City of Bonner Springs
KANSAS

Monday, December 18, 2023

200 East Third Street, Bonner Springs, KS 66012
Bonner Springs City Hall
Council Chambers

NO WORKSHOP MEETING
REGULAR CITY COUNCIL MEETING - 7:30 p.m.

The meeting is open to the public.

CITY COUNCIL MEETING - 7:30 P.M.

CITIZEN CONCERNS ABOUT ITEMS NOT ON TODAY'S AGENDA. (COPIES OF MATERIAL PRESENTED TO THE CITY COUNCIL MUST ALSO BE PROVIDED TO THE CITY CLERK.)

This item is for comments and questions from the audience about items that are not included on today's agenda.

CONSENT AGENDA

1. Minutes of the November 27, 2023 City Council Meeting

Action	Make a motion to approve the minutes as presented.
Recommendation	

Documents:
1. 11272023 CCM Minutes

2. Claims for City Operation

Action	Make a motion to approve the claims for City operation as presented.
Recommendation	Staff recommends approval.

Documents:
1. Supplement Check Register
2. Supplement Expense Approval Report
3. Main Check Register
4. Main Expense Approval Report
5. Refund Check Register

3. 2024 Mill Levy Services Contract - Senior Center Services

Action	Make a motion authorizing the City Manager to sign the extension of an intergovernmental service agreement with the Unified Government of Wyandotte County/Kansas City, Kansas for Senior Center funding for the amount of $8,223.
Recommendation	Staff recommends approval

Documents:
1. 2024 Contract Extension for Bonner Springs Senior Center

4. 2024 - 2028 Capital Improvement Plan

Action	Make a motion to approve the 2024-2028 Capital Improvement Plan (CIP) as presented.
Recommendation	Staff recommends approval

Documents:
1. 24-28 CIP Book

5. Resolution to Write Off Uncollected Accounts Payable

Action	Make a motion to approve a resolution authorizing the cancellation of certain accounts payable warrants issued.
Recommendation	The Finance Director recommends approval.

Documents:
1. Resolution to write off Aged Outstanding Checks 2023

6. Write Off Uncollected Accounts

Action	Make a motion to approve the write-off of uncollected utility accounts per Governing Body Policy GB-03-01.
Recommendation	The Finance Director recommends approval.

Documents:
1. Write offfs December 2021-November 2022

7. Fire Department Automatic Aid Agreement

Action	Motion to approve an Automatic Aid agreement between Bonner Springs, Edwardsville, and Kansas City, Kansas for Fire Protection and other Emergency Services authorizing the City Manager to sign, contingent on City Attorney approval. .
Recommendation	Staff Recommends Approval

Documents:

1. 2024 KCKFD_EFD_BSFD automatic-aid-agreement FINAL (bsedit)

8. License Renewals - Cereal Malt Beverage

Action	Make a motion to approve the Cereal Malt Beverage license renewals as presented.
Recommendation	Staff recommends approval.

Documents:

1. CMB Report

OLD BUSINESS

NEW BUSINESS

1. Executive Session to Discuss Non-Elected Personnel Matters Pursuant to K.S.A. 75-4319(b)(1).

Action	1.Make a motion to go into executive session for consultation with an attorney pursuant to exception, K.S.A.75-4319(b)(2). The open meeting will resume in the Council Chamber at _____p.m. 2.Make a motion to resume the open meeting with no action taken at _________p.m.
Recommendation	

Documents:

2. Ordinance to Adopt the Unified Development Ordinance - BSZO-02-23

Action	Make a motion to approve an ordinance adopting the Unified Development Ordinance and repealing the existing Subdivision Regulations and Zoning Ordinances of the City of Bonner Springs, Kansas.
Recommendation	Staff and the Planning Commission recommend approval.

Documents:

1. UDO Update Cover page
2. UDO Ordinance

3. Special Use Permit for 14110 Minnesota Avenue - SUP-05-23 - Outdoor Advertising Sign

Action	Make a motion to adopt an ordinance approving the requested Special Use Permit for 14110 Minnesota Avenue - SUP-05-23
Recommendation	Staff and Planning Commission recommend approval.

Documents:

1. Staff Report SUP-05-23- Ad Trend - 14110 Minnesota Ave
2. Ord. SUP-05-23 Ad Trend Inc - Billboard - 14110 Minnesota Ave

4. Bid Award - Farmers Market Pavilion Installation

Action	Make a motion to award the bid for installation of the Farmers Market Pavilion to Sands Construction LLC in the amount of $164,756.
Recommendation	The City Engineer and City Staff recommend approval.

Documents:

1. Farmers Market Install Bid Tab

5. City Hall Digital Sign Purchase

Action	Make a motion authorizing the City Manager to sign an agreement

with Young Sign Company for the purchase and installation of a digital sign in the amount of $50,058.13

Recommendation: Staff recommends approval.

Documents:

1. Estimate 52032

6. Minet M Readers

Action: Make a motion authorizing the public works department to proceed with the expansion and upgrade of the Minet M unit for the water meter reading system.

Recommendation: Staff recommends approval.

Documents:

7. The 120 Society LLC Funding Agreement

Action: Make a motion to approve the funding agreement with the 120 Society LLC and authorize the City Manager to sign the agreement.

Recommendation: Staff and Bond Counsel recommend approval.

Documents:

1. The 120 Society RHID Funding Agreement

8. Classification, Compensation and Benefits Study - Award

Action: Make a motion to award the Classification, Compensation and Benefits Study to McGrath Human Resources Group for an amount not to exceed $42,546, pending City Attorney review of a contract, and authorize the City Manager to sign the agreement.

Recommendation: Staff recommends approval.

Documents:

1. McGrath Bonner Springs KS due 11.30.23 ELECTRONIC

9. Personnel Policy Updates

Action: Make a motion to approve the December 2023 updates to the Personnel Policies and Guidelines.

Recommendation: Staff recommends approval.

Documents:

1. Personnel Policy - Updated - Dec 2023 - Draft

10. Ordinance to Provide for Compensation of the City Council and Mayor

Action: Make a motion to adopt an ordinance providing compensation for the City Council and Mayor.

Recommendation

Documents:

1. Council Compensation Ordinance

11. Resolution to Approve City Fee Updates for 2024

Action: Make a motion to adopt a resolution amending the City fee schedule as proposed, effective January 1, 2024.

Recommendation: Staff recommends approval.

Documents:

1. City Fee Resolution
2. Exhibit A 2024
3. City Clerk & Municipal Court
4. Codes Administration
5. Community Development
6. Fire EMS
7. Police & Animal Control
8. Public Works & Utilities
9. Recreation

12. Resolution to Declare Official City Cookie

Action	Make a motion to adopt a resolution declaring snickerdoodle cookies the official cookie of the City of Bonner Springs
Recommendation	The Mayor emphatically recommends approval

Documents:
1. City Cookie Resolution

1. Proclamation

REPORTS

1. Mayor's Report

2. City Council Items

3. City Manager's Report

Action

Recommendation

Documents:
1. City Managers Update 12-15-23
2. 12.11.23_Comm._Dev._Completed_Project_List
3. 12.11.23_Comm._Dev._Pending_Project_List
4. InCode_Building_Permit_Report
5. InCode_Code_Enforcement_Report

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Christina Brake

Subject: Minutes of the November 27, 2023 City Council Meeting

Recommendation:

Action: Make a motion to approve the minutes as presented.

Background:

Discussion:

Financial Impact:

City Council Minutes – Regular Meeting – November 27, 2023

The Bonner Springs City Council met in Workshop session at 6:45 p.m.
Present: Mayor Harrington, Councilmembers Shannon, Long, McMahan, Wood, Gurley, Kipp, Stephens. Reeves was absent.
City staff present: Sean Pederson, City Manager; Amber Vogan, Assistant City Manager; Chris Brake, City Clerk; Tillie LaPlante, Finance Director; Frank Abart, Public Works Director; Billy Naff, Police Chief; Tim Richards, Fire Chief; Mark Lee, Community Development Coordinator; Mark Stites, Code Enforcement

1. 2024 – 2028 Capital Improvement Plan – City Manager review the 2024-2028 Capital Improvement Plan. Final will be presented to the Council at the next meeting.

The Bonner Springs City Council met in regular session at 7:30 p.m.
Present: Mayor Harrington, Councilmembers Shannon, Long, McMahan, Wood, Gurley, Kipp, Stephens. Reeves was absent.
City staff present: Sean Pederson, City Manager; Chris Brake, City Clerk; Tillie LaPlante, Finance Director; Frank Abart, Public Works Director; Billy Naff, Police Chief; Tim Richards, Fire Chief; Megan Gilliland, Economic Development Coordinator; Justine Spease, Recreation Manager

The Mayor led the Pledge of Allegiance to the Flag of the United States of America, and Pastor Flournoy led the invocation.

Citizen Concerns about Items Not on Today's Agenda –
Charis Bass, 13601 Willard St, was concerned about her water bill.
Brandon Holloway, 480 S. 137th St, was concerned about his water bill, he had sprinkler system and meter tested.
Dan Wilson, 503 S. 137th St., was concerned about the answers he has received from City staff regarding his water bill.

CONSENT AGENDA – The Mayor read the Consent Agenda items and asked the staff, audience or City Council if they wished to remove an item for separate consideration. No items were removed.

1. Minutes of the November 27, 2023 City Council Meeting
2. Claims for City Operations
3. 3rd Quarter Financial Reports
4. License Renewal - Massage Therapy Business Establishment and Massage Therapist License - Nicole Wiehe with Spa Rapha
5. License Renewal - Massage Therapist License - Simona Simmons with Midwest Chiropractic
6. City Council Meeting Dates and City Holidays for 2024

Shannon moved and Stephens seconded to approve the consent agenda as presented. Unanimous approval.

OLD BUSINESS – None

NEW BUSINESS –

1. **Fire/EMS Regional Automatic and Mutual Aid Agreement Update** –

2. **Bid Award for Demolition of 820 N. Nettleton Avenue and 13103 Metropolitan Avenue –** Shannon moved and Stephens seconded to approve awarding the bid for the demolition of the two structures located at 820 N. Nettleton and 13103 Metropolitan Avenue to Remco Demolition. LLC for the amount of $28,810. Unanimous approval.

3. **Executive Session for Consultation with an Attorney Pursuant to K.S.A. 75-4319(b)(2) –** Gurley moved and Stephens seconded to go into executive session for consultation with an attorney pursuant to exception K.S.A. 75-4319(b)(2). The open meeting will resume in the Council Chamber at 9:18 p.m. Unanimous approval.

Stephens moved and Shannon seconded to resume the open meeting with no action taken at 9:21 p.m. Unanimous approval.

REPORTS

Item No. 1: City Manager's Report – Written report included in the agenda

Item No. 2: City Council Items – None presented.

Item No. 3: Mayor's Report
- The City is accepting applications for vacant ward 2 council seat.
- The Christmas Parade is December 2 at 5:30 p.m. beginning in the parking lot at 2nd and Elm. The Mayor's Christmas tree lighting and cookies with Santa will be after the parade.
- Participated in the first meeting of the Unified Residents of Wyandotte County. Reminded everyone that Bonner Springs and Edwardsville are not unified with Kansas City, Kansas.

The meeting adjourned at 9:36 p.m.

_________________________ Christina Brake, City Clerk

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Sarah Frehe

Subject: Claims for City Operation

Recommendation: Staff recommends approval.

Action: Make a motion to approve the claims for City operation as presented.

Background: Staff enclosed the supplement claims for City operations in the amount of $50,459.58, the regular claims in the amount of $424,863.68, and utility refunds in the amount of $6,277.59.

Discussion:

Financial Impact:

Check Register

Bonner Springs, KS

Packet: APPKT00666 - 12/8/23 Payroll Check Run

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP BANK-AP BANK						
11698	AT&T	12/08/2023	Regular	0.00	594.52	152522
2470	ATMOS ENERGY	12/08/2023	Regular	0.00	63.25	152523
0117	BOARD OF PUBLIC UTILITIES	12/08/2023	Regular	0.00	26.39	152524
11793	CHARTER COMMUICATIONS HOLDIN	12/08/2023	Regular	0.00	329.98	152525
10964	EVERGY FKA KCP&L	12/08/2023	Regular	0.00	463.65	152526
10942	EVERGY KANSAS CENTRAL INC FKA V	12/08/2023	Regular	0.00	39,523.45	152527
12025	GLORIA OCHOA	12/08/2023	Regular	0.00	47.73	152528
9879	MAINSTREET CREDIT UNION	12/08/2023	Regular	0.00	845.00	152529
12333	OPTUM BANK	12/08/2023	Regular	0.00	7,491.66	152530
7883	STEVE GARCIA	12/08/2023	Regular	0.00	64.19	152531
11556	U.S. BANK EQUIPMENT FINANCE	12/08/2023	Regular	0.00	809.71	152532
0915	VERIZON WIRELESS	12/08/2023	Regular	0.00	200.05	152533

Bank Code AP BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	18	12	0.00	50,459.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	18	**12**	**0.00**	**50,459.58**

Expense Approval Report
By Vendor Name

Bonner Springs, KS

Post Dates 12/8/2023 - 12/8/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 11698 - AT&T				
AT&T	7314593804	12/08/2023	MONTHLY FIBER OPTICS SERVICE 11/11/23 - 12/10/23	198.18
AT&T	7314593804	12/08/2023	MONTHLY FIBER OPTICS SERVICE 3/11/23 - 4/10/23	198.17
AT&T	7314593804	12/08/2023	MONTHLY FIBER OPTICS SERVICE 3/11/23 - 4/10/23	198.17
			Vendor 11698 - AT&T Total:	**594.52**
Vendor: 2470 - ATMOS ENERGY				
ATMOS ENERGY	0003324	12/08/2023	GAS SERVICE	63.25
			Vendor 2470 - ATMOS ENERGY Total:	**63.25**
Vendor: 0117 - BOARD OF PUBLIC UTILITIES				
BOARD OF PUBLIC UTILITIES	0003325	12/08/2023	WATER BILL - 11600 KAW DR 10/11/23 - 11/11/23	26.39
			Vendor 0117 - BOARD OF PUBLIC UTILITIES Total:	**26.39**
Vendor: 11793 - CHARTER COMMUICATIONS HOLDING LLC				
CHARTER COMMUICATIONS ...	0100622111723	12/08/2023	PD INTERNET 11/17/23 - 12/16/23	329.98
			Vendor 11793 - CHARTER COMMUICATIONS HOLDING LLC Total:	**329.98**
Vendor: 10964 - EVERGY FKA KCP&L				
EVERGY FKA KCP&L	0003326	12/08/2023	MUNICIPAL STREET LIGHT - LED 10/31/23 -11/30/23	463.65
			Vendor 10964 - EVERGY FKA KCP&L Total:	**463.65**
Vendor: 10942 - EVERGY KANSAS CENTRAL INC FKA WESTAR ENERGY INC				
EVERGY KANSAS CENTRAL INC...	0003327	12/08/2023	STREETLIGHTS 10/26/23 - 11/28/23	12,919.34
EVERGY KANSAS CENTRAL INC...	0003333	12/08/2023	GAZEBO ELECTRICAL SERVICE 11/1/23 - 12/4/23	29.33
EVERGY KANSAS CENTRAL INC...	0003334	12/08/2023	MESSAGE ELECTRICAL SERVICE 11/1/23 - 12/4/23	44.80
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	3,275.75
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	150.86
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	1,201.37
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	1,216.88
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	2,875.86
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	240.72
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	2,075.70
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	10,573.42
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	4,046.02
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	374.08
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	65.29
EVERGY KANSAS CENTRAL INC...	0003337	12/08/2023	ELECTRIC SERVICE	395.09
EVERGY KANSAS CENTRAL INC...	0003338	12/08/2023	ELECTRICAL SERVICE FOR TIBLOW DAYS	38.94
			Vendor 10942 - EVERGY KANSAS CENTRAL INC FKA WESTAR ENERGY INC Total:	**39,523.45**
Vendor: 12025 - GLORIA OCHOA				
GLORIA OCHOA	0003328	12/08/2023	TRI CITY TRIP TO BRANSON EXPENSE REIMBURSEMENT	47.73
			Vendor 12025 - GLORIA OCHOA Total:	**47.73**
Vendor: 9879 - MAINSTREET CREDIT UNION				
MAINSTREET CREDIT UNION	0003336	12/08/2023	PAYROLL FOR 12/8/2023	845.00
			Vendor 9879 - MAINSTREET CREDIT UNION Total:	**845.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 12333 - OPTUM BANK				
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	2,616.66
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	187.50
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	125.00
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	125.00
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	250.00
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	562.50
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	187.50
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	375.00
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	1,437.50
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	750.00
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	312.50
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	312.50
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	62.50
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	62.50
OPTUM BANK	0003335	12/08/2023	HEALTH SAVINGS ACCOUNT FOR 12/8/2023	125.00
			Vendor 12333 - OPTUM BANK Total:	**7,491.66**
Vendor: 7883 - STEVE GARCIA				
STEVE GARCIA	0003329	12/08/2023	KRWA WATER/WW UTILITY MAINT MILEAGE REIMBURSEMENT	64.19
			Vendor 7883 - STEVE GARCIA Total:	**64.19**
Vendor: 11556 - U.S. BANK EQUIPMENT FINANCE				
U.S. BANK EQUIPMENT FINAN…	516333986	12/08/2023	COPIER RENTAL 11/17/23 - 12/17/23	134.32
U.S. BANK EQUIPMENT FINAN…	516333986	12/08/2023	COPIER RENTAL 11/17/23 - 12/17/23	134.31
U.S. BANK EQUIPMENT FINAN…	516504420	12/08/2023	FD PRINTER LEASE 11/20/23 - 12/20/23	200.87
U.S. BANK EQUIPMENT FINAN…	516504859	12/08/2023	PD PRINTER LEASE 11/20/23 - 12/20/23	340.21
			Vendor 11556 - U.S. BANK EQUIPMENT FINANCE Total:	**809.71**
Vendor: 0915 - VERIZON WIRELESS				
VERIZON WIRELESS	9948878043	12/08/2023	MONTHLY CHG/LIFT STATIONS COMM 11/10/23 - 12/9/23	200.05
			Vendor 0915 - VERIZON WIRELESS Total:	**200.05**
			Grand Total:	**50,459.58**

Check Register

Bonner Springs, KS

Packet: APPKT00669 - 12/12/2023 Check Run

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP BANK-AP BANK						
11999	ALL COPY PRODUCTS INC	12/12/2023	Regular	0.00	214.36	152534
11701	ALL COPY PRODUCTS INC	12/12/2023	Regular	0.00	665.03	152535
10078	AMAZON CAPITAL SERVICES INC	12/12/2023	Regular	0.00	1,361.47	152536
2953	AMBER VOGAN	12/12/2023	Regular	0.00	335.79	152537
7169	AMERICAN RED CROSS	12/12/2023	Regular	0.00	252.00	152538
12379	ANGELINE DENNING	12/12/2023	Regular	0.00	150.00	152539
7449	APEX ENVIROTECH, INC.	12/12/2023	Regular	0.00	2,760.00	152540
3303	ASPHALT SALES CO INC	12/12/2023	Regular	0.00	404.13	152541
5615	AT&T	12/12/2023	Regular	0.00	305.35	152542
2470	ATMOS ENERGY	12/12/2023	Regular	0.00	3,572.50	152543
1461	AUGUSTINE EXTERMINATORS INC	12/12/2023	Regular	0.00	87.81	152544
9842	AUTOZONE	12/12/2023	Regular	0.00	34.18	152545
12455	BERTHA RAMIEREZ	12/12/2023	Regular	0.00	30.00	152546
7416	BG CONSULTANTS, INC	12/12/2023	Regular	0.00	19,000.50	152547
0121	BONNER SPRINGS LIBRARY	12/12/2023	Regular	0.00	4,443.74	152548
4172	BOUND TREE MEDICAL LLC	12/12/2023	Regular	0.00	1,247.62	152549
12464	BRIGHT MARKET LLC	12/12/2023	Regular	0.00	1,232.50	152550
12213	BRYAN LISBONA	12/12/2023	Regular	0.00	18,750.00	152551
12468	BRYONNE CUMMINGS	12/12/2023	Regular	0.00	200.00	152552
11659	CAPITAL ONE/WALMART COMMUNI	12/12/2023	Regular	0.00	467.24	152553
11793	CHARTER COMMUICATIONS HOLDIN	12/12/2023	Regular	0.00	244.72	152554
10027	CINTAS	12/12/2023	Regular	0.00	1,085.63	152555
2410	CITY TREASURER KCK	12/12/2023	Regular	0.00	33,484.38	152556
12452	COGENT INC	12/12/2023	Regular	0.00	8,023.68	152557
7888	COGENT INC	12/12/2023	Regular	0.00	1,808.28	152558
10136	COMPLIANCEONE	12/12/2023	Regular	0.00	1,029.00	152559
0222	CONRAD FIRE EQUIPMENT INC	12/12/2023	Regular	0.00	62,275.10	152560
	Void	12/12/2023	Regular	0.00	0.00	152561
0716	CORE & MAIN LP	12/12/2023	Regular	0.00	4,358.97	152562
2216	CROSBY PLUMBING	12/12/2023	Regular	0.00	4,999.00	152563
12018	CYNTOX LLC	12/12/2023	Regular	0.00	145.60	152564
7567	DANKO EMERGENCY EQUIPMENT C(	12/12/2023	Regular	0.00	911.16	152565
10287	DAVE M BREDE	12/12/2023	Regular	0.00	287.70	152566
0014	DEFFENBAUGH INDUSTRIES INC	12/12/2023	Regular	0.00	4,784.02	152567
12456	DENESHA BURTON	12/12/2023	Regular	0.00	200.00	152568
12467	DESIREE PINDER	12/12/2023	Regular	0.00	100.00	152569
12410	DIAGNOSTIC SERVICES OF KANSAS S	12/12/2023	Regular	0.00	139.15	152570
12466	DONI WHITEMAN	12/12/2023	Regular	0.00	100.00	152571
5710	DREXEL TECHNOLOGIES INC	12/12/2023	Regular	0.00	111.00	152572
6029	DURKIN EQUIPMENT COMPANY	12/12/2023	Regular	0.00	539.54	152573
11899	EASY ICE, LLC	12/12/2023	Regular	0.00	412.00	152574
10263	ED M FELD EQUIPMENT COMPANY,	12/12/2023	Regular	0.00	2,886.43	152575
11417	EQUIPMENTSHARE.COM INC	12/12/2023	Regular	0.00	1,369.50	152576
7003	ERIC B PARR	12/12/2023	Regular	0.00	595.00	152577
10942	EVERGY KANSAS CENTRAL INC FKA V	12/12/2023	Regular	0.00	230.90	152578
4736	FASTENAL	12/12/2023	Regular	0.00	6.08	152579
4342	FELDMANS	12/12/2023	Regular	0.00	75.70	152580
11686	FIRE RECOVERY EMS LLC	12/12/2023	Regular	0.00	1,737.39	152581
11792	FREESE AND NICHOLS, INC	12/12/2023	Regular	0.00	3,230.50	152582
12457	GINA R DIGIOVANNA	12/12/2023	Regular	0.00	60.00	152583
12160	GUARDIAN SECURITY SYSTEMS INC	12/12/2023	Regular	0.00	151.94	152584
1089	HAWKINS INC	12/12/2023	Regular	0.00	17,657.62	152585
4275	HAYNES EQUIPMENT CO INC	12/12/2023	Regular	0.00	240.00	152586
3078	HD SUPPLY INC	12/12/2023	Regular	0.00	311.10	152587

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7242	HELGET GAS PRODUCTS INC	12/12/2023	Regular	0.00	263.04	152588
0821	HOLLIDAY SAND AND GRAVEL CO	12/12/2023	Regular	0.00	269.07	152589
7720	IBEC, LLC	12/12/2023	Regular	0.00	60.00	152590
3289	J & D EQUIPMENT INC	12/12/2023	Regular	0.00	319.34	152591
12354	JEFFREY COX	12/12/2023	Regular	0.00	3,350.00	152592
12459	JENNIFER CAIHARR-STOCKTON	12/12/2023	Regular	0.00	100.00	152593
12121	JESSICA MEFFERD	12/12/2023	Regular	0.00	100.00	152594
12458	JOHN LEWALLEN	12/12/2023	Regular	0.00	500.00	152595
1012	JOHNSON COUNTY FIRE & EMERGEN	12/12/2023	Regular	0.00	175.00	152596
5345	JOHNSON COUNTY WASTEWATER	12/12/2023	Regular	0.00	771.56	152597
11484	KANSAS CITY MECHANICAL INC	12/12/2023	Regular	0.00	674.14	152598
5308	KANSAS ONE-CALL SYSTEM, INC	12/12/2023	Regular	0.00	492.00	152599
3699	KANSAS STATE FIRE FIGHTERS ASSO(	12/12/2023	Regular	0.00	50.00	152600
11980	KARRIE GLOVER	12/12/2023	Regular	0.00	100.00	152601
10555	KBI LAB	12/12/2023	Regular	0.00	400.00	152602
12469	KEVIN CAHILL	12/12/2023	Regular	0.00	100.00	152603
3517	KEY EQUIPMENT & SUPPLY CO	12/12/2023	Regular	0.00	802.48	152604
3516	KUTAK ROCK LLP	12/12/2023	Regular	0.00	500.00	152605
11728	LABAN CONTRACTING LLC	12/12/2023	Regular	0.00	2,209.26	152606
3003	LAKE OF THE FOREST INC	12/12/2023	Regular	0.00	247.00	152607
12381	LAWRENCE S ALLEN	12/12/2023	Regular	0.00	80.00	152608
3030	LEAGUE OF KANSAS MUNICIPALITIES	12/12/2023	Regular	0.00	175.00	152609
12460	LOU'S POLICE DISTRIBUTORS INC	12/12/2023	Regular	0.00	2,235.00	152610
1836	LOWE'S CREDIT SERVICES	12/12/2023	Regular	0.00	644.73	152611
3373	LUKE HEATING & AIR CONDITIONING	12/12/2023	Regular	0.00	149.00	152612
7604	M.R.P.P. INC.	12/12/2023	Regular	0.00	612.22	152613
7347	MCGUIRE ELECTRIC, LLC	12/12/2023	Regular	0.00	1,603.56	152614
6137	METRO COURIER INC	12/12/2023	Regular	0.00	166.40	152615
11760	METRO ELECTRIC LLC	12/12/2023	Regular	0.00	128.66	152616
8001	MIDWEST PUBLIC RISK	12/12/2023	Regular	0.00	91,084.00	152617
7935	NANCY L. GOSS	12/12/2023	Regular	0.00	175.00	152618
7206	NATIONAL INSURANCE MARKETING	12/12/2023	Regular	0.00	1,117.45	152619
5003	NATIONAL SIGN COMPANY INC	12/12/2023	Regular	0.00	318.73	152620
3094	NORRIS EQUIPMENT CO LLC	12/12/2023	Regular	0.00	165.28	152621
5820	OLATHE FORD SALES	12/12/2023	Regular	0.00	5,558.26	152622
12227	OLATHE PARKS & RECREATION	12/12/2023	Regular	0.00	8,126.75	152623
0187	OLATHE WINWATER WORKS CO	12/12/2023	Regular	0.00	370.00	152624
0947	O'REILLY AUTOMOTIVE INC	12/12/2023	Regular	0.00	561.82	152625
	Void	12/12/2023	Regular	0.00	0.00	152626
11769	OTTAWA BUS SERVICE, INC	12/12/2023	Regular	0.00	1,120.00	152627
3393	PACE ANALYTICAL SERVICES LLC	12/12/2023	Regular	0.00	870.60	152628
2955	PB HOIDALE CO INC	12/12/2023	Regular	0.00	232.00	152629
10020	PDC DIESEL AND AUTO LLC	12/12/2023	Regular	0.00	1,300.87	152630
11541	PEREGRINE CORPORATION	12/12/2023	Regular	0.00	1,602.32	152631
11867	PI MANAGED SERVICES LLC	12/12/2023	Regular	0.00	343.75	152632
6374	POLYDYNE INC	12/12/2023	Regular	0.00	1,485.00	152633
0562	POMP'S TIRE SERVICE, INC	12/12/2023	Regular	0.00	2,554.04	152634
7022	POSTMASTER	12/12/2023	Regular	0.00	50.00	152635
0646	PUSHWATER ENTERPRISES INC	12/12/2023	Regular	0.00	64.25	152636
10030	QUALITY SPEAKS LLC	12/12/2023	Regular	0.00	164.25	152637
10641	REDISHRED KANSAS INC	12/12/2023	Regular	0.00	56.68	152638
8035	REEVES-WIEDEMAN COMPANY	12/12/2023	Regular	0.00	163.00	152639
11773	RONALD TILDEN	12/12/2023	Regular	0.00	149.90	152640
11811	RUSH TRUCK CENTER OF MISSOURI I	12/12/2023	Regular	0.00	41.90	152641
12462	SANDRA MCLEOD	12/12/2023	Regular	0.00	100.00	152642
7934	SITEONE LANDSCAPE SUPPLY HOLDII	12/12/2023	Regular	0.00	449.68	152643
8136	SMITH & LOVELESS INC	12/12/2023	Regular	0.00	431.73	152644
12314	TATUM BARTELS	12/12/2023	Regular	0.00	28.17	152645
6653	TERRACON CONSULTANTS INC	12/12/2023	Regular	0.00	3,000.00	152646
10879	TEUTONIC HOLDINGS LLC	12/12/2023	Regular	0.00	236.15	152647
10854	THE JATH GROUP INC	12/12/2023	Regular	0.00	7,722.88	152648

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
12394	TIMEKEY ENTERPRISE LLC	12/12/2023	Regular	0.00	3,270.00	152649
0591	TIRE TOWN	12/12/2023	Regular	0.00	115.00	152650
7715	TYLER TECHNOLOGIES INC	12/12/2023	Regular	0.00	33,876.22	152651
11386	UNIFIED GOVERNMENT TREASURER	12/12/2023	Regular	0.00	3,858.75	152652
4137	UNIVERSITY OF KANSAS HOSPITAL A	12/12/2023	Regular	0.00	377.00	152653
8404	VESTA LEE LUMBER COMPANY	12/12/2023	Regular	0.00	30.00	152654
2169	WALMART	12/12/2023	Regular	0.00	12.00	152655
7375	WATCHMEN SECURITY SERVICES LLC	12/12/2023	Regular	0.00	191.29	152656
1321	WESTLAKE HARDWARE	12/12/2023	Regular	0.00	672.55	152657
11421	WEX INC	12/12/2023	Regular	0.00	8,175.59	152658
10810	WILLIAM F TUCKER	12/12/2023	Regular	0.00	8,910.00	152659
8411	WILSON & COMPANY INC ENGINEER	12/12/2023	Regular	0.00	6,838.05	152660
12463	YOUNG HOINS SERVICE GROUP LLC	12/12/2023	Regular	0.00	2,510.00	152661

Bank Code AP BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	300	126	0.00	424,863.68
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	300	**128**	**0.00**	**424,863.68**

Expense Approval Report
By Vendor Name

Bonner Springs, KS

Post Dates 12/12/2023 - 12/12/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 11701 - ALL COPY PRODUCTS INC				
ALL COPY PRODUCTS INC	81390784	12/12/2023	OCTOBER USAGE (COPY) CHARGES	103.55
ALL COPY PRODUCTS INC	81390784	12/12/2023	DECEMBER COPIER LEASE/FEES	561.48
			Vendor 11701 - ALL COPY PRODUCTS INC Total:	**665.03**
Vendor: 11999 - ALL COPY PRODUCTS INC				
ALL COPY PRODUCTS INC	35344411	12/12/2023	METER RENTAL 11/14/23 - 12/14/23	214.36
			Vendor 11999 - ALL COPY PRODUCTS INC Total:	**214.36**
Vendor: 10078 - AMAZON CAPITAL SERVICES INC				
AMAZON CAPITAL SERVICES I...	13CN-LY9K-YWH7	12/12/2023	COMPUTER SPEAKERS FOR TRAINING	19.99
AMAZON CAPITAL SERVICES I...	13CN-LY9K-YWH7	12/12/2023	COMPUTER SPEAKERS FOR TRAINING	19.99
AMAZON CAPITAL SERVICES I...	143Q-Y1PH-19DM	12/12/2023	RECOGNITION/APPRECIATION CARDS FOR KUDOS PROGRAM	45.80
AMAZON CAPITAL SERVICES I...	143Q-Y1PH-19HF	12/12/2023	COMPUTER MOUSE	36.98
AMAZON CAPITAL SERVICES I...	14RR-CJWD-1R9H	12/12/2023	JANITORIAL SUPPLIES	80.16
AMAZON CAPITAL SERVICES I...	1FRR-DJNW-WX3G	12/12/2023	BASKETBALL RACK	69.86
AMAZON CAPITAL SERVICES I...	1FRR-DJNW-WX3G	12/12/2023	WATER COOLERS	64.00
AMAZON CAPITAL SERVICES I...	1KRC-WQ46-QVT1	12/12/2023	MISC OFFICE SUPPLIES	22.69
AMAZON CAPITAL SERVICES I...	1KRC-WQ46-QVT1	12/12/2023	UPS BATTERY BACKUP	87.95
AMAZON CAPITAL SERVICES I...	1KRC-WQ46-QVT1	12/12/2023	MISC OFFICE SUPPLIES	74.66
AMAZON CAPITAL SERVICES I...	1KRC-WQ46-QVT1	12/12/2023	UPS BATTERY BACKUP	87.95
AMAZON CAPITAL SERVICES I...	1LFH-YGQ4-MRQ4	12/12/2023	DUTY JACKETS	116.04
AMAZON CAPITAL SERVICES I...	1LKV-47XC-Q6NC	12/12/2023	EQUIPMENT REPAIR PARTS	272.97
AMAZON CAPITAL SERVICES I...	1PGW-T696-KCTK	12/12/2023	MRS. CLAUS OUTFIT	74.94
AMAZON CAPITAL SERVICES I...	1PWD-HH1N-3914	12/12/2023	HOLIDAY EVENT CRAFT SUPPLIES	162.89
AMAZON CAPITAL SERVICES I...	1QTF-PTNH-KYFT	12/12/2023	VEHICLE PLUGS	124.60
			Vendor 10078 - AMAZON CAPITAL SERVICES INC Total:	**1,361.47**
Vendor: 2953 - AMBER VOGAN				
AMBER VOGAN	0003332	12/12/2023	KACM FALL CONFERENCE EXPENSE REIMBURSEMENT	335.79
			Vendor 2953 - AMBER VOGAN Total:	**335.79**
Vendor: 7169 - AMERICAN RED CROSS				
AMERICAN RED CROSS	22644469	12/12/2023	FA/CPR/AED CERTIFICATIONS	252.00
			Vendor 7169 - AMERICAN RED CROSS Total:	**252.00**
Vendor: 12379 - ANGELINE DENNING				
ANGELINE DENNING	113222B	12/12/2023	RESTITUTION - ROBYN GENTRY	150.00
			Vendor 12379 - ANGELINE DENNING Total:	**150.00**
Vendor: 7449 - APEX ENVIROTECH, INC.				
APEX ENVIROTECH, INC.	CSM03.001 OCTOBER 2023	12/12/2023	CSM SAMPLING - OCT 2023	2,760.00
			Vendor 7449 - APEX ENVIROTECH, INC. Total:	**2,760.00**
Vendor: 3303 - ASPHALT SALES CO INC				
ASPHALT SALES CO INC	154735	12/12/2023	ASPHALT FOR POTHOLE PATCHING	404.13
			Vendor 3303 - ASPHALT SALES CO INC Total:	**404.13**
Vendor: 5615 - AT&T				
AT&T	0790469593-112523	12/12/2023	SPECIAL CIRCUITS AND ALARMS 11/25/23 - 12/24/23	31.35
AT&T	0790469593-112523	12/12/2023	SPECIAL CIRCUITS AND ALARMS 3/25/23 - 4/24/23	134.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
AT&T	0790469593-112523	12/12/2023	SPECIAL CIRCUITS AND ALARMS 3/25/23 - 4/24/23	140.00
			Vendor 5615 - AT&T Total:	**305.35**
Vendor: 2470 - ATMOS ENERGY				
ATMOS ENERGY	0003347	12/12/2023	GAS SERVICE	934.11
ATMOS ENERGY	0003347	12/12/2023	GAS SERVICE	1,222.07
ATMOS ENERGY	0003347	12/12/2023	GAS SERVICE	-7.80
ATMOS ENERGY	0003347	12/12/2023	GAS SERVICE	542.48
ATMOS ENERGY	0003347	12/12/2023	GAS SERVICE	255.03
ATMOS ENERGY	0003347	12/12/2023	GAS SERVICE	542.48
ATMOS ENERGY	0003347	12/12/2023	GAS SERVICE	84.13
			Vendor 2470 - ATMOS ENERGY Total:	**3,572.50**
Vendor: 1461 - AUGUSTINE EXTERMINATORS INC				
AUGUSTINE EXTERMINATORS ...	2421764	12/12/2023	QUARTERYLY PEST CONTROL AT FIRE STATION	87.81
			Vendor 1461 - AUGUSTINE EXTERMINATORS INC Total:	**87.81**
Vendor: 9842 - AUTOZONE				
AUTOZONE	3784847635	12/12/2023	WIPERBLADES FOR VID #615	34.18
			Vendor 9842 - AUTOZONE Total:	**34.18**
Vendor: 12455 - BERTHA RAMIEREZ				
BERTHA RAMIEREZ	114730	12/12/2023	BOND REFUND - MAYRA MANUELA VAZQUEZ	30.00
			Vendor 12455 - BERTHA RAMIEREZ Total:	**30.00**
Vendor: 7416 - BG CONSULTANTS, INC				
BG CONSULTANTS, INC	20-1413L(5)	12/12/2023	Owners Representative, Supp Agrmnt, Water Plant	19,000.50
			Vendor 7416 - BG CONSULTANTS, INC Total:	**19,000.50**
Vendor: 0121 - BONNER SPRINGS LIBRARY				
BONNER SPRINGS LIBRARY	0003319	12/12/2023	10/13/2023 WAGES/BENEFITS	618.53
BONNER SPRINGS LIBRARY	0003320	12/12/2023	10/27/2023 WAGES/BENEFITS	1,281.86
BONNER SPRINGS LIBRARY	0003321	12/12/2023	11/10/2023 WAGES/BENEFITS	1,238.45
BONNER SPRINGS LIBRARY	0003322	12/12/2023	11/24/2023 WAGES/BENEFITS	1,304.90
			Vendor 0121 - BONNER SPRINGS LIBRARY Total:	**4,443.74**
Vendor: 4172 - BOUND TREE MEDICAL LLC				
BOUND TREE MEDICAL LLC	85066465	12/12/2023	MEDICAL SUPPLIES	93.80
BOUND TREE MEDICAL LLC	85085613	12/12/2023	MEDICAL SUPPLIES	139.87
BOUND TREE MEDICAL LLC	85108450	12/12/2023	MEDICAL SUPPLIES	47.84
BOUND TREE MEDICAL LLC	85148750	12/12/2023	MEDICAL SUPPLIES	80.50
BOUND TREE MEDICAL LLC	85161893	12/12/2023	MEDICAL SUPPLIES	253.48
BOUND TREE MEDICAL LLC	85161894	12/12/2023	MEDICAL SUPPLIES	53.99
BOUND TREE MEDICAL LLC	85163530	12/12/2023	MEDICAL SUPPLIES	578.14
			Vendor 4172 - BOUND TREE MEDICAL LLC Total:	**1,247.62**
Vendor: 12464 - BRIGHT MARKET LLC				
BRIGHT MARKET LLC	DIG231121-5394-52507	12/12/2023	COMMAND TRAINING SOFTWARE	1,232.50
			Vendor 12464 - BRIGHT MARKET LLC Total:	**1,232.50**
Vendor: 12213 - BRYAN LISBONA				
BRYAN LISBONA	0003362	12/12/2023	HEAL GRANT 75& DISBURSEMENT	18,750.00
			Vendor 12213 - BRYAN LISBONA Total:	**18,750.00**
Vendor: 12468 - BRYONNE CUMMINGS				
BRYONNE CUMMINGS	61311561	12/12/2023	REFUND DEPOSIT FOR SUNFLOWER ROOM ON 12/9/23	200.00
			Vendor 12468 - BRYONNE CUMMINGS Total:	**200.00**
Vendor: 11659 - CAPITAL ONE/WALMART COMMUNITY CARD				
CAPITAL ONE/WALMART CO...	621006707	12/12/2023	WORK PANTS FOR MORA	119.92
CAPITAL ONE/WALMART CO...	621067900	12/12/2023	HOSTED EVENT	83.22

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CAPITAL ONE/WALMART CO...	621414676	12/12/2023	PRIZES FOR HALLOWEEN CONTEST GAMES	136.26
CAPITAL ONE/WALMART CO...	621487160	12/12/2023	HALLOWEEN COMMUNITY SUPPLIES	46.80
CAPITAL ONE/WALMART CO...	621639779	12/12/2023	TABLE CLOTHS FOR INDOOR HALLOWEEN PLAN	14.82
CAPITAL ONE/WALMART CO...	624019083	12/12/2023	MISC OFFICE SUPPLIES	53.25
CAPITAL ONE/WALMART CO...	624039587	12/12/2023	ADAPTER FOR COMPUTER PORT	12.97
			Vendor 11659 - CAPITAL ONE/WALMART COMMUNITY CARD Total:	**467.24**
Vendor: 11793 - CHARTER COMMUICATIONS HOLDING LLC				
CHARTER COMMUICATIONS ...	0099865120623	12/12/2023	CITY HALL INTERNET 12/6/23 - 1/5/24	244.72
			Vendor 11793 - CHARTER COMMUICATIONS HOLDING LLC Total:	**244.72**
Vendor: 10027 - CINTAS				
CINTAS	4174631753	12/12/2023	PD JANITORIAL SUPPLIES	303.33
CINTAS	4174816374	12/12/2023	FLOOR MATS FOR PW/WATER OFFICE	40.76
CINTAS	4174816374	12/12/2023	FLOOR MATS FOR PW/WATER OFFICE	40.75
CINTAS	4174816406	12/12/2023	CITY HALL JANITORIAL SUPPLIES	269.07
CINTAS	4175654417	12/12/2023	FLOOR MATS FOR PW/WATER OFFICE	40.76
CINTAS	4175654417	12/12/2023	FLOOR MATS FOR PW/WATER OFFICE	40.75
CINTAS	4176398291	12/12/2023	CITY HALL JANITORIAL SUPPLIES	350.21
			Vendor 10027 - CINTAS Total:	**1,085.63**
Vendor: 2410 - CITY TREASURER KCK				
CITY TREASURER KCK	0003357	12/12/2023	REFUSE/TRASH COLLECTION FOR 2023	33,484.38
			Vendor 2410 - CITY TREASURER KCK Total:	**33,484.38**
Vendor: 7888 - COGENT INC				
COGENT INC	5578917	12/12/2023	MAINTENANCE ON BOTH UNITS AT LS #2	681.45
COGENT INC	5579609	12/12/2023	SERVICE CALL TO RAISE PUMP AT LS #2	1,126.83
			Vendor 7888 - COGENT INC Total:	**1,808.28**
Vendor: 12452 - COGENT INC				
COGENT INC	5579381	12/12/2023	REPAIR PARTS FOR LS #1	4,544.68
COGENT INC	5579914	12/12/2023	MACGRANTWOOD BOOSTER PUMP	3,479.00
			Vendor 12452 - COGENT INC Total:	**8,023.68**
Vendor: 10136 - COMPLIANCEONE				
COMPLIANCEONE	310969	12/12/2023	NOVEMBER MONTHLY CHARGES/RANDOM NON DOT	420.76
COMPLIANCEONE	310969	12/12/2023	DRUG SCREEN FOR NEW FT EMPLOYEES	369.60
COMPLIANCEONE	310969	12/12/2023	NOVEMBER MONTHLY CHARGES/RANDOM NON DOT	138.16
COMPLIANCEONE	311694	12/12/2023	NOVEMBER MONTHLY CHARGES/RANDOM DOT	56.52
COMPLIANCEONE	311694	12/12/2023	NOVEMBER MONTHLY CHARGES/RANDOM DOT	18.84
COMPLIANCEONE	311694	12/12/2023	NOVEMBER MONTHLY CHARGES/RANDOM DOT	18.84
COMPLIANCEONE	311694	12/12/2023	NOVEMBER MONTHLY CHARGES/RANDOM DOT	6.28
			Vendor 10136 - COMPLIANCEONE Total:	**1,029.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 0222 - CONRAD FIRE EQUIPMENT INC				
CONRAD FIRE EQUIPMENT INC	570506	12/12/2023	ENGINE 91 SERVICE	621.28
CONRAD FIRE EQUIPMENT INC	570508	12/12/2023	ENGINE 91 SERVICE	33.33
CONRAD FIRE EQUIPMENT INC	570509	12/12/2023	ENGINE 91 SERVICE	86.86
CONRAD FIRE EQUIPMENT INC	570513	12/12/2023	ENGINE 91 SERVICE	926.01
CONRAD FIRE EQUIPMENT INC	570514	12/12/2023	ENGINE 91 SERVICE	501.85
CONRAD FIRE EQUIPMENT INC	571267	12/12/2023	Extrication Tool Set	44,977.99
CONRAD FIRE EQUIPMENT INC	571313	12/12/2023	ENGINE 91 SERVICE	115.60
CONRAD FIRE EQUIPMENT INC	571314	12/12/2023	ENGINE 91 SERVICE	140.35
CONRAD FIRE EQUIPMENT INC	571315	12/12/2023	ENGINE 91 SERVICE	140.35
CONRAD FIRE EQUIPMENT INC	571316	12/12/2023	ENGINE 91 SERVICE	140.35
CONRAD FIRE EQUIPMENT INC	571317	12/12/2023	ENGINE 91 SERVICE	91.20
CONRAD FIRE EQUIPMENT INC	571318	12/12/2023	ENGINE 91 SERVICE	328.60
CONRAD FIRE EQUIPMENT INC	571409	12/12/2023	ENGINE 91 SERVICE	131.41
CONRAD FIRE EQUIPMENT INC	571410	12/12/2023	ENGINE 91 SERVICE	52.90
CONRAD FIRE EQUIPMENT INC	571411	12/12/2023	ENGINE 91 SERVICE	3,827.14
CONRAD FIRE EQUIPMENT INC	571426	12/12/2023	ENGINE 91 SERVICE	1,089.33
CONRAD FIRE EQUIPMENT INC	571427	12/12/2023	ENGINE 91 SERVICE	948.33
CONRAD FIRE EQUIPMENT INC	571428	12/12/2023	ENGINE 91 SERVICE	859.94
CONRAD FIRE EQUIPMENT INC	571434	12/12/2023	ENGINE 91 SERVICE	216.15
CONRAD FIRE EQUIPMENT INC	571435	12/12/2023	ENGINE 91 SERVICE	568.70
CONRAD FIRE EQUIPMENT INC	571436	12/12/2023	ENGINE 91 SERVICE	346.50
CONRAD FIRE EQUIPMENT INC	571437	12/12/2023	ENGINE 91 SERVICE	471.86
CONRAD FIRE EQUIPMENT INC	571438	12/12/2023	ENGINE 91 SERVICE	1,340.31
CONRAD FIRE EQUIPMENT INC	571701	12/12/2023	PM INSPECTION ON ENGINE 91	4,318.76
			Vendor 0222 - CONRAD FIRE EQUIPMENT INC Total:	**62,275.10**
Vendor: 0716 - CORE & MAIN LP				
CORE & MAIN LP	T759258	12/12/2023	DISTRIBUTION MAINTENANCE PARTS FOR SANDSTONE APTS	268.00
CORE & MAIN LP	T776291	12/12/2023	FOAM METER PIT INSULATOR	250.32
CORE & MAIN LP	T776335	12/12/2023	FOAM METER PIT INSULATOR	951.08
CORE & MAIN LP	T827841	12/12/2023	REPAIR PARTS FOR WTP LAB	260.50
CORE & MAIN LP	T861725	12/12/2023	DISTRIBUTION MAINTENANCE PARTS FOR SANDSTONE APTS	1,535.76
CORE & MAIN LP	T885779	12/12/2023	REPAIR PARTS TO WTP	51.98
CORE & MAIN LP	T887927	12/12/2023	FOAM METER PIT INSULATOR	417.20
CORE & MAIN LP	T894693	12/12/2023	RETURN DISTRIBUTION MAINTENANCE PARTS	-225.20
CORE & MAIN LP	T898460	12/12/2023	REPAIR PARTS FOR WTP	120.93
CORE & MAIN LP	T898698	12/12/2023	DISTRIBUTION MAINTENANCE PARTS	595.14
CORE & MAIN LP	T902132	12/12/2023	DISTRIBUTION MAINTENANCE PARTS	133.26
			Vendor 0716 - CORE & MAIN LP Total:	**4,358.97**
Vendor: 2216 - CROSBY PLUMBING				
CROSBY PLUMBING	36208203	12/12/2023	INSTALL GRINDER PUMP PIT AT 13516 POST DR	4,999.00
			Vendor 2216 - CROSBY PLUMBING Total:	**4,999.00**
Vendor: 12018 - CYNTOX LLC				
CYNTOX LLC	236675	12/12/2023	MEDICAL WASTE SERVICES	64.00
CYNTOX LLC	239906	12/12/2023	MEDICAL WASTE SERVICES	68.90
CYNTOX LLC	243216	12/12/2023	MEDICAL WASTE SERVICES	53.90
CYNTOX LLC	CM0000268	12/12/2023	CREDIT FROM OVERPAYMENT	-41.20
			Vendor 12018 - CYNTOX LLC Total:	**145.60**
Vendor: 7567 - DANKO EMERGENCY EQUIPMENT CORPORATION				
DANKO EMERGENCY EQUIPM...	132627	12/12/2023	EXTRACTOR REPLACEMENT PUMP	911.16
			Vendor 7567 - DANKO EMERGENCY EQUIPMENT CORPORATION Total:	**911.16**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 10287 - DAVE M BREDE				
DAVE M BREDE	12092023	12/12/2023	POLYGRAPH FOR BEKELE	287.70
			Vendor 10287 - DAVE M BREDE Total:	**287.70**
Vendor: 0014 - DEFFENBAUGH INDUSTRIES INC				
DEFFENBAUGH INDUSTRIES I...	0020222-4861-7	12/12/2023	SLUDGE HAULING 11/1/23 - 11/15/23	3,777.76
DEFFENBAUGH INDUSTRIES I...	7294126-4858-0	12/12/2023	WWTP DUMPSTER SERVICE	41.31
DEFFENBAUGH INDUSTRIES I...	7294166-4858-6	12/12/2023	AQUATIC PARK DUMPSTER SERVICE 11/1/23 - 11/30/23	229.80
DEFFENBAUGH INDUSTRIES I...	7297790-4858-0	12/12/2023	COMMUNITY CENTER DUMPSTER SERVICE	735.15
			Vendor 0014 - DEFFENBAUGH INDUSTRIES INC Total:	**4,784.02**
Vendor: 12456 - DENESHA BURTON				
DENESHA BURTON	60962903	12/12/2023	REFUND DEPOSIT FOR SUNFLOWER ROOM ON 11/18/23	200.00
			Vendor 12456 - DENESHA BURTON Total:	**200.00**
Vendor: 12467 - DESIREE PINDER				
DESIREE PINDER	61715203	12/12/2023	REFUND DEPOSIT FOR HONEYBEE ROOM ON 12/9/2023	100.00
			Vendor 12467 - DESIREE PINDER Total:	**100.00**
Vendor: 12410 - DIAGNOSTIC SERVICES OF KANSAS STATE INC				
DIAGNOSTIC SERVICES OF KA...	D1877899	12/12/2023	RABIES TEST	139.15
			Vendor 12410 - DIAGNOSTIC SERVICES OF KANSAS STATE INC Total:	**139.15**
Vendor: 12466 - DONI WHITEMAN				
DONI WHITEMAN	62686743	12/12/2023	REFUND DEPOSIT FOR GYMNASIUM ON 12/9/2023	100.00
			Vendor 12466 - DONI WHITEMAN Total:	**100.00**
Vendor: 5710 - DREXEL TECHNOLOGIES INC				
DREXEL TECHNOLOGIES INC	INV121435	12/12/2023	FARMERS MARKET BID & PLANS POSTING	111.00
			Vendor 5710 - DREXEL TECHNOLOGIES INC Total:	**111.00**
Vendor: 6029 - DURKIN EQUIPMENT COMPANY				
DURKIN EQUIPMENT COMPA...	DK-SINVP103611	12/12/2023	TROUBLESHOOT INTERMITTENT RADIO COMMS	539.54
			Vendor 6029 - DURKIN EQUIPMENT COMPANY Total:	**539.54**
Vendor: 11899 - EASY ICE, LLC				
EASY ICE, LLC	01029490	12/12/2023	AUGUST ICE MACHINE RENTAL	136.00
EASY ICE, LLC	01056904	12/12/2023	SEPTEMBER ICE MACHINE RENTAL	136.00
EASY ICE, LLC	01133771	12/12/2023	DECEMBER ICE MACHINE RENTAL	70.00
EASY ICE, LLC	01133771	12/12/2023	DECEMBER ICE MACHINE RENTAL	70.00
			Vendor 11899 - EASY ICE, LLC Total:	**412.00**
Vendor: 10263 - ED M FELD EQUIPMENT COMPANY, INC				
ED M FELD EQUIPMENT COM...	0431497-IN	12/12/2023	TOOL ADAPTER FOR AIR BAGS	646.43
ED M FELD EQUIPMENT COM...	0431498-IN	12/12/2023	SCBA 5YR HYDRO TESTING	2,240.00
			Vendor 10263 - ED M FELD EQUIPMENT COMPANY, INC Total:	**2,886.43**
Vendor: 11417 - EQUIPMENTSHARE.COM INC				
EQUIPMENTSHARE.COM INC	3259293-000	12/12/2023	PAINT FOR VID #708	140.96
EQUIPMENTSHARE.COM INC	3372436-000	12/12/2023	REPAIR STEERING COLUMN/ JOYSTICK ON VID #550	1,228.54
			Vendor 11417 - EQUIPMENTSHARE.COM INC Total:	**1,369.50**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 7003 - ERIC B PARR				
ERIC B PARR	208	12/12/2023	OCOTBER SERVICES - CITY ZONING/ZONING VIEWER	595.00
			Vendor 7003 - ERIC B PARR Total:	**595.00**
Vendor: 10942 - EVERGY KANSAS CENTRAL INC FKA WESTAR ENERGY INC				
EVERGY KANSAS CENTRAL INC…	0003348	12/12/2023	ELECTRIC SERVICE	230.90
			Vendor 10942 - EVERGY KANSAS CENTRAL INC FKA WESTAR ENERGY INC Total:	**230.90**
Vendor: 4736 - FASTENAL				
FASTENAL	KSKA2153749	12/12/2023	BUSHING FOR BIO-BUILDING PRESS AT WWTP	6.08
			Vendor 4736 - FASTENAL Total:	**6.08**
Vendor: 4342 - FELDMANS				
FELDMANS	323675	12/12/2023	DRAIN FOR SCUM LINE AT WWTP	26.99
FELDMANS	323754	12/12/2023	THERMAL GLOVES FOR PARKS MAINTENANCE	23.97
FELDMANS	323760	12/12/2023	FOOD DISPENSER/ANIMAL BEDDING	113.91
FELDMANS	323812	12/12/2023	TRIMMER LINE	21.99
FELDMANS	323852	12/12/2023	RETURN WORK PANTS	-114.65
FELDMANS	323880	12/12/2023	SNOW CHAINS FOR VID #526	3.49
			Vendor 4342 - FELDMANS Total:	**75.70**
Vendor: 11686 - FIRE RECOVERY EMS LLC				
FIRE RECOVERY EMS LLC	122023CBKS	12/12/2023	NOVEMBER AMBULANCE BILLING SERVICES	1,737.39
			Vendor 11686 - FIRE RECOVERY EMS LLC Total:	**1,737.39**
Vendor: 11792 - FREESE AND NICHOLS, INC				
FREESE AND NICHOLS, INC	1362296	12/12/2023	Unified Development Ordinance Phases 2 & 3	3,230.50
			Vendor 11792 - FREESE AND NICHOLS, INC Total:	**3,230.50**
Vendor: 12457 - GINA R DIGIOVANNA				
GINA R DIGIOVANNA	0003323	12/12/2023	REFUND OCCUPATIONAL LICENSE FOR KNIGHTS OF LIGHTS	60.00
			Vendor 12457 - GINA R DIGIOVANNA Total:	**60.00**
Vendor: 12160 - GUARDIAN SECURITY SYSTEMS INC				
GUARDIAN SECURITY SYSTEMS…	13825784	12/12/2023	ALARM SYSTEM 12/1/23 - 12/31/23	36.38
GUARDIAN SECURITY SYSTEMS…	13825784	12/12/2023	ALARM SYSTEM 12/1/23 - 12/31/23	79.18
GUARDIAN SECURITY SYSTEMS…	13825784	12/12/2023	ALARM SYSTEM 12/1/23 - 12/31/23	36.38
			Vendor 12160 - GUARDIAN SECURITY SYSTEMS INC Total:	**151.94**
Vendor: 1089 - HAWKINS INC				
HAWKINS INC	6624377	12/12/2023	CHEMICAL INLINE INJECTOR FOR WTP	325.40
HAWKINS INC	6625957	12/12/2023	CHLORINE CYLINDER RENTAL FOR WTP	80.00
HAWKINS INC	6629174	12/12/2023	Chemical cleanings of the Water Plant Filters	4,984.75
HAWKINS INC	6629175	12/12/2023	Chemical cleanings of the Water Plant Filters	4,984.75
HAWKINS INC	6629176	12/12/2023	Chemical cleanings of the Water Plant Filters	4,984.75
HAWKINS INC	6630161	12/12/2023	FILTER CLEANING CHEMICALS	1,485.61
HAWKINS INC	6630236	12/12/2023	FILTER CLEANING CHEMICALS	812.36
			Vendor 1089 - HAWKINS INC Total:	**17,657.62**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 4275 - HAYNES EQUIPMENT CO INC				
HAYNES EQUIPMENT CO INC	28936E	12/12/2023	SERVICE GRINDER PUMP AT 13744 LAWRENCE	240.00
			Vendor 4275 - HAYNES EQUIPMENT CO INC Total:	**240.00**
Vendor: 3078 - HD SUPPLY INC				
HD SUPPLY INC	INV00064394	12/12/2023	CAPS FOR DO METERS	87.15
HD SUPPLY INC	INV00066964	12/12/2023	DO METER SENSORS	223.95
			Vendor 3078 - HD SUPPLY INC Total:	**311.10**
Vendor: 7242 - HELGET GAS PRODUCTS INC				
HELGET GAS PRODUCTS INC	0002095887	12/12/2023	OXYGEN	110.42
HELGET GAS PRODUCTS INC	0002109106	12/12/2023	OXYGEN	110.42
HELGET GAS PRODUCTS INC	000270552	12/12/2023	OXYGEN	42.20
			Vendor 7242 - HELGET GAS PRODUCTS INC Total:	**263.04**
Vendor: 0821 - HOLLIDAY SAND AND GRAVEL CO				
HOLLIDAY SAND AND GRAVEL…	1500544070	12/12/2023	GRAVEL FOR GROUNDS	269.07
			Vendor 0821 - HOLLIDAY SAND AND GRAVEL CO Total:	**269.07**
Vendor: 7720 - IBEC, LLC				
IBEC, LLC	8011968	12/12/2023	SECURITY ALARM MONITORING 12/1/23 - 12/31/23	60.00
			Vendor 7720 - IBEC, LLC Total:	**60.00**
Vendor: 3289 - J & D EQUIPMENT INC				
J & D EQUIPMENT INC	48704-A	12/12/2023	REPAIR PARTS FOR VID #526	81.50
J & D EQUIPMENT INC	49336	12/12/2023	MISC HARDWARE FOR SNOW PLOWS/TARP FOR VID #526	237.84
			Vendor 3289 - J & D EQUIPMENT INC Total:	**319.34**
Vendor: 12354 - JEFFREY COX				
JEFFREY COX	2311	12/12/2023	TRAINING CONSULTANT SERVICES	3,350.00
			Vendor 12354 - JEFFREY COX Total:	**3,350.00**
Vendor: 12459 - JENNIFER CAIHARR-STOCKTON				
JENNIFER CAIHARR-STOCKTON	62398683	12/12/2023	REFUND DEPOST FOR GYMNASIUM ON 12/3/23	100.00
			Vendor 12459 - JENNIFER CAIHARR-STOCKTON Total:	**100.00**
Vendor: 12121 - JESSICA MEFFERD				
JESSICA MEFFERD	59916481	12/12/2023	REFUND DEPOSIT FOR SUNFLOWER ROOM ON 12/2/23	100.00
			Vendor 12121 - JESSICA MEFFERD Total:	**100.00**
Vendor: 12458 - JOHN LEWALLEN				
JOHN LEWALLEN	120445	12/12/2023	RESTITUTION - DEVONTE LOCKE	500.00
			Vendor 12458 - JOHN LEWALLEN Total:	**500.00**
Vendor: 1012 - JOHNSON COUNTY FIRE & EMERGENCY SERVICES CHIEFS ASSOCIATION				
JOHNSON COUNTY FIRE & EM…	0003330	12/12/2023	JOCO FIRE & EMERGENCY CHIEFS ASSOC MEMBERSHIP DUES	175.00
			Vendor 1012 - JOHNSON COUNTY FIRE & EMERGENCY SERVICES CHIEFS ASSOCIATION Total:	**175.00**
Vendor: 5345 - JOHNSON COUNTY WASTEWATER				
JOHNSON COUNTY WASTEWA…	0003346	12/12/2023	WW CHARGES 11/1/23 - 11/30/23	771.56
			Vendor 5345 - JOHNSON COUNTY WASTEWATER Total:	**771.56**
Vendor: 11484 - KANSAS CITY MECHANICAL INC				
KANSAS CITY MECHANICAL INC	23-97	12/12/2023	WELDING ON PIPE AT WTP	674.14
			Vendor 11484 - KANSAS CITY MECHANICAL INC Total:	**674.14**
Vendor: 5308 - KANSAS ONE-CALL SYSTEM, INC				
KANSAS ONE-CALL SYSTEM, I…	3100169	12/12/2023	OCTOBER LOCATES (215)	258.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
KANSAS ONE-CALL SYSTEM, I…	3110169	12/12/2023	NOVEMBER LOCATES (195)	234.00
			Vendor 5308 - KANSAS ONE-CALL SYSTEM, INC Total:	**492.00**
Vendor: 3699 - KANSAS STATE FIRE FIGHTERS ASSOCIATION				
KANSAS STATE FIRE FIGHTERS…	2447	12/12/2023	KSFFA MEMBERSHIP DUES	50.00
			Vendor 3699 - KANSAS STATE FIRE FIGHTERS ASSOCIATION Total:	**50.00**
Vendor: 11980 - KARRIE GLOVER				
KARRIE GLOVER	59386030	12/12/2023	REFUND DEPOSIT FOR HONEYBEE ROOM ON 12/2/23	100.00
			Vendor 11980 - KARRIE GLOVER Total:	**100.00**
Vendor: 10555 - KBI LAB				
KBI LAB	122051	12/12/2023	LAB FEE FOR GINGER LEIGH BELL	400.00
			Vendor 10555 - KBI LAB Total:	**400.00**
Vendor: 12469 - KEVIN CAHILL				
KEVIN CAHILL	62366555	12/12/2023	REFUND DEPOSIT FOR SUNFLOWER ROOM ON 12/7/2023	100.00
			Vendor 12469 - KEVIN CAHILL Total:	**100.00**
Vendor: 3517 - KEY EQUIPMENT & SUPPLY CO				
KEY EQUIPMENT & SUPPLY CO	KC209472	12/12/2023	REPAIR LEAK IN WATER PUMP ON VID #511	718.74
KEY EQUIPMENT & SUPPLY CO	KC210816	12/12/2023	REPLACEMENT KNOB FOR VID #568	83.74
			Vendor 3517 - KEY EQUIPMENT & SUPPLY CO Total:	**802.48**
Vendor: 3516 - KUTAK ROCK LLP				
KUTAK ROCK LLP	3283090	12/12/2023	PROFESSIONAL SERVICES - EMMA FILING	500.00
			Vendor 3516 - KUTAK ROCK LLP Total:	**500.00**
Vendor: 11728 - LABAN CONTRACTING LLC				
LABAN CONTRACTING LLC	8371	12/12/2023	DUMPSTER FOR FITNESS COURT INSTALL	335.00
LABAN CONTRACTING LLC	INV/2023/1047	12/12/2023	ADA RR FOR FARMER…	630.00
LABAN CONTRACTING LLC	INV/2023/1048	12/12/2023	ADA RR FOR CITY BAND	430.00
LABAN CONTRACTING LLC	INV/2023/1896	12/12/2023	ADA RR FOR CITY BAND	257.12
LABAN CONTRACTING LLC	INV/2023/1897	12/12/2023	ADA RR FOR FARMER'S MARKET	557.14
			Vendor 11728 - LABAN CONTRACTING LLC Total:	**2,209.26**
Vendor: 3003 - LAKE OF THE FOREST INC				
LAKE OF THE FOREST INC	0003358	12/12/2023	LAKE OF THE FOREST-REFUSE PAYMENT	247.00
			Vendor 3003 - LAKE OF THE FOREST INC Total:	**247.00**
Vendor: 12381 - LAWRENCE S ALLEN				
LAWRENCE S ALLEN	112222	12/12/2023	EUTHANASIA	80.00
			Vendor 12381 - LAWRENCE S ALLEN Total:	**80.00**
Vendor: 3030 - LEAGUE OF KANSAS MUNICIPALITIES				
LEAGUE OF KANSAS MUNICIP…	8112	12/12/2023	KACM FALL CONFERENCE REGISTRATION	175.00
			Vendor 3030 - LEAGUE OF KANSAS MUNICIPALITIES Total:	**175.00**
Vendor: 12460 - LOU'S POLICE DISTRIBUTORS INC				
LOU'S POLICE DISTRIBUTORS I…	668009	12/12/2023	40MM TACTICAL LAUNCHERS	2,235.00
			Vendor 12460 - LOU'S POLICE DISTRIBUTORS INC Total:	**2,235.00**
Vendor: 1836 - LOWE'S CREDIT SERVICES				
LOWE'S CREDIT SERVICES	904225-LZWPAW	12/12/2023	QUICK COUPLER FITTINGS FOR IRRIGATION LINE	12.50
LOWE'S CREDIT SERVICES	904287-MAMSOE	12/12/2023	GARBAGE DISPOSAL FOR PD	141.55
LOWE'S CREDIT SERVICES	904387-LZWPBM	12/12/2023	GLUE TO REPAIR STEPS AT CITY HALL	26.56

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
LOWE'S CREDIT SERVICES	904536-LXVINJ	12/12/2023	DECK BAORDS FOR TRAILER # 605/DRILL BITS	186.66
LOWE'S CREDIT SERVICES	916555-LZMSAH	12/12/2023	LED HOLIDAY LIGHTS FOR CENTENNIAL PARK	51.18
LOWE'S CREDIT SERVICES	970094-LZFTQV	12/12/2023	ELECTRICAL SUPPLIES FOR FOR HOLIDAY LIGHTS	161.76
LOWE'S CREDIT SERVICES	973249-MBVUPY	12/12/2023	PHOTO EYES/SENSORS FOR FRONT ST LIGHT CONTROL BOX	64.52
			Vendor 1836 - LOWE'S CREDIT SERVICES Total:	**644.73**
Vendor: 3373 - LUKE HEATING & AIR CONDITIONING LLC				
LUKE HEATING & AIR CONDIT…	10905	12/12/2023	REPAIR HVAC AT WWT…	149.00
			Vendor 3373 - LUKE HEATING & AIR CONDITIONING LLC Total:	**149.00**
Vendor: 7604 - M.R.P.P. INC.				
M.R.P.P. INC.	6210	12/12/2023	TIBLOW TRANSIT	11.88
M.R.P.P. INC.	6228	12/12/2023	ORDINANCE NO. 2553	15.48
M.R.P.P. INC.	6282	12/12/2023	RESOLUTION NO. 2013-18	227.04
M.R.P.P. INC.	6301	12/12/2023	NOTICE OF PUBLIC HEARING - BZA-04-23, SUP-05-23	43.86
M.R.P.P. INC.	6302	12/12/2023	ORDINANCE NO. 2558	12.90
M.R.P.P. INC.	6303	12/12/2023	ORDINANCE NO. 2560	145.99
M.R.P.P. INC.	6309	12/12/2023	TIBLOW TRANSIT	11.88
M.R.P.P. INC.	6351	12/12/2023	TREASURER'S REPORT	112.23
M.R.P.P. INC.	6361	12/12/2023	ORDINANCE NO. 2557	18.06
M.R.P.P. INC.	6362	12/12/2023	ORDINANCE NO. 2559	12.90
			Vendor 7604 - M.R.P.P. INC. Total:	**612.22**
Vendor: 7347 - MCGUIRE ELECTRIC, LLC				
MCGUIRE ELECTRIC, LLC	5000	12/12/2023	SET UP DO OPERATION FOR AERATOR	1,603.56
			Vendor 7347 - MCGUIRE ELECTRIC, LLC Total:	**1,603.56**
Vendor: 6137 - METRO COURIER INC				
METRO COURIER INC	42643	12/12/2023	SAMPLE DELIVERIES ON 10/18/23 & 10/25/23	55.76
METRO COURIER INC	44317	12/12/2023	SAMPLE DELIVERIES ON 11/7/23 & 11/15/23	55.32
METRO COURIER INC	44994	12/12/2023	SAMPLE DELIVERIES ON 11/16/23 & 11/29/23	55.32
			Vendor 6137 - METRO COURIER INC Total:	**166.40**
Vendor: 11760 - METRO ELECTRIC LLC				
METRO ELECTRIC LLC	216016	12/12/2023	INSTALL CIRCUIT BREAKER AT ANIMAL CONTROL FACILITY	128.66
			Vendor 11760 - METRO ELECTRIC LLC Total:	**128.66**
Vendor: 8001 - MIDWEST PUBLIC RISK				
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	1,575.00
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	11,198.23
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	1,077.92
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	135.20
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	4,466.45
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	1,336.20
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	1,317.20
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	6,717.35
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	9,562.28

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	1,968.60
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	3,338.60
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	22,479.30
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	10,963.92
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	4,522.54
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	4,522.53
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	698.60
MIDWEST PUBLIC RISK	0003341	12/12/2023	DECEMBER HEALTH, DENTAL & VISION INSURANCE	5,204.08
			Vendor 8001 - MIDWEST PUBLIC RISK Total:	**91,084.00**
Vendor: 7935 - NANCY L. GOSS				
NANCY L. GOSS	120423	12/12/2023	COMMUNITY CENTER QUARTERLY PEST CONTROL	175.00
			Vendor 7935 - NANCY L. GOSS Total:	**175.00**
Vendor: 7206 - NATIONAL INSURANCE MARKETING BROKERS, LLC				
NATIONAL INSURANCE MARK...	A024217	12/12/2023	DECEMBER BENEFITS DIRECT INSURANCE	1,117.45
			Vendor 7206 - NATIONAL INSURANCE MARKETING BROKERS, LLC Total:	**1,117.45**
Vendor: 5003 - NATIONAL SIGN COMPANY INC				
NATIONAL SIGN COMPANY INC	IN-205514	12/12/2023	STREET SIGNS FOR CITY HALL PARKING LOT	318.73
			Vendor 5003 - NATIONAL SIGN COMPANY INC Total:	**318.73**
Vendor: 3094 - NORRIS EQUIPMENT CO LLC				
NORRIS EQUIPMENT CO LLC	76470	12/12/2023	SPARE PARTS FOR GRASSHOPPER MOWERS	33.30
NORRIS EQUIPMENT CO LLC	76484	12/12/2023	REPAIR DECK ROLLERS ON VID #542	52.28
NORRIS EQUIPMENT CO LLC	76509	12/12/2023	REAR AXLE PIVOT ASSEMBLY FOR VID #660	79.70
			Vendor 3094 - NORRIS EQUIPMENT CO LLC Total:	**165.28**
Vendor: 5820 - OLATHE FORD SALES				
OLATHE FORD SALES	184451	12/12/2023	MEDIC 91 REPAIRS	4,475.39
OLATHE FORD SALES	187141	12/12/2023	DEDUCTIBLE FOR REPAIR ON UNIT 68	50.00
OLATHE FORD SALES	191082	12/12/2023	REPLACE ALL WHEEL DRIVE MODULE ON UNIT 67	1,032.87
			Vendor 5820 - OLATHE FORD SALES Total:	**5,558.26**
Vendor: 12227 - OLATHE PARKS & RECREATION				
OLATHE PARKS & RECREATION	0003363	12/12/2023	BRANSON TRIP	8,126.75
			Vendor 12227 - OLATHE PARKS & RECREATION Total:	**8,126.75**
Vendor: 0187 - OLATHE WINWATER WORKS CO				
OLATHE WINWATER WORKS ...	18549403	12/12/2023	METER PIT EXTENSTIONS	370.00
			Vendor 0187 - OLATHE WINWATER WORKS CO Total:	**370.00**
Vendor: 0947 - O'REILLY AUTOMOTIVE INC				
O'REILLY AUTOMOTIVE INC	0232-252357	12/12/2023	ANTIFREEZE	31.98
O'REILLY AUTOMOTIVE INC	0264-266830	12/12/2023	IMPACT ADAPTER FOR PW SHOP	19.99
O'REILLY AUTOMOTIVE INC	0264-267193	12/12/2023	VENT CLIP	10.99
O'REILLY AUTOMOTIVE INC	0264-267291	12/12/2023	BATTERY MAINTAINTER FOR LS #2	49.99
O'REILLY AUTOMOTIVE INC	0264-267542	12/12/2023	BATTERY FOR VID #1250	148.03
O'REILLY AUTOMOTIVE INC	0264-267700	12/12/2023	TAPE MEASURE FOR PW SHOP	13.99
O'REILLY AUTOMOTIVE INC	0264-267797	12/12/2023	MOTOR OIL	35.99

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
O'REILLY AUTOMOTIVE INC	0264-268487	12/12/2023	ZIP TIES FOR STREET BANNERS	15.99
O'REILLY AUTOMOTIVE INC	0264-268588	12/12/2023	ANTIFREEZE FOR GENERATORS	77.88
O'REILLY AUTOMOTIVE INC	0264-268590	12/12/2023	RETURNED ANTIFREEZE	-38.94
O'REILLY AUTOMOTIVE INC	0264-268734	12/12/2023	MISC REPAIRS PARTS FOR VID #562	25.77
O'REILLY AUTOMOTIVE INC	0264-270030	12/12/2023	DIESEL EXHAUST FLUID	55.96
O'REILLY AUTOMOTIVE INC	0264-270243	12/12/2023	TRANSMISSION FLUID FOR VID #484	8.49
O'REILLY AUTOMOTIVE INC	0264-271589	12/12/2023	HOSE CLAMP FOR SUBMERSIBLE PUMP	8.16
O'REILLY AUTOMOTIVE INC	0264-271611	12/12/2023	WIPER BLADES	54.92
O'REILLY AUTOMOTIVE INC	0264-272277	12/12/2023	SEALED BEAM FOR ENGINE 91	28.64
O'REILLY AUTOMOTIVE INC	0264-272636	12/12/2023	SNOW BRUSH	13.99
			Vendor 0947 - O'REILLY AUTOMOTIVE INC Total:	**561.82**
Vendor: 11769 - OTTAWA BUS SERVICE, INC				
OTTAWA BUS SERVICE, INC	38889	12/12/2023	DEPOSIT FOR NEW ORLEANS TRIP	1,120.00
			Vendor 11769 - OTTAWA BUS SERVICE, INC Total:	**1,120.00**
Vendor: 3393 - PACE ANALYTICAL SERVICES LLC				
PACE ANALYTICAL SERVICES L...	2360195567	12/12/2023	MONTHLY WWTP SAMPLES	435.30
PACE ANALYTICAL SERVICES L...	2360195896	12/12/2023	MONTHLY WWTP SAMPLES	435.30
			Vendor 3393 - PACE ANALYTICAL SERVICES LLC Total:	**870.60**
Vendor: 2955 - PB HOIDALE CO INC				
PB HOIDALE CO INC	1145963	12/12/2023	NOVEMBER FUEL TANK INSPECTION	232.00
			Vendor 2955 - PB HOIDALE CO INC Total:	**232.00**
Vendor: 10020 - PDC DIESEL AND AUTO LLC				
PDC DIESEL AND AUTO LLC	3622	12/12/2023	COOLANT REPAIR ON MEDIC 91	1,300.87
			Vendor 10020 - PDC DIESEL AND AUTO LLC Total:	**1,300.87**
Vendor: 11541 - PEREGRINE CORPORATION				
PEREGRINE CORPORATION	538634	12/12/2023	SECT 2 NOVEMBER UTIL BILLS (978/940)	567.61
PEREGRINE CORPORATION	539484	12/12/2023	SECT 4 NOVEMBER UTIL BILLS (1020/992)	647.86
PEREGRINE CORPORATION	540095	12/12/2023	SECT 5 NOVEMBER UTIL BILLS (670/640)	386.85
			Vendor 11541 - PEREGRINE CORPORATION Total:	**1,602.32**
Vendor: 11867 - PI MANAGED SERVICES LLC				
PI MANAGED SERVICES LLC	INV0020206	12/12/2023	SETUP LAPTOP FOR CHIEF	218.75
PI MANAGED SERVICES LLC	INV0021558	12/12/2023	SETUP ONEDRIVE ON CHIEF'S LAPTOP	125.00
			Vendor 11867 - PI MANAGED SERVICES LLC Total:	**343.75**
Vendor: 6374 - POLYDYNE INC				
POLYDYNE INC	1765801	12/12/2023	CLARIFLOC	2,970.00
POLYDYNE INC	1771850	12/12/2023	RETURN DEFECTIVE CLARIFLOC	-2,970.00
POLYDYNE INC	1787883	12/12/2023	CLARIFLOC	1,485.00
			Vendor 6374 - POLYDYNE INC Total:	**1,485.00**
Vendor: 0562 - POMP'S TIRE SERVICE, INC				
POMP'S TIRE SERVICE, INC	1250153523	12/12/2023	TIRES FOR POLICE VEHICLE	355.80
POMP'S TIRE SERVICE, INC	1250154059	12/12/2023	TIRES FOR POLICE VEHICLE	1,149.88
POMP'S TIRE SERVICE, INC	1250155181	12/12/2023	TIRES FOR POLICE VEHICLE	1,048.36
			Vendor 0562 - POMP'S TIRE SERVICE, INC Total:	**2,554.04**
Vendor: 7022 - POSTMASTER				
POSTMASTER	0003350	12/12/2023	RESTITUTION - SAVANNAH SCHRODER	50.00
			Vendor 7022 - POSTMASTER Total:	**50.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 0646 - PUSHWATER ENTERPRISES INC				
PUSHWATER ENTERPRISES INC	21349	12/12/2023	PRINTING FOR DOWNTOWN PROMOTIONAL EVENT	45.00
PUSHWATER ENTERPRISES INC	21371	12/12/2023	PRINTING FOR PROMO CARDS	19.25
			Vendor 0646 - PUSHWATER ENTERPRISES INC Total:	**64.25**
Vendor: 10030 - QUALITY SPEAKS LLC				
QUALITY SPEAKS LLC	7354382	12/12/2023	PD PHONE SERVICE 11/27/23 - 12/27/23	80.24
QUALITY SPEAKS LLC	7361010	12/12/2023	LATE FEE	1.51
QUALITY SPEAKS LLC	7361010	12/12/2023	FD PHONE SERVICE 12/7/23 - 1/7/24	82.50
			Vendor 10030 - QUALITY SPEAKS LLC Total:	**164.25**
Vendor: 10641 - REDISHRED KANSAS INC				
REDISHRED KANSAS INC	1287928	12/12/2023	SHREDDING SERVICES AT PD	56.68
			Vendor 10641 - REDISHRED KANSAS INC Total:	**56.68**
Vendor: 8035 - REEVES-WIEDEMAN COMPANY				
REEVES-WIEDEMAN COMPANY	6278591	12/12/2023	REPLACEMENT TOILET AT WWTP OFFICE	163.00
			Vendor 8035 - REEVES-WIEDEMAN COMPANY Total:	**163.00**
Vendor: 11773 - RONALD TILDEN				
RONALD TILDEN	109418	12/12/2023	TIRE REPAIR	60.00
RONALD TILDEN	110035	12/12/2023	OIL CHANGE/TIRE ROTATION	89.90
			Vendor 11773 - RONALD TILDEN Total:	**149.90**
Vendor: 11811 - RUSH TRUCK CENTER OF MISSOURI INC				
RUSH TRUCK CENTER OF MIS...	3035181192	12/12/2023	AIR LINE REPAIR PART FOR VID #526	41.90
			Vendor 11811 - RUSH TRUCK CENTER OF MISSOURI INC Total:	**41.90**
Vendor: 12462 - SANDRA MCLEOD				
SANDRA MCLEOD	61638754	12/12/2023	REFUND DEPOSIT FOR HONEYBEE ROOM ON 12/3/23	100.00
			Vendor 12462 - SANDRA MCLEOD Total:	**100.00**
Vendor: 7934 - SITEONE LANDSCAPE SUPPLY HOLDING,LLC				
SITEONE LANDSCAPE SUPPLY ...	136357894-001	12/12/2023	PLUGS FOR HOLIDAY LIGHTS AT CENTENNIAL PARK	16.18
SITEONE LANDSCAPE SUPPLY ...	136584914-001	12/12/2023	HOLIDAY LIGHTS FOR DOWNTOWN DECORATIONS	276.50
SITEONE LANDSCAPE SUPPLY ...	136595092-001	12/12/2023	HOLIDAY LIGHTS FOR DOWNTOWN DECORATIONS	157.00
			Vendor 7934 - SITEONE LANDSCAPE SUPPLY HOLDING,LLC Total:	**449.68**
Vendor: 8136 - SMITH & LOVELESS INC				
SMITH & LOVELESS INC	173208	12/12/2023	SPARE SHAFT SEAL FOR COLLECTIONS MAINTENANCE	431.73
			Vendor 8136 - SMITH & LOVELESS INC Total:	**431.73**
Vendor: 12314 - TATUM BARTELS				
TATUM BARTELS	0003344	12/12/2023	NOVEMBER MILEAGE REIMBURSEMENT	28.17
			Vendor 12314 - TATUM BARTELS Total:	**28.17**
Vendor: 6653 - TERRACON CONSULTANTS INC				
TERRACON CONSULTANTS INC	TK20690	12/12/2023	ASBESTOS INSPECTTIONS	3,000.00
			Vendor 6653 - TERRACON CONSULTANTS INC Total:	**3,000.00**
Vendor: 10879 - TEUTONIC HOLDINGS LLC				
TEUTONIC HOLDINGS LLC	626381	12/12/2023	CITY HALL PHONE SERVICE 12/7/23 - 1/6/24	236.15
			Vendor 10879 - TEUTONIC HOLDINGS LLC Total:	**236.15**
Vendor: 10854 - THE JATH GROUP INC				
THE JATH GROUP INC	78061	12/12/2023	COMM CENTER JANITORIAL SERVICES 11/1/23 - 11/30/23	1,480.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
THE JATH GROUP INC	78719	12/12/2023	EXTRA CLEANING AT SOUTH PARK ON 11/4, 11/11, 11/12	375.00
THE JATH GROUP INC	78919	12/12/2023	CITY HALL JANITORIAL SERVICES 12/1/23 - 12/31/23	1,870.00
THE JATH GROUP INC	78920	12/12/2023	COMM CENTER JANITORIAL SERVICES 12/1/23 - 12/31/23	1,480.00
THE JATH GROUP INC	78921	12/12/2023	PUBLIC WORKS BUILDING OFFICE JANITORIAL SERVICES	148.33
THE JATH GROUP INC	78921	12/12/2023	WASTEWATER DEPARTMENT OFFICE JANITORIAL SERVICES	148.34
THE JATH GROUP INC	78921	12/12/2023	WATER DEPARTMENT OFFICE JANITORIAL SERVICES	148.33
THE JATH GROUP INC	78922	12/12/2023	PD JANITORIAL SERVICES 12/1/23 - 12/31/23	1,195.00
THE JATH GROUP INC	S-13799	12/12/2023	JANITORIAL SUPPLIES	275.94
THE JATH GROUP INC	S-14013	12/12/2023	JANITORIAL SUPPLIES FOR PD	218.21
THE JATH GROUP INC	S-14015	12/12/2023	JANITORIAL SUPPLIES FOR CITY HALL	167.40
THE JATH GROUP INC	S-14016	12/12/2023	JANITORIAL SUPPLIES	216.33
			Vendor 10854 - THE JATH GROUP INC Total:	**7,722.88**
Vendor: 12394 - TIMEKEY ENTERPRISE LLC				
TIMEKEY ENTERPRISE LLC	T111-3	12/12/2023	Community Center Window Replacement	3,270.00
			Vendor 12394 - TIMEKEY ENTERPRISE LLC Total:	**3,270.00**
Vendor: 0591 - TIRE TOWN				
TIRE TOWN	311931	12/12/2023	REPAIR FLAT TIRE ON VID #550	115.00
			Vendor 0591 - TIRE TOWN Total:	**115.00**
Vendor: 7715 - TYLER TECHNOLOGIES INC				
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	UTILITY BILLING ONLINE ANNUAL FEE	1,157.46
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	TYLER CONTENT MANAGEMENT ANNUAL FEES	858.68
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	FINANCIAL MAINTENANCE FEES	15,031.71
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	TYLER UNIVERSITY ANNUAL FEES	275.00
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	LICESNING ONLINE ANNUAL FEE	1,292.00
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	CODE ENFORCEMENT ONLINE ANNUAL FEES	1,292.00
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	PERMITTING ONLINE ANNUAL FEES	1,292.00
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	PERMITTING & CODE ENFORCEMENT MAINTENANCE	2,568.00
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	TYLER CONTENT MANAGEMENT ANNUAL FEES	858.67
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	LICENSING MAINTENANCE	1,182.35
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	COURT ONLINE ANNUAL FEES	1,200.00
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	CRIMINAL COURT CASE MGMT MAINTENANCE	2,043.80
TYLER TECHNOLOGIES INC	025-445229	12/12/2023	COLLECTION AGENCY EXPORT INTERFACE MAINTENANCE	511.57
TYLER TECHNOLOGIES INC	130-142112	12/12/2023	ANNUAL CAD MAINTENANCE	4,312.98
			Vendor 7715 - TYLER TECHNOLOGIES INC Total:	**33,876.22**
Vendor: 11386 - UNIFIED GOVERNMENT TREASURER				
UNIFIED GOVERNMENT TREA...	0003351	12/12/2023	NOVEMBER 2023 WYCO JAIL HOUSING	3,858.75
			Vendor 11386 - UNIFIED GOVERNMENT TREASURER Total:	**3,858.75**
Vendor: 4137 - UNIVERSITY OF KANSAS HOSPITAL AUTHORITY				
UNIVERSITY OF KANSAS HOSP...	0003352	12/12/2023	DRUG SCREEN FOR AMOS, MCINTOSH, REITEMEIER	174.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
UNIVERSITY OF KANSAS HOSP…	0003352	12/12/2023	POST OFFER PHYSICAL/DRUG SCREEN FOR LEDESMA	165.00
UNIVERSITY OF KANSAS HOSP…	0003352	12/12/2023	POST OFFER PHYSICAL FOR RENDON	38.00
			Vendor 4137 - UNIVERSITY OF KANSAS HOSPITAL AUTHORITY Total:	**377.00**
Vendor: 8404 - VESTA LEE LUMBER COMPANY				
VESTA LEE LUMBER COMPANY	175303	12/12/2023	LUMBER/CONCRETE MIX FOR LION'S PARK BACKFLOW	19.00
VESTA LEE LUMBER COMPANY	175307	12/12/2023	CONCRETE MIX	11.00
			Vendor 8404 - VESTA LEE LUMBER COMPANY Total:	**30.00**
Vendor: 2169 - WALMART				
WALMART	121227	12/12/2023	RESTITUTION - JIMMY HEITMAN	12.00
			Vendor 2169 - WALMART Total:	**12.00**
Vendor: 7375 - WATCHMEN SECURITY SERVICES LLC				
WATCHMEN SECURITY SERVIC…	84000	12/12/2023	DECEMBER MONTHLY MONITORING - COMMUNITY CENTER	132.97
WATCHMEN SECURITY SERVIC…	84243	12/12/2023	DECEMEBER MONTHLY MONITORING - AQUATIC PARK	58.32
			Vendor 7375 - WATCHMEN SECURITY SERVICES LLC Total:	**191.29**
Vendor: 1321 - WESTLAKE HARDWARE				
WESTLAKE HARDWARE	14005784	12/12/2023	ANITFREEZE/BALL VALVES/CABLE TIES	33.57
WESTLAKE HARDWARE	14005786	12/12/2023	CABLE TIES FOR PARKS MAINTENANCE	17.99
WESTLAKE HARDWARE	14005795	12/12/2023	HOLIDAY LIGHTS FOR CENTENNIAL PARK	63.92
WESTLAKE HARDWARE	14005796	12/12/2023	FUSES FOR CEMETERY	13.98
WESTLAKE HARDWARE	14005799	12/12/2023	MISC HARDWARE FOR VID #708	14.95
WESTLAKE HARDWARE	14005801	12/12/2023	GALVANIZED PIPE/CAULK GUN FOR STEP REPAIR AT CH	52.97
WESTLAKE HARDWARE	14005804	12/12/2023	ZIPLOCK BAGS TO SHIP LEAD & COPPER WATER SAMPLINGS	15.58
WESTLAKE HARDWARE	14005807	12/12/2023	LIGHTS FOR MAYOR'S TREE	31.96
WESTLAKE HARDWARE	14005837	12/12/2023	PAINT/MISC HARDWARE FOR VID #708	68.90
WESTLAKE HARDWARE	14005843	12/12/2023	ASSORTED CABLE TIES	11.78
WESTLAKE HARDWARE	14005850	12/12/2023	MISC FASTENERS FOR VID #514	39.74
WESTLAKE HARDWARE	14005855	12/12/2023	PORTABLE HEATER FOR WTP	74.99
WESTLAKE HARDWARE	14005859	12/12/2023	MISC HARDWARE	22.13
WESTLAKE HARDWARE	14005861	12/12/2023	MISC HARDWARE TO REPAIR HEATER AT WTP	30.11
WESTLAKE HARDWARE	14005877	12/12/2023	SUBMERSIBLE PUMP FOR WTP	179.98
			Vendor 1321 - WESTLAKE HARDWARE Total:	**672.55**
Vendor: 11421 - WEX INC				
WEX INC	93666242	12/12/2023	NOVEMBER FUEL	137.98
WEX INC	93666242	12/12/2023	NOVEMBER FUEL	694.06
WEX INC	93666242	12/12/2023	NOVEMBER FUEL	5,365.85
WEX INC	93666242	12/12/2023	NOVEMBER FUEL	726.63
WEX INC	93666242	12/12/2023	NOVEMBER FUEL	277.73
WEX INC	93666242	12/12/2023	NOVEMBER FUEL	470.56
WEX INC	93666242	12/12/2023	NOVEMBER FUEL	502.78
			Vendor 11421 - WEX INC Total:	**8,175.59**
Vendor: 10810 - WILLIAM F TUCKER				
WILLIAM F TUCKER	1023	12/12/2023	MOWING	596.00
WILLIAM F TUCKER	1023	12/12/2023	MOWING	148.00
WILLIAM F TUCKER	1023	12/12/2023	MOWING	80.00
WILLIAM F TUCKER	1023	12/12/2023	MOWING	2,744.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
WILLIAM F TUCKER	1023	12/12/2023	MOWING	766.00
WILLIAM F TUCKER	1023	12/12/2023	MOWING	3,976.00
WILLIAM F TUCKER	11023	12/12/2023	CODE ENFORCEMENT MOWING	600.00
			Vendor 10810 - WILLIAM F TUCKER Total:	**8,910.00**
Vendor: 8411 - WILSON & COMPANY INC ENGINEERS & ARCHITECTS				
WILSON & COMPANY INC ENG…	120451	12/12/2023	UDO REVIEW/102 OAK ST TIS SCOPE/GATEWAY SIGN	2,004.00
WILSON & COMPANY INC ENG…	120451	12/12/2023	530 S 129TH ENTRANCE/KANSAS AVE SLIP LINING	3,642.05
WILSON & COMPANY INC ENG…	120451	12/12/2023	RIVERVIEW/118TH ST WATER MAIN EXTENSION	420.00
WILSON & COMPANY INC ENG…	120452	12/12/2023	INSPECTION FEES FOR SANDSTONE POINTE TOWNHOMES	772.00
			Vendor 8411 - WILSON & COMPANY INC ENGINEERS & ARCHITECTS Total:	**6,838.05**
Vendor: 12463 - YOUNG HOINS SERVICE GROUP LLC				
YOUNG HOINS SERVICE GROU…	SVO-12166	12/12/2023	INSTALL NEW CONTROLLER ON EMC	2,510.00
			Vendor 12463 - YOUNG HOINS SERVICE GROUP LLC Total:	**2,510.00**
			Grand Total:	**424,863.68**

Bonner Springs, KS

Refund Check Register
Refund Check Detail

UBPKT01986 - November 2023 Utility Billing Refunds

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-11768-05	Tapia, Johnathan I	12/12/2023	152662	15.57			15.57	Generated From Billing
04-03140-02	Malnar, Michael	12/12/2023	152663	30.75			30.75	Generated From Billing
04-14315-21	Harrington, Anastatia Lea	12/12/2023	152664	28.94			28.94	Generated From Billing
05-14396-02	Stoltenberg-Bartunek, Tami Lee	12/12/2023	152665	128.32			128.32	Generated From Billing
05-15415-05	Mears Group	12/12/2023	152666	3,076.31			3076.31	Generated From Billing
05-15415-06	AM Underground Group Inc	12/12/2023	152667	2,997.70			2997.70	Generated From Billing
Total Refunds: 6			**Total Refunded Amount:**	6,277.59				

Revenue Code Summary

Revenue Code		Amount
996 - UNAPPLIED CREDITS		6277.59
	Revenue Total:	6277.59

General Ledger Distribution

Posting Date: 12/12/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 430 - Water Treat & Distribu				
	430-000-000-011999	Claim On Cash	-6,277.59	Yes
	430-000-000-021205	Unapplied Utility Credits	6,277.59	
		430 Total:	0.00	
Fund: 999 - POOLED CASH				
	999-000-000-011100	Cash In Bank	-6,277.59	
	999-000-000-021500	Due To Other Funds	6,277.59	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Justine Spease

Subject: 2024 Mill Levy Services Contract - Senior Center Services

Recommendation: Staff recommends approval

Action: Make a motion authorizing the City Manager to sign the extension of an intergovernmental service agreement with the Unified Government of Wyandotte County/Kansas City, Kansas for Senior Center funding for the amount of $8,223.

Background:

Discussion: Extension of an intergovernmental service agreement with the Unified Government of Wyandotte County/Kansas City, Kansas to provide Senior Center Services to the Elderly of Wyandotte County.

Financial Impact: City to receive $8,223.00 from Wyandotte County for offering services to older adults. This is an increase of $1,773 from the previous year.

Department of Procurement & Contract Compliance

Sharon Reed, Manager

Municipal Office Building
701 North 7th Street, 6th Floor
Kansas City, Kansas 66101-3064

Phone: (913) 573-5440
Fax: (913) 573-5444

November 15, 2023

Justine Spease, Recreation Manager
City of Bonner Springs
205 E 2nd St., PO Box 38
Bonner Springs, KS 66012
jspease@bonnersprings.org

RE: 2024 Mill Levy Services – Senior Center Services

Currently your firm has a contract with the Unified Government of Wyandotte County/Kansas City Kansas to provide Senior Center Services to the Elderly of Wyandotte County.

At this time the Unified Government requests to continue service with your company for the period from January 1, 2024 through December 31, 2024. All terms and conditions will remain the same as agreed upon in the initial contract. The amounts for this term will not exceed ($8,223.00) Eight Thousand Two Hundred and Twenty-Three Dollars and Zero Cents for Senior Center Services and will be paid for as the services occur. Please note that these amounts are subject to change if there are changes to the mill levy and state funding. Vendor understands and agrees that this extension is made in reliance on the representations and assurances made by the Vendor in the original agreement.

Please sign and return this extension agreement along with your current certificates of insurance for your general liability, workman's compensation.

Sincerely,

Kelly P. Regan

Kelly P. Regan

Bonner Springs Senior Center

____ Date ______________

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

____ Date ______________
David Johnston, County Administrator

cc: Betty Ewell

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Sean Pederson

Subject: 2024 - 2028 Capital Improvement Plan

Recommendation: Staff recommends approval

Action: Make a motion to approve the 2024-2028 Capital Improvement Plan (CIP) as presented.

Background: The Capital Investment Plan (CIP) of Bonner Springs ensures efficient use of resources for the maintenance and enhancement of city's assets such as facilities, streets, parks, and public safety equipment. Whereas the City operating budget includes funds for day-to-day operations, the CIP is a reflection of a systematic, organized approach to planning for the maintenance and enhancement focused on improving the city's fixed capital assets.

Two Main Sections of CIP:

- **Capital Improvement**: Budgeting for assets (costing $5,000 or more) that either result in creation/acquisition of a new fixed asset, enhance the capacity of an existing fixed asset, or notably expand the useful life of an existing fixed asset.
- **Capital Equipment**: Funds allocated for assets costing more than $5,000 that allow staff to better serve the residents and visitors of Bonner Springs. Examples include fleet, mowing and street maintenance equipment, and public safety equipment.

Discussion: In the next five years, we estimate an investment of approximately $21 million into emergency services, streets, equipment, parks, and recreation enhancements. In 2024, $3.3 million is allocated to be used for several projects, including two sidewalk extensions projects to create safe routes to schools, procurement of a new ambulance, a replacement police vehicle, Community Center gym floor update, and work on the 138th Street corridor.

Financial Impact:

Capital Improvement Plan (CIP)

FISCAL YEARS 2024-2028

City of Bonner Springs
KANSAS

Introduction

Capital Investment Plan Overview

The Capital Investment Plan (CIP) of Bonner Springs ensures efficient use of resources for the maintenance and enhancement of city's assets such as facilities, streets, parks, and public safety equipment. Whereas the City operating budget includes funds for day-to-day operations, the CIP is a reflection of a systematic, organized approach to planning for the maintenance and enhancement focused on improving the city's fixed capital assets.

Two Main Sections of CIP:

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- **Capital Equipment**: Funds allocated for assets costing more than $5,000 that allow staff to better serve the residents and visitors of Bonner Springs. Examples include fleet, mowing and street maintenance equipment, and public safety equipment.

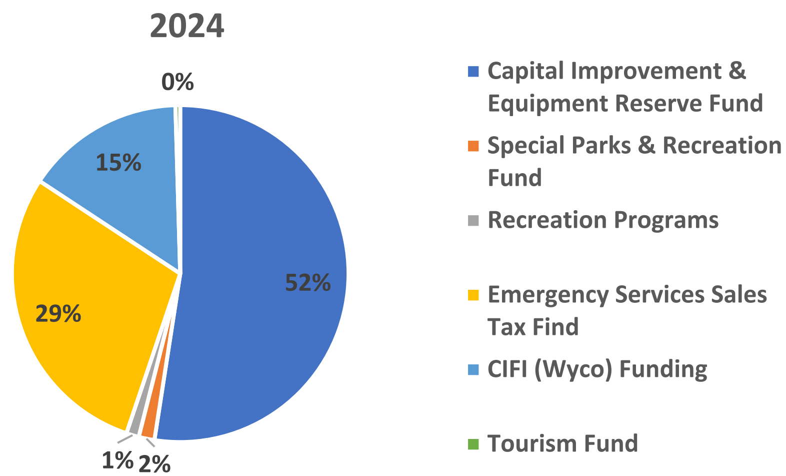
In the next five years, we estimate an investment of approximately $21 million into emergency services, streets, equipment, parks, and recreation enhancements. In 2024, $3.3 million is allocated to be used for several projects including a two sidewalk extensions projects to create safe route to schools, procurement of a new ambulance, replacement police vehicle, Community Center gym floor update, and work on 138th Street corridor.

Please refer to the 2023-27 Capital Improvement & Equipment Project Schedule (Appendix A) for more information about upcoming projects.

Funding Sources & Estimated Revenues

Capital Expenses by Anticipated Fund Source

Revenue sources for the 2024-28 CIP (the CIP) vary from year to year and are based on the specific use and associated eligibility of the project. As an example, the Emergency Service Sales Tax Fund can only be used for projects/equipment associated with Emergency Services which was approved by the voters. Additional sources include the Capital Improvement & Equipment Reserve Fund, Capital Improvement & Equipment (CIP) Sales Tax Fund, Debt Service Fund, Special Parks and Recreation Fund, and Tourism Fund.



Fund Source	2024	2025	2026	2027	2028	5 - YR Total
Capital Improvement & Equipment Reserve Fund	$1,731,500	$1,089,000	$1,635,500	$1,511,400	$852,500	$6,819,900
Special Parks & Recreation Fund	$50,000	$49,000	$103,000	-	$75,000	$277,000
Recreation Programs	$40,000	-	-	-	-	$40,000
Emergency Services Sales Tax Fund	$960,000	$658,700	$929,500	$588,500	$992,500	$4,129,200
CIFI (Wyco) Funding	$504,585	$500,000	$500,000	$500,000	$500,000	$2,504,585
Debt Service Fund	-	-	-	$7,500,000	-	$7,500,000
Tourism Fund	$15,000	$15,000	$15,000	$15,000	-	$60,000
Total	**$3,301,085**	**$2,311,700**	**$3,183,000**	**$10,114,900**	**$2,420,000**	**$21,330,685**

Estimated Revenues

Five sources of revenue are help to fund the CIP, including transfer from the General Fund, the CIP Sales Tax, Emergency Services Capital Fund, Special Parks & Recreation Fund, and the Tourism Fund. The lattermost is not listed since upwards of 80% of the revenue generated for this fund is used for operating, versus capital, expenses.

In 2024, the greatest revenue source is from the General Fund ($5,970,000). This one time transfer is a reflection of and made possible by the City's strong fiscal position. Even after this transfer, the City's General Fund maintains a Fund Balance (cash on hand) of over $3 million, which is equivalent to 30% of the City's budget expenses.

	2024	2025	2026	2027	2028
Transfer from General Fund	$5,970,000				
CIFI Funding	$500,000	$500,000	$500,000	$500,000	$500,000
Special Parks & Recreation	$50,000	$50,000	$50,000	$50,000	$50,000
Emergency Services Capital	$722,000	$722,000	$722,000	$722,000	$722,000
Capital Improvement Sales Tax	$695,000	$695,000	$695,000	$695,000	$695,000

Each revenue source is discussed in greater detail on the following pages.

Revenue Source: Capital Improvement & Equipment Reserve Fund

This is a non-budgeted fund which is supported by budgeted transfers from the General Fund and is used to pay for capital improvement purchases. In 2024, $1,731,500 will be spent to support capital initiatives and $5,970,000 will be transferred from the General Fund. The transfer is 2024 also includes $226, 270 and funding collected through the issuance of Industrial Revenue Bonds (IRBs) that have been approved and issued to support development projects in the City. Those funds are restricted, per City regulations, to be used on projects related to Economic Development.

Future years are shown at zero, although additionally funding could become available base need and subject to City Council approval.

	2024	2025	2026	2027	2028
Estimated Beginning Balance	$1,046,791	$5,285,291	$4,196,291	$2,560,791	$1,049,391
Transfer from General Fund	$5,970,000	$0	$0	$0	$0
Use of Funds	$1,731,500	$1,089,000	$1,635,500	$1,511,400	$852,500
Estimated End Balance	**$5,285,291**	**$4,196,291**	**$2,560,791**	**$1,049,391**	**$196,891**

Revenue Source: Capital Improvement & Equipment (CIP) Sales Tax Fund

In 2022, Bonner Springs voters re-approved collecting a ¼ cent sales tax to be used solely for capital improvement expenses (e.g. Streets). The 10-year tax will continue through 2033. It is estimated that this fund will generate $685,000 in 2024.

In 2024, $500,000 from this funding source will be placed in the City's budget Street Fund for street preservation (ex. Mill and Overlay).

	2024	2025	2026	2027	2028
Estimated Beginning Balance	$98,805	$293,805	$288,805	$283,805	$278,805
Estimated Revenue	$685,000	$685,000	$685,000	$685,000	$685,000
Interest	$10,000	$10,000	$10,000	$10,000	$10,000
Transfer to Street Fund	$500,000	$700,000	$700,000	$700,000	$700,000
Use of Funds	-	-	-	-	-
Estimated End Balance	**$293,805**	**$288,805**	**$283,805**	**$278,805**	**$273,805**

Revenue Source: Emergency Services Capital Fund

In October 2003, the City began collection of a 10-year ¼ cent sales tax for emergency services capital expenditures. The Emergency Services Capital Fund is used to purchase capital items for the police and fire departments. In 2022, following an affirmative public vote, the tax was extended for an additional 10 years. Estimated revenue for this fund in 2024 is $722,000.

	2024	2025	2026	2027	2028
Estimated Beginning Balance	$780,497	$289,174	$352,474	$144,974	$278,474
Estimated Revenue	$722,000	$722,000	$722,000	$722,000	$722,000
Debt Payment on Fire Station	$253,323	-	-	-	-
Use of Funds	$960,000	$658,700	$929,500	$588,500	$992,500
Estimated End Balance (less reserve for last year of debt)	**$289,174**	**$352,474**	**$144,974**	**$278,474**	**$7,974**

Revenue Source: Special Parks & Recreation Fund

Revenue for this fund is generated from a liquor drink tax and is used for parks and recreation programs and capital needs. It accounts for 1/3 of the liquor drink tax received by the City. $50,000 will be appropriated to purchase and maintain recreation-based assets in 2023.

	2024	2025	2026	2027	2028
Estimated Beginning Balance	$65,783	$44,783	$49,783	$783	$54,783
Estimated Revenue	$50,000	$50,000	$50,000	$50,000	$50,000
Interest	$4,000	$4,000	$4,000	$4,000	$4,000
Other Expenditures	$25,000	-	-	-	-
Use of Funds	$50,000	$49,000	$103,000	-	$75,000
Estimated End Balance	**$44,783**	**$49,783**	**$783**	**$54,783**	**$33,783**

Revenue Source: Tourism Fund

A fund that collects a 6% Transient Guest Tax for the sole purpose of promoting tourism. It is estimated that about $164,000 will be collected in 2024. While the majority of revenue utilized through this fund will support general operating costs, $15,000 has been earmarked in each respective upcoming year of the CIP to support public art installations in the community.

Revenue Source: Debt Service Fund

This fund is used to pay for the City's outstanding long-term debt. Revenue sources are tied to projects and expenditures within funds/departments in the City. All debt paid in the Debt Service Fund is general obligation debt. A portion of this debt is funded by utility and sales tax transfers as well as special assessment revenue collected through taxes. A joint agency facility, which would in envisioned to be shared by Police and Fire Department(s), is currently shown as a potential project in 2028. The construction of such a facility would be expensed from this fund.

Capital Improvement Plan Summary

Capital Improvement Projects

Throughout the next five years, nearly $15.2 million is to be spent on capital improvement in support of parks and recreation, emergency services, and maintenance of City property including facility enhancement and street improvements.

Capital Improvements - General Fund	2024	2025	2026	2027	2028
Recreation					
Community Center Bathroom Update	$20,000				
Pool Signage	$7,000				
Soccer Field Lights				$175,000	$175,000
Community Center Gym Floor	$67,500				
Community Center Cottonwood Floor	$15,000				
Sand Volleyball Site Improvements		$37,000			
North Park Lake Gazebo					$200,000
Lighting Update for North Park and Pool				$110,900	
Farmers' Market Shelter					
Trail lighting - Lions Park			$100,000	$100,000	

Playground Renovations (NP)		$100,000	$150,000		
Playground Renovations (LP1T)				$100,000	$150,000
Senior Center Flooring	$20,000				
Pickleball Court Installation	$50,000	$100,000			
Centennial Park Restroom			$92,500	$92,500	
Kelly Murphy Park Restroom			$92,500	$92,500	
NP Soccer Field Loop Trail				$42,500	$42,500
Kerry Roberts Park Trail					$80,000
Kerry Roberts Park Bridge Replacement					$165,000
Kerry Roberts Park Playground				$200,000	
CC Painting	$10,000	$20,000			
Pool Deck Rehab			$300,000		
Baseball Light Upgrades		$143,000	$143,000	$143,000	
Water blast entire pool, paint 1-2 layers					$75,000
Total Recreation	**$189,500**	**$400,000**	**$878,000**	**$1,056,400**	**$887,500**

Economic Development

City Signs	$25,000				
Planning Sustainable Places (Matching Grants)		$20,000	$20,000	$20,000	$20,000
Art Sculpture	$15,000	$15,000	$15,000	$15,000	
Total Economic Development	**$40,000**	**$35,000**	**$35,000**	**$35,000**	**$20,000**

Police					
Facility Interior Painting				$25,000	
Total Police	**$0**	**$0**	**$0**	**$25,000**	**$0**

Fire					
Concrete/Pavement	$15,000	$90,000			
Bay Floor Sealing	$15,000				
Station carpet replacement		$15,000			
Station Roof	$50,000				$50,000
Kitchen Remodel / update		$30,000			
HVAC Roof Unit Replacement			$17,500		
Joint Agency NE Station (Fire/EMS/PD)				$7,500,000	
Training Tower					$85,000
Total Fire	**$80,000**	**$135,000**	**$17,500**	**$7,500,000**	**$135,000**

Public Works					
Lions Park Creek Bank Stabilization		$100,000			
Kansas Avenue Culvert Improvements	$370,000				
Phase 5 Trail		$500,000	$500,000	$500,000	$500,000
2nd Street Sidewalk Improvements	$259,240				
Morse Sidewalk & Culvert Improvements	$245,345				
Total Public Works	**$874,585**	**$600,000**	**$500,000**	**$500,000**	**$500,000**

Transportation					
138th Street Project (STBGP grant)	$745,000				
Total Transportation	**$745,000**	**$0**	**$0**	**$0**	**$0**

Total	**$1,929,085**	**$1,170,000**	**$1,430,500**	**$9,116,400**	**$1,542,500**

Capital Equipment Summary

Capital Equipment Projects

Throughout the next five years, nearly $6.14 million is proposed to be spent on capital equipment. This will allow staff to support a better Bonner Springs in which to live, work, and play.

Equipment Plan	2024	2025	2026	2027	2028
Recreation					
Recreation Van	$40,000				
Recreation Bus			$70,000		
Kelly Murphy Park Drinking Fountain Replacement			$7,000		
Fitness Court Additions (benches, bike rack, etc.)	$8,000				
Dog Park Renovations (water fountain, shade, agility equipment)		$12,000	$26,000		
Musical Art Sculptures along SP to LP Trail	$8,000				
Tables & Trash Cans for Pool		$37,000			
ADA Chair Lift - Pool	$7,000				
Total Recreation	**$63,000**	**$49,000**	**$103,000**	**$0**	**$0**
Economic Development					
Inspector Vehicle	$40,000				
Total Economic Development	**$40,000**	**$0**	**$0**	**$0**	**$0**
Police					
K9 Replacement				$30,000	

Weapons Upgrade			$22,000		
Computer Technology Upgrade		$35,000			
Server Upgrade	$50,000				
Police Vehicle Replacement	$75,500	$75,500	$75,500	$75,500	$75,500
Total Police	**$125,500**	**$110,500**	**$97,500**	**$105,500**	**$75,500**

Fire					
Ambulance replacement		$395,000			
Cardiac Monitor		$85,000			
Lucas Device			$17,500		
Fire Hose & Appliances	$85,000				$42,500
Extraction/Rescue Tool Set		$25,000			
Server Upgrade	$50,000				
Fire Apparatus - Engine 1 (5 year lease/purchase)				$250,000	$250,000
Fire Apparatus - Rescue 1					$200,000
Fire Apparatus - Brush 1			$525,000		
Fire Apparatus - Quick Response/Utility 1		$95,200			
Fire Ladder Truck ($400,000 pmt in 2024+10 year lease/purchase)	$208,000	$208,000	$208,000	$208,000	$208,000
Vehicle Upfit Costs	$16,500		$16,500		$16,500
Fire Command Staff Vehicles			$65,000		$65,000
Total Fire	**$359,500**	**$808,200**	**$832,000**	**$458,000**	**$782,000**

Public Works

F150-F350 Units		$75,000		$150,000	
2015 Dump Truck #553				$225,000	
2010 Bucket Truck		$250,000			
UTV - Public Works	$15,000				
UTV - Scissor Lift Attachment	$10,000				
2014 Dump Truck #526		$175,000			
Rubber Tire Loader	$300,000				
2009 Vactor Truck			$650,000		
Salt/Material Spreader Replacement	$30,000	$35,000		$40,000	
Snow Plow Replacement	$16,000	$16,000			
Mowing Equipment Replacements - Replacement of Grasshopper Units	$18,000	$18,000	$20,000	$20,000	$20,000
Mowing Equipment Replacements - Replacement of a Tractor Mower Unit/Attachments			$50,000		
Total Public Works	**$389,000**	**$569,000**	**$720,000**	**$435,000**	**$20,000**

Total	**$977,000**	**$1,536,700**	**$1,752,500**	**$998,500**	**$877,500**

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Tillie LaPlante

Subject: Resolution to Write Off Uncollected Accounts Payable

Recommendation: The Finance Director recommends approval.

Action: Make a motion to approve a resolution authorizing the cancellation of certain accounts payable warrants issued.

Background: State law authorizes cities to cancel accounts payable checks not cashed after publication of a list of checks in the City's official newspaper. A list of checks which have been outstanding since August 2020 was published in the Wyandotte Echo on September 28 and October 5, 2023.

Discussion: After the checks are published, individuals have sixty days to contact City Hall to claim the outstanding check. Checks totaling $2,156.93 were unclaimed after the 60-day period. After approval of the enclosed resolution, all unclaimed checks will be canceled and the funds put back into the accounts where they were originally charged.

Financial Impact:

RESOLUTION NO. 2023-

A Resolution to Authorize the Cancellation of Certain Accounts Payable and Payroll Warrants Issued by the City of Bonner Springs as Authorized by KSA 10-816

Be it Resolved by the Governing Body of the City of Bonner Springs, Kansas:

Whereas, the City issued certain individuals accounts payable and/or payroll checks that were not cashed, and

Whereas, KSA 10-816 authorizes the Governing Body to cancel and set aside such unclaimed warrants, and

Whereas, publication of the unclaimed warrants dated from September 2019 to August 2020 occurred on September 28 and October 5, 2023 in the City's official newspaper that requested individuals listed in the notice to contact City Hall within 60 days, and

Whereas, the publication provided sufficient time and notice to all individuals to make a claim for their checks to be issued, and

Whereas, the attached Exhibit A that lists all unclaimed warrants in the total amount of $2,156.93 is a part of this Resolution.

Now, Therefore, be it Resolved by the Governing Body of the City of Bonner Springs, Kansas:

Unclaimed warrants listed on the attached Exhibit A shall be cancelled and such monies shall revert to the City fund drawn from.

Approved by the City Council and Signed by the Mayor on December 18, 2023.

Attest:

____
Jeff Harrington, Mayor

____
Christina Brake, City Clerk

(Seal)

EXHIBIT A

City of Bonner Springs

ZETA BATES	$13.64	CORY GIBSON	$45.00
ROBERT BRYANT	$174.00	JENNIFER DUCKWORTH	$50.00
TARA JOHNSON	$47.06	ASHLEY HAINJE	$35.00
TAYLOR ROBINSON	$519.10	BRENDA HERNANDEZ	$50.00
PLANNED PARENTHOOD GREAT PLAIN	$100.00	DOROTHY HUGHART	$140.00
TKS OUTDOORS LLC	$44.04	JENNIFER SPEARS	$80.00
CROSBY PLUMBING	$246.00	KENNETH VODICKA	$50.00
SHAWN BRYANT	$250.00	NAKYA WATKINS	$10.00
ESTELLA SULLIVAN	$0.03	EDWARD DRAPER	$40.46
MARIA MARQUEZ	$4.43	JACQUELINE DIAZ	$48.04
ALEXANDER WISE	$32.65	MARY MCMULLEN	$50.00
ERICA CONRAD	$75.00	STEVEN VAUGHT	$7.48
AREIEL FRAKES	$45.00		
		Total	$2,156.93

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Tillie LaPlante

Subject: Write Off Uncollected Accounts

Recommendation: The Finance Director recommends approval.

Action: Make a motion to approve the write-off of uncollected utility accounts per Governing Body Policy GB-03-01.

Background: The attached utility bill accounts have been outstanding with no activity since November of 2022.

Discussion: Per the City's write-off policy, accounts over one year in arrears are written off of the City's books. The City will continue to pursue the collection of utility accounts through the Kansas Setoff Collection Program.

Per the City's policy, ambulance bills which are deemed uncollectible are written off of the City's books throughout the year as they are turned into the State's Setoff Collection Program. Due to HIPAA restrictions, we are not allowed to release names related to medical services. The total ambulance bills written off and turned into the Setoff Collection Program from December 2022 through November 2023 were $111,478. During that same time period, the City collected $29,346 for ambulance bills through the Kansas Setoff Collection Program for prior years.

Financial Impact:

Utility Account Write Off's (December 2021 -November 2022)

John C Henry	$	95.78	Lauren Riley Herring	$	254.17
David Paul Porth	$	1.19	Lisa Lee Bush	$	228.93
Peter Michael Matthews	$	105.90	Holly Brooke True	$	222.71
Dominik J Macias	$	267.14	Jack Bradley Holtzen	$	115.46
Gwendalen Darlene Eckstein	$	386.45	Marilyn K Murray	$	28.54
Joshua VonDane Mcardle	$	135.12	William Michael Smith	$	62.09
Ramona Yvette Jackson	$	294.03	Haley Dawn Hill	$	399.31
Tiger Tow & Transport Inc	$	278.22	Joseph D Galloway	$	79.51
Alisha Shay Madison	$	86.17	Susan B DeSandre	$	23.66
Kristin A Morgan	$	173.86	Garrett D Draper	$	18.44
Katrina L Shore	$	63.46	Illyana J Cunliffe	$	442.47
John Jeff Carson	$	98.57	Marcus A Wheat	$	233.00
Rebekah Birchall Selman	$	154.04	Pamela A Lee	$	210.34
Basil P Dade	$	49.88	Kevin M Torline	$	79.14
Eric Lyn Copeland	$	202.22	Dylan J Taylor	$	438.49
Wally's Body Shop LLC	$	66.72	Richard J Gibbens	$	60.94
Alexia L Brady	$	250.12	Calvin Ray Gardner	$	225.43
Eric L Bolton	$	227.38	Cheyanne Sandidge	$	8.32
Caitlin Brenna Saxton	$	5.37	Kim Monique Silver	$	172.01
John Jeff Carson	$	61.93			
			Total	$	6,306.51

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Tim Richards

Subject: Fire Department Automatic Aid Agreement

Recommendation: Staff Recommends Approval

Action: Motion to approve an Automatic Aid agreement between Bonner Springs, Edwardsville, and Kansas City, Kansas for Fire Protection and other Emergency Services authorizing the City Manager to sign, contingent on City Attorney approval. .

Background: At the previous City Council meeting, Chief Richards provided an update on discussion between Bonner Springs, Edwardsville, and Kansas City, Kansas for Fire Protection and other Emergency Services. The essence of the discussions, and the resulting agreement, is that Fire and Medical dispatching would be based on proximity of an incident to the closest, available, fire station.

Discussion: The agreement is the same agreement that was previously reviewed by the City Council. Once a change in the agreement pertains to the unincorporated portion of the County, known as Loring. Wyandotte County does NOT provide fire or medical protection service. Therefore, the unincorporated area has not a primary fire department located within its jurisdiction and has previously had service provided by the City of Bonner Springs (through an agreement with the County), and is now currently being served by KCK FD.

In an effort to implement this Automatic Aid agreement, and to ensure coverage is available for the unincorporated area of Wyandotte County, the updated agreement specifies that Bonner Springs FD will serve as the primary Fire Department for that area.

Financial Impact:

AUTOMATIC AND MUTUAL AID AGREEMENT
FOR FIRE PROTECTION AND OTHER EMERGENCY SERVICES

THIS AGREEMENT is made and entered into this 1st day of January, 2024,by and between the Kansas City, Kansas Fire Department (KCKFD), Bonner Springs, Kansas Department of Fire - EMS (Bonner Springs), and the Edwardsville, Kansas Fire Department (Edwardsville), through their duly authorized Mayor, County Administrator, City Manager, or Board of Directors to provide automatic aid assistance for fires and other types of emergency incidents as described under the terms of this Agreement.

W I T N E S S E T H:

WHEREAS, agreements for automatic aid assistance in fire protection and response to other emergencies have existed between specific municipalities and governmental jurisdictions; and;

WHEREAS, the participating cities seek to provide the most efficient, safe, and effective fire-rescue-emergency medical services to their communities and;

WHEREAS, the Participants are committed to demonstrating public equity through the reasonable commitment and distribution of resources within their jurisdiction to ensure that no participant unfairly benefits at the expense of the other participants, and;

WHEREAS, it is the desire of the Participants joining in this Agreement to continue and improve the nature and coordination of emergency assistance to incidents that threaten loss of life or property within the geographic boundaries of their respective jurisdictions; and

WHEREAS, it is further the determination of each of the parties hereto that the decision to enter into this Automatic and Mutual Aid Agreement constitutