Everett Baxter Jr Forensics, LLC	Crime Scene Investigation Course	48509	545.00
Fastenal	Security Insert Bit, Hex, Drop in 3/8	48510	74.68

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CLAIMANT	NATURE OF CLAIM OR SERVICE	CLAIM NUMBER	AMOUNT
Feld Fire	SCBA Gear	48511	85,956.00
Richard Fisher, Jr.	Attorney Fees	48512	350.00
FluidTech	Poppet Valve	48513	997.10
Foley Industries	Gasket, Seal, Regulator	48514	294.62
Four County Monument	Reset Military Bronze on Cement Pad	48515	200.00
FTC Equipment, LLC	Install Clock for Digester Blower	48516	1,630.50
GE Oil & Gas	Repair Turbo on Unit 2	48517	10,967.78
Gearzone Products	Pants, Patches, Ties, Holster	48518	811.44
Generator Services, Inc.	Generator Inspection	48519	615.00
Gerken Rent-All	Tables and Chair Rentals	48520	532.49
Governmental Assistance Services	Administrative Services	48521	2,951.10
Grainger	Selector Switch	48522	333.72
Hawkins	Aqua Hawk, Azone	48523	2,619.09
HD Supply Waterworks	Install Water Valve, Tap, Adapter	48524	11,477.86
Hi-Viz Safety Wear, LLC	Shirts	48525	1,459.00
Industrial Sales	Pipe	48526	142.03
International Code Council	Awards Lunch	48527	75.00
JEO Consulting Group	Consulting Services	48528	20,122.00
Jive Communications, Inc.	Services	48529	912.14
K&M Tires	Tires	48530	411.84
Kansas City Power & Light	Services	48531	2,182.53
Kansas City Wilbert	Grave Openings	48532	3,320.00
Kansas Department of Commerce	JTC Oil Lease-October 2016	48533	1,000.00
Kansas Health & Environmental Lab	Analytical Service	48534	726.00
Kansas Municipal Utilities	4th Qtr. Dues	48535	2,455.00
Kansas One Call	Locates	48536	67.00
Kansas Rural Water Association	Annual Fees	48537	920.00
KC Bobcat	Couplers, Adapter	48538	98.80
KC Golf Cart Company	Replaced Drive Belt and Cable	48539	493.42
Key Equipment	Repair Hopper, Repair Switch	48540	3,137.41
Killough Construction	Asphalt	48541	1,288.00
Kincaid Ready Mix	Concrete, Blocks	48542	5,284.91
Kriz Davis Co.	Wire, Transformer Pad, Connector	48543	4,592.69
League of Kansas Municipalities	League Full Conference	48544	300.00
Logan Contractors Supply	Gutter Tool, Curb, Tool, Paint	48545	582.18
Logicnow Limited	Mailbox Filtering	48546	89.90
Terry Long	Service on Overhead Door	48547	340.00
Lybarger Oil	Fuel	48548	2,193.35
Madden Rental	Portable Toilet Rental	48549	840.00
Martin Pringle	Municipal Matters, City Prosecutor	48550	4,791.60
Maxim Golf Solutions, LLC	Consulting Services	48551	1,250.00
McConnell Machinery	Roller Bear, Sleeve, Flange	48552	214.31
Miami County Medical Center	Medical Care for Prisoner	48553	97.21
Miami County Sheriff's Office	Prisoner Care	48554	1,736.80
Miami Lumber, Inc.	Paint, Brush, Concrete Mix, Block	48555	240.03

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CLAIMANT	NATURE OF CLAIM OR SERVICE	CLAIM NUMBER	AMOUNT
Mission Communication, LLC	Alarm Monitoring, Circuit Board	48556	2,120.60
National Sign Company, Inc.	Posts	48557	176.00
Nicholson, Dasenbrock & Hartley	Attorney Fees	48558	1,830.00
Nips, LLC	Area Inlet w/base	48559	940.00
Northern Tool & Equipment	Power Distribution	48560	619.59
NPG Newspapers, Inc.	Ordinance 3742, CDBG App	48561	550.63
O'reilly Auto Parts	Headlights, Keyless Remote, Hose	48562	89.75
Olathe Winwater Works Co.	CMP Flared End Section	48563	676.35
Osawatomie Chamber of Commerce	Appropriation	48564	8,000.00
Osawatomie Pet Clinic	Examination	48565	93.00
Ottawa Herald	Ad-Freedom Festival	48566	360.00
Pace Analytical	Analytical Service	48567	682.00
Paola Hardware	Brass Fittings	48568	7.58
Pat's Signs	Yard Sign	48569	14.50
Pepsi Beverages Company	Pop	48570	211.33
Pitney Bowes	Postage Meter Lease, Ink Cartridge	48571	302.38
Quill	Envelopes, Stapler, Ink, Labels	48572	235.67
R&J Trucking	Gravel Hauling	48573	580.98
R&R Products, Inc.	Bearing, Washer	48574	97.87
Rejis Commission	Leweb Subscription	48575	65.52
Ricoh	Copier Lease	48576	525.73
Ricoh	Copier Lease	48577	280.78
Romans Outdoor Power	Seal, Cap, Shaft, Key	48578	217.85
Sherwin Williams	Paint	48579	102.55
Site One Landscape Supply	Fescue and Mulch	48580	123.87
Smitty's Lawn & Garden Equipment	Seal Oil, Gasket	48581	7.31
Solomon Corporation	Transformers	48582	63,090.00
Sprayer Specialties, Inc.	Lid With Air Vent	48583	18.59
Suddenlink	Internet	48584	269.99
Superior Lamp, Inc.	Bulbs	48585	1,108.92
Superior Vision	Vision Insurance	48586	614.80
T2 Holdings, LLC	Shredding	48587	120.00
Debbie Talley	Memorial Hall Janitorial	48588	375.00
Tech Products	Fasttags	48589	268.56
TFMComm, Inc.	Install Radio and Light Package	48590	6,794.85
TG Technical Services	Regulator, Calibration	48591	351.00
Training @YourPlace	Add Report for Judge	48592	47.50
United Rentals	Dist. Boxes	48593	750.00
UPS Store	Cardstock, Postage	48594	61.13
USA Bluebook	Calulator, Gaskets	48595	157.28
Van Wall Equipment	Ball Bearing, Pivot	48596	272.28
Vermeer	Reshprn-1xedge	48597	76.80
Viking Industrial Supply	Paper Products	48598	181.08
Wade Quarries	Gravel	48599	58.74
Walmart	Dvd's, Brisket, Pork Loin, Soap, Buns	48600	1,572.26

Osawatomie, Kansas. **October 13, 2016.** The Council Meeting was held in Memorial Hall. Councilman Hunter called the meeting to order at 6:30 p.m. Council members present were Dickinson, Farley, Hampson, LaDuex and Wright. Absent were Mayor Govea, Maichel and Wallman. Also present was City Manager Don Cawby, City Attorney Dick Wetzler and City Clerk Tammy Seamands. Members of the public were: Interim Police Chief David Ellis, Rev. Daneale White and Charity Keitel with the Miami County Republic.

INVOCATION. Rev. Daneale White with Osawatomie Church of the Nazarene.

CONSENT AGENDA. Approval of October 13th Agenda, Council Minutes for September 8th and Appropriations Ordinance 2016-08. . **Motion** made by LaDuex, seconded by Dickinson to approve the Consent Agenda as presented.

COMMENTS FROM THE PUBLIC.

Rev. White invited everyone to attend the prayer vigil on October 29th from 4 – 5 in the John Brown Park and to please share with anyone this information.

PRESENTATIONS.

PROCLAMATION – CONSTITUTION WEEK. Mayor Govea already passed the proclamation and signed before he left town. LaDuex did a formal reading of the proclamation..

PUBLIC HEARINGS.

CDBG APPLICATION PHASE 2 MAIN STREET REPLACEMENT. Opened at 6:38 p.m. and closed at 6:40 p.m. No comments from the public.

UNFINISHED BUSINESS.

PROPOSED CHANGE ORDER NO. 1 – MCCONNELL & ASSOC. – CDBG SPORTS COMPLEX. Change order is for additional concrete work and coring, plus taking away some conduit. **Motion** made by LaDuex, seconded by Hampson to Approve the Change Order in the amount of -\$980. Yeas: All.

PAY APPLICATION NO. 1 – MCCONNELL & ASSOC. – CDBG SPORTS COMPLEX. **Motion** made by Dickinson, seconded by Hampson to Approve the Pay Application for McConnell & Assoc. Yeas: All

PROPOSED CHANGE ORDER NO. 1 – IES COMMERCIAL – 7TH STREET SUBSTATION. Change order is for additional cable work. **Motion** made by LaDuex, seconded by Dickinson to Approve the Change Order No. 1 in the amount of \$13, 120. Yeas: All.

PAY APPLICATION NO. 2 & NO. 3 – IES COMMERCIAL – 7TH STREET SUBSTATION. **Motion** made by Dickinson, seconded by Hampson to Approve the Pay Application No. 2 & No. 3. Yeas: All.

PROPOSED ORDINANCE & AGREEMENTS – PARALLEL GENERATION / NET METERING. City Manager Cawby presented the council with information and explained actions needed to adopt policies for the City. **Motion** made by LaDuex, seconded by Hampson to Approve the Ordinance & Agreements for Parallel Generation / Net Metering. Yeas: All.

NEW BUSINESS.

9TH STREET SUBSTATION. City Manager Cawby presented the council with a layout for the 9th Street Substation. The bid process has not begun, but once that process is over it will be late winter/early spring before work will begin. No action taken..

COUNCIL REPORTS.

LaDuex wanted to remind everyone that the Border War BBQ was coming up and there were raffle tickets being sold.

Dickinson reported that he was pleased to see the new police car out and around town.

Hunter also reported that he seen the new police car as well and it seemed to be running good.

LaDuex also wanted to know if we were going to restripe the roads at 6th & Pacific Ave. that they were pretty bad. Also, mentioned painting the traffic signals at that location.

MAYOR'S REPORT. None

CITY MANAGER'S REPORT.

Several out of state teams have signed up for the Border Wars BBQ.

EMG helped perform a utility billing audit and have finished the audit recently. There have been a handful of errors that have been found and we will be starting the process on notifying the customers and fixing.

Currently working on two grant applications.

Interim Police Chief David Ellis presented the September Summary of Reports from the Police Department.

EXECUTIVE SESSION.

Motion made by LaDuex, seconded by Dickinson to go into Executive Session for the purpose of Preliminary Discussion of Acquisition of Real Property including the City Council, City Attorney and City Manager for 10 minutes beginning at 7:25 p.m. – No action taken.

OTHER DISCUSSION/MOTIONS.

MODERATE INCOME HOUSING GRANT. City Manager Cawby requested that the council authorize him to submit the Moderate Income Housing Grant. **Motion** made by LaDuex, seconded by Hampson to Approve the Authorization of the City Manager to Submit the Moderate Income Housing Grant. Yeas: All.

Motion made by Hampson, seconded by LaDuex to adjourn. Yeas: All. Hunter declared the meeting adjourned at 7:36 p.m.

/s/ Ashley Kobe

Ashley Kobe, Deputy City Clerk

Osawatomie, Kansas. **October 27, 2016.** The Council Meeting was held in Memorial Hall. Mayor Govea called the meeting to order at 6:30 p.m. Council members present were Dickinson, Hunter, LaDuex, Maichel and Walmann. Absent were Farley, Hampson and Wright. Also present was City Manager Don Cawby, City Attorney Dick Wetzler and City Clerk Tammy Seamands. Members of the public were: Blake Madden, the Public Works Director, Virginia Adams, Kelly Daggett, Chris Daggett, Alex Long, Dan Macek, Garrett Nordstrom with Governmental Assistance and Charity Keitel with the Miami County Republic.

INVOCATION. Virginia Adams with Community of Christ.

CONSENT AGENDA. Approval of October 27th Agenda and Appropriation Ordinance 2016-09. **Motion** made by Hunter, seconded by LaDuex to approve the Consent Agenda as presented. Maichel asked why the golf course expenses looked so high. Cawby explained a few of the reasons including that the payroll was for three pay periods and not two.

COMMENTS FROM THE PUBLIC.

Virginia Adams invited everyone to attend the prayer vigil on October 29th from 4 – 5 in the John Brown Park and to please share with anyone this information. Also, wanted to mention that on November 17th there will be the annual community Thanksgiving dinner at the City Auditorium.

PRESENTATIONS.

PROCLAMATION – OSAWATOMIE STATE HOSPITAL ANNIVERSARY CELEBRATION. LaDuex did a formal reading of the proclamation. Motion made by Hunter, seconded by Dickinson to Approve the Proclamation for the Osawatomie State Hospital Anniversary Celebration. Yeas: All.

PUBLIC HEARINGS. None.

UNFINISHED BUSINESS.

RESOLUTION – AUTHORITY TO APPLY FOR CDBG PROJECT. Garrett Nordstrom with Governmental Assistance presented the resolutions for the CDBG Project. **Motion** made by Maichel, seconded by Hunter to Approve the Resolution to Apply for the CDBG Project. Yeas: All.

RESOLUTION – OPERATION OF MAINTENANCE OF CDBG PROJECT. Garrett Nordstrom with Governmental Assistance presented the resolutions for the CDBG Project. **Motion** made by Maichel, seconded by Hunter to Approve the Resolution of Operation of Maintenance of the CDBG Project. Yeas: All.

NEW BUSINESS.

STREET NAME SIGN DISCUSSION. Blake Madden, Public Works Director, discussed with the council about possibly putting the street name signs on top of the stop signs. By doing this it would be a cost savings to the city plus would clean up the corners. Council asked if Blake could come back with examples for them.

CHRISTMAS DECORATION WREATHS. Blake Madden, Public Works Director, mentioned that in the preparation for the holidays they have come to realize that the decorations do not fit on the new light poles from 1st to 5th Street on Main Street. **Motion** made by LaDuex, seconded by Walmann to purchase Garland for the Light Poles from 1st to 5th Street on Main Street. Yeas: All.

PART TIME EMPLOYEE BENEFITS. City Manager Cawby asked the council for direction to develop a policy for the personnel policies regarding sick leave accrual for regular part time employees. No action taken and staff will return with a draft proposal.

COUNCIL REPORTS.

Maichel reminded the council that the 10 year anniversary of the flood was coming up and wanted them to consider doing a community gathering.

Dickinson said that Main Street was still looking good and seen that the street sweeper was out cleaning it up this week. Also, seen that the new police car had the police department markings on it and it looked good.

Hunter mentioned that he thinks that our community really likes old things because the crowd that was at the steam engine coming into town was huge.

LaDuex said that the Border War BBQ was wonderful; there was great food, great weather and great teams.

MAYOR'S REPORT. None

CITY MANAGER'S REPORT.

Annual Spook Parade would be coming up on the 31st.

Ron's Grand Opening would be November 5th.

Osawatomie State Hospital Anniversary Celebration would be on November 5th.

Veteran's Day Celebration at the High School will be November 9th.

City Hall will be closed for Veteran's Day on November 11th.

The letters from the utility audit will be going out soon.

The Chamber has decided not to do a Christmas lighting ceremony and the Christmas opener will be a little different than before.

EXECUTIVE SESSION. None.

OTHER DISCUSSION/MOTIONS.

Motion made by Maichel, seconded by Hunter to adjourn. Yeas: All. Mayor Govea declared the meeting adjourned at 7:35 p.m.

/s/ Ashley Kobe

Ashley Kobe, Deputy City Clerk

DRAFT



November 4, 2016

City of Osawatomie
Attn: Don Cawby, City Manager
PO Box 37
Osawatomie, KS 66064

RE: Osawatomie, Kansas
12 MW Generation Capacity Improvements
JEO Project No. 141554

Dear Don:

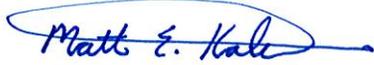
JEO Consulting Group, Inc. (JEO) is pleased to submit this letter of recommendation for the following three items to be discussed at the next regularly scheduled City council meeting:

1. JEO received a request for payment from Mid-States Energy Works, Inc. (Mid-States) for the additional material received on the '7TH Street Substation - Phase IV Switchgear Addition' project thru the 26th day of August 2016. The amount for which Mid-States is requesting has been completed to date and JEO recommends to approve Contractor's Application for Payment No. 2, included, in the amount of \$79,114.50. Please print out three copies and execute upon council approval. Keep one copy for your file, return one to Mid-States with the payment and the final copy to JEO for our records.
2. JEO received a request for change order from Mid-States for the addition of three test switches on the '7TH Street Substation - Phase IV Switchgear Addition' project thru the 2nd day of November 2016. The addition of the test switches will allow the testing of the SEL-351 relays safely. The amount for which Mid-States is requesting has been completed to date and JEO recommends to approve Contractor's Change Order No. 1, included, in the amount of \$585.00. Please print out three copies and execute upon council approval. Keep one copy for your file, return one to Mid-States with the payment and the final copy to JEO for our records.
3. JEO received a request for payment from Mid-States for the additional work completed on the '7TH Street Substation - Phase IV Switchgear Addition' project thru the 2nd day of November 2016. The amount for which Mid-States is requesting has been completed to date and JEO recommends to approve Contractor's Application for Payment No. 3, included, in the amount of \$79,641.00. Please print out three copies and execute upon council approval. Keep one copy for your file, return one to Mid-States with the payment and the final copy to JEO for our records.

City of Osawatomie
November 4, 2016
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If you have any questions and/or concerns do not hesitate to contact me at (402) 371-6416 Ext. 1114 or (402) 360-0217.

Respectfully submitted,



Matt E. Kalin, PE
Project Engineer

MEK:skw
Enclosures

Date of Issuance:	November 3, 2016	Effective Date:	November 10, 2016
Owner:	City of Osawatomie, Kansas	Owner's Contract No.:	
Contractor:	Mid-States Energy Works, Inc.	Contractor's Project No.:	1719
Engineer:	JEO Consulting Group, Inc.	Engineer's Project No.:	141554
Project:	7th Street Substation - Phase IV Switchgear Addition	Contract Name:	7th Street Substation - Phase IV Switchgear Addition

The Contract is modified as follows upon execution of this Change Order:
 Description: **Furnish & install three test switches, wire, lugs and incidentals to allow the testing of the SEL-351 relays safely.**

Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>182,761.00</u>	Original Contract Times: _____ Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>-</u> to No. <u>-</u> : \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>__</u> to No. <u>__</u> : Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>182,761.00</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>585.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>183,346.00</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u><i>Matthew E. Hale</i></u> Engineer (if required)	By: _____ Owner (Authorized Signature)	By: <u><i>Mike Schneider</i></u> Contractor (Authorized Signature)
Title: <u><i>Project Engineer</i></u>	Title: _____	Title: <u><i>PRESIDENT</i></u>
Date: <u><i>11-4-16</i></u>	Date: _____	Date: <u><i>11/4/16</i></u>

Approved by Funding Agency (if applicable)
 By: _____
 Title: _____

Date: _____

Change Order Estimate - Lump Sum Work

JEO Project Name:	7th Street Substation - Phase IV Switchgear Addition	JEO Project Number:	141554
Owner:	City of Osawatomie, Kansas	Change Order Number:	1
Contractor:	Mid-States Energy Works, Inc.	Effective Date:	November 10, 2016

Item		Change Order Information
Specification Section No.	Description	Scheduled Value
	Furnish & install three test switches, wire, lugs and incidentals to allow the testing of the SEL-351 relays safely.	\$585.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
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		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Total:		\$585.00

Contractor's Application for Payment No. 2

	Application Period: 8/26/2016	Application Date: 9/8/2016
To (Owner): City of Osawatomic, Kansas	From (Contractor): Mid-States Energy Works, Inc.	Via (Engineer): JEO Consulting Group, Inc.
Project: 7th Street Substation - Phase IV Switchgear Addition	Contract: 7th Street Substation - Phase IV Switchgear Addition	
Owner's Contract No.:	Contractor's Project No.: 1719	Engineer's Project No.: 141554

**Application For Payment
Change Order Summary**

Approved Change Orders				
Number	Additions	Deductions		
TOTALS				
NET CHANGE BY				
CHANGE ORDERS				

1. ORIGINAL CONTRACT PRICE.....	S	\$182,761.00
2. Net change by Change Orders.....	S	
3. Current Contract Price (Line 1 ± 2).....	S	\$182,761.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	S	\$94,856.00
5. RETAINAGE:		
a. 10% X \$94,856.00 Work Completed.....	S	\$9,485.60
b. X Stored Material.....	S	
c. Total Retainage (Line 5.a + Line 5.b).....	S	\$9,485.60
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	S	\$85,370.40
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	S	\$6,255.90
8. AMOUNT DUE THIS APPLICATION.....	S	\$79,114.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	S	\$97,390.60

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Mike Schneider Date: 8/30/16

Payment of: \$ 79,114.50
(Line 8 or other - attach explanation of the other amount)

is recommended by: Math E. Kale 11-2-16
(Engineer) (Date)

Payment of: \$ 79,114.50
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): 7th Street Substation - Phase IV Switchgear Addition				Application Number: 2				
Application Period: 8/26/2016				Application Date: 9/8/2016				
		Work Completed		E	F		G	
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
33 75 00	7 th Street Substation Switchgear Addition to include: (3) Eaton/Cutler Hammer power module sections; (3) Eaton/Cutler Hammer 1200 amp circuit breakers; (3) front doors; (3) rear extensions; (3) SEL-351 relays; (3) breaker control switches, mounted in front door; (9) GE ET-16 indicating lights, mounted in front door ((3) red, green, white); (3) test switches, mounted in front door; (3) multi-function meters, mounted in front door; all necessary terminal blocks, fuse blocks, & switchboard wire; Spare parts – (6) LED indicating lamps for each color of installed light and (6) 120/240 V fuses for each installed secondary fuse; switchgear delivery to job site, placed in building & bolted to existing switchgear	\$182,761.00	\$6,951.00	\$87,905.00		\$94,856.00	51.9%	\$87,905.00
Totals		\$182,761.00	\$6,951.00	\$87,905.00		\$94,856.00		\$87,905.00

Mid-States Energy Works, Inc.

618 N Santa Fe
 PO Box 1098
 Salina, KS 67401
 785-827-3631

Invoice

Bill To
City of Osawatomeie PO Box 37 Osawatomeie, KS 66064

Ship To

P.O. No.	Terms	Date	Ship Date	Ship Via	Invoice #	S.O.#
	Net 30	8/26/2016	8/26/2016		4728	1719
Quantity	Item Code	Description		U/M	Price Each	Amount
	Quoted Project	Quoted Project - Invoice for 50% of the remaining contract amount since the Eaton power modules and breakers have been delivered to out shop as agreed upon in the original contract			87,905.00	87,905.00
	Retainage1	Retainage			-10.00%	-8,790.50
		***NOT SENT YET Sales Tax			9.00%	0.00
Thank you for your business.				Total		\$79,114.50

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): 7th Street Substation - Phase IV Switchgear Addition				Application Number: 3				
Application Period: 11/2/2016				Application Date: 11/10/2016				
		Work Completed		E	F		G	
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
33 75 00	7 th Street Substation Switchgear Addition to include: (3) Eaton/Cutler Hammer power module sections; (3) Eaton/Cutler Hammer 1200 amp circuit breakers; (3) front doors; (3) rear extensions; (3) SEL-351 relays; (3) breaker control switches, mounted in front door; (9) GE ET-16 indicating lights, mounted in front door ((3) red, green, white); (3) test switches, mounted in front door; (3) multi-function meters, mounted in front door; all necessary terminal blocks, fuse blocks, & switchboard wire; Spare parts – (6) LED indicating lamps for each color of installed light and (6) 120/240 V fuses for each installed secondary fuse; switchgear delivery to job site, placed in building & bolted to existing switchgear	\$182,761.00	\$94,856.00	\$87,905.00		\$182,761.00	100.0%	
	Change Order No. 1	\$585.00		\$585.00		\$585.00	100.0%	
Totals		\$183,346.00	\$94,856.00	\$88,490.00		\$183,346.00		

Mid-States Energy Works, Inc.

*618 N Santa Fe
PO Box 1098
Salina, KS 67401
785-827-3631*

Invoice

Bill To
City of Osawatomie PO Box 37 Osawatomie, KS 66064

Ship To

P.O. No.	Terms	Date	Ship Date	Ship Via	Invoice #	S.O.#
	Net 30	11/2/2016	11/2/2016		4773	1719
Quantity	Item Code	Description	U/M	Price Each	Amount	
	Quoted Project	Quoted Project - Invoice for the balance of the contract amount for the 7th Street Substation Switchgear Addition		87,905.00	87,905.00	
	Retainage1	Retainage		-10.00%	-8,790.50	
	Quoted Project	Quoted Project - Change Order #1 to add test switches		585.00	585.00	
	Retainage1	Retainage		-10.00%	-58.50	
		Sales Tax		9.00%	0.00	
Thank you for your business.				Total	\$79,641.00	

CITY OF OSAWATOMIE



STAFF AGENDA MEMORANDUM

DATE OF MEETING: November 10, 2016

AGENDA ITEM: Part-Time Employee Emergency Leave

PRESENTER: Don Cawby, City Manager

ISSUE SUMMARY: After an issue arose about a regular part-time employee needing to be gone for medical reasons for a couple of weeks, I asked staff to look into what other cities do for leave for part-time employees. I believe we should offer some kind of sick leave, possibly for emergency or extended circumstances, for the small number of employees that regularly work for the City but don't reach a full-time status for those benefits.

At the October 27 meeting, the Council reviewed the issue and asked the City Manager to bring back a more formal proposal at the next meeting.

Included in the packet is a proposal that would provide any employee working more than an average of 20 hours a week, but less than 32 hours, and having worked for the City for at least one-year, 4 hours of emergency leave per month. Seasonal employees would not be eligible for emergency leave. Also, the proposal would provide for employees who have been with the city more than one year be retroactively given emergency leave for up to 3 years of service.

This policy outlines what emergency leave can be used for and how it is to be requested and applied. Generally it is for the care of a dependent (including adult dependents) or an emergency situation (accident or illness requiring hospitalization) involving the employee or an immediate family member.

As stated at the previous meeting, we currently have a shared leave policy in place, and the policy clarifies that employees eligible for emergency leave can be granted shared leave if necessary.

COUNCIL ACTION NEEDED: Review and discuss.

STAFF RECOMMENDATION TO COUNCIL: Approve the policy as presented and direct that it be included as part of the personnel manual in future revisions.

CITY OF OSAWATOMIE



Subject Emergency Leave for Part–Time Employees		Draft No. 2016-01
Adopted	Revised	Rescinded
Authorization		Date

A. Statement of Purpose

Cities are not required to administer paid leave for employees, but it is an industry standard and recruiting tool to do so. The City of Osawatomie wishes to protect and support employees in emergency situations. The purpose of this policy is to establish rules and regulations regarding the accrual and use of emergency leave for regular part time employees.

B. Policy

General. Certain Part-time Employees are eligible to accrue and use paid Emergency Leave in accordance with this policy. This policy outlines the use of emergency leave for emergency circumstances, which occur on a non-routine basis. This policy shall set out rules and procedures for administering emergency leave to eligible employees.

This policy shall be considered as an amendment to the City’s Personnel Policies and Procedures and will become effective upon approval by the City Council as an amendment to such.

Definitions. For the purposes of this policy, the following are defined as follows:

Medical Emergency: a critical or catastrophic illness or injury of the employee, employee’s spouse, or employee’s dependent that poses a threat to life or requires inpatient or hospice health care.

Full-time Employee: an employee who works on a regular and continuing basis and works thirty-two (32) or more hours per work week for a period of twelve months. Students 18 years of age and under working between academic terms shall not be considered full-time employees regardless of the number of hours worked.

Part-time Employee: an employee who works less than a regular full-time work week on a regular and continuing basis.

Temporary/Seasonal Employee: an employee who works on a temporary or recurring basis for a specific purpose or program and whose employment is not intended or expected to exceed one thousand (1,000) hours in any calendar year. These employees are not eligible for any benefits except those required by law.

Eligibility. Part-time Employees who work at least an average of 20 hours per week over a 52-week period are eligible to accrue and use emergency leave. Temporary/Seasonal Employees and Part-time Employees not meeting the minimum number of hours requirement will not be eligible for emergency leave.

Emergency Leave will not be granted for a routine illness that does not meet the definition of a Medical Emergency, with the following exception. In the case of an extended, verifiable illnesses or injury requiring an employee to miss more than 40 or more hours of work in a three-week period may be considered if it does not meet the definition of Medical Emergency. Such illnesses or injuries, or any Medical Emergency, covered by Workers' Compensation Insurance or are the result of activities by the Employee that were criminal in nature or would result in disciplinary action if it occurred during work hours, whether it occurred during work hours or not, will not be eligible for Emergency Leave.

Leave Accrual. An eligible employee will receive Emergency Leave at a rate which will be based on the average number of hours worked per week in the previous calendar year. Part-time Employees averaging more than 20 hours of work per week will accrue Emergency Leave at a rate of four hours of Emergency Leave per month after completing one year of eligible service. Current employees with the City will retroactively receive up to three-years of accrued Emergency Leave if they would have been eligible to have earned that amount of leave if this policy would have been in place during their employment with the City.

Use and Approval of Emergency Leave. Emergency Leave may be used in advance for a planned Medical Emergency or after the fact as circumstances dictate. Emergency Leave must be requested in writing from the Department Director. The Director will make a recommendation to the Human Resources Officer for certification of the leave, which is subject to approval by the City Manager. The Human Resources Officer will provide a response of approval or non-approval in writing to the Employee with a copy to the City Manager and Department Director.

An employee requesting planned Emergency Leave should consult with his/her supervisor as soon as reasonably possible after learning of the need for the request so that the supervisor and Department Director can make plans to cover the employee's absence. Employees requesting Emergency Leave after the Medical Emergency, with proper and reasonable notice of the absence, will do so as soon as possible after the Medical Emergency has stabilized. Failure to make reasonable notice to the supervisor after a Medical Emergency may be grounds for denial of the Emergency Leave request.

An employee will be required to submit a documentation of the Medical Emergency, or other eligible injury or illness, for any requested use of Emergency Leave. Documentation of the Medical Emergency must be provided to the Human Resources Officer before payment for Emergency Leave will be made.

Emergency Leave will be used to cover scheduled work hours missed for the period of the Medical Emergency, but in no case shall pay for the Emergency Leave cause the employee's paid hours for the pay period(s) to exceed the average number of such hours worked over the previous 12 months.

Emergency Donation of Sick Leave. Employees eligible for Emergency Leave will also be eligible to receive Emergency Donation of Sick Leave from full-time employees as outlined in the City's Personnel Policies, to be applied in lieu of Emergency Leave, subject to the same requirements of exhausting available leave.

Nothing in this policy should be construed to confuse Emergency Leave with Sick Leave, as outlined in the City's Personnel Policies. Part-time employees are expected to handle any personal matters, such as medical appointments, during non-schedule hours.

CASH TRANSACTIONS REPORT

YEAR: THROUGH OCTOBER
City of Osawatomie

Page: 1
11/9/2016
10:58 am

Account Number		Beginning Balance	Debit	Credit	Ending Balance
100.101 CASH & INVESTMENTS					
100.101 CASH & INVESTMENTS					
01-000-100.101	CASH & INVESTMENTS	422,151.52	2,340,894.42	2,167,499.07	595,546.87
02-000-100.101	CASH & INVESTMENTS	179,812.64	746,473.39	644,528.20	281,757.83
03-000-100.101	CASH & INVESTMENTS	581,707.49	3,245,171.48	3,094,992.39	731,886.58
04-000-100.101	CASH & INVESTMENTS	69,806.10	823,486.96	793,535.99	99,757.07
05-000-100.101	CASH & INVESTMENTS	4,941.92	337,603.78	299,517.78	43,027.92
06-000-100.101	CASH & INVESTMENTS	106,246.95	15,395.07	12,822.00	108,820.02
07-000-100.101	CASH & INVESTMENTS	0.00	223.85	209.31	14.54
08-000-100.101	CASH & INVESTMENTS	7,399.18	10,447.59	15,364.89	2,481.88
09-000-100.101	CASH & INVESTMENTS	60,641.06	28,355.00	12,406.06	76,590.00
10-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
11-000-100.101	CASH & INVESTMENTS	94,867.01	22,245.52	10,964.30	106,148.23
12-000-100.101	CASH & INVESTMENTS	111,836.75	144,253.48	197,840.29	58,249.94
13-000-100.101	CASH & INVESTMENTS	156,240.81	722,214.18	798,570.14	79,884.85
14-000-100.101	CASH & INVESTMENTS	3,673.08	65,188.70	130,254.82	-61,393.04
15-000-100.101	CASH & INVESTMENTS	0.84	22,605.00	22,605.00	0.84
16-000-100.101	CASH & INVESTMENTS	245,326.31	716,741.96	754,734.72	207,333.55
17-000-100.101	CASH & INVESTMENTS	0.00	28.04	26.22	1.82
18-000-100.101	CASH & INVESTMENTS	5,600.86	290,007.30	310,984.81	-15,376.65
19-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
20-000-100.101	CASH & INVESTMENTS	9,897.41	0.00	0.00	9,897.41
21-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
22-000-100.101	CASH & INVESTMENTS	39,737.00	62,486.15	58,078.09	44,145.06
23-000-100.101	CASH & INVESTMENTS	12,899.79	0.00	0.00	12,899.79
24-000-100.101	CASH & INVESTMENTS	41,003.09	151,588.39	89,052.92	103,538.56
25-000-100.101	CASH & INVESTMENTS	913,026.66	398,000.00	1,261,037.28	49,989.38
26-000-100.101	CASH & INVESTMENTS	-368.00	4,368.00	0.00	4,000.00
27-000-100.101	CASH & INVESTMENTS	121,346.09	377,694.00	280,963.51	218,076.58
28-000-100.101	CASH & INVESTMENTS	569,576.78	0.00	305,357.42	264,219.36
30-000-100.101	CASH & INVESTMENTS	0.00	7,401,542.01	7,401,542.01	0.00
33-000-100.101	CASH & INVESTMENTS	3,858,287.35	103,135.63	501,083.68	3,460,339.30
43-000-100.101	CASH & INVESTMENTS	95,766.45	282,828.30	287,291.60	91,303.15
50-000-100.101	CASH & INVESTMENTS	32,174.07	31,790.43	26,841.28	37,123.22
51-000-100.101	CASH & INVESTMENTS	7,401.00	0.00	0.00	7,401.00
52-000-100.101	CASH & INVESTMENTS	13,666.54	11,643.76	12,590.76	12,719.54
53-000-100.101	CASH & INVESTMENTS	2,928.42	900.00	2,850.00	978.42
54-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
55-000-100.101	CASH & INVESTMENTS	0.01	0.00	0.00	0.01
Total for 100.101		7,767,595.18	18,357,312.39	19,493,544.54	6,631,363.03
Total for 100.101		7,767,595.18	18,357,312.39	19,493,544.54	6,631,363.03
Grand Totals:		7,767,595.18	18,357,312.39	19,493,544.54	6,631,363.03

Police Department Activity Report - 2016

1049 Total calls for service for the month of October

Calls Dispatched to Officers

9	Warrant Arrests
54	Arrest or New Charges filed
156	Traffic Stops
114	Suspicious Activ., Inv. Persons, Ped Checks, Prowlers
23	Traffic Accidents
62	Assist EMS
56	Fights , Disturbance, Assaults, Domestic, Harass, Violation of Protection Orders
0	Sex Crimes
83	Damage to Prop., thefts, Burglarys,
10	Drug Cases
50	Animal at Large, Bite, Welfare chk
8	Child in Need of Care, Runaways, Missing Children
17	Vehicle Lock outs
61	Escorts, Civil Stand-by's, 911 Misdiags, Motor Assist, X-Patrol, Alarm Calls, Welfare Checks, Deliver Message
60	Citizen Inquires
90	Calls for service otherwise not classified
71	Assist Out Side Agency, Loud Music, , Traffic Haz, Drive Complaints, Drug Testing Finger Printing, Open Doors, Follow-ups, Found Property, etc...

929 Total Calls handled by Officers

34	Traffic Citations
9	Other Citations
41	Total Oct Citations

Dispatch received 1049 calls for service in the month of October. Of the 1049 calls, Officers handled 929 calls for service.(1049 minus(-) County Fire calls, Burn permits, Court, Cont. burn, Fine payments, Fuel, City Services.)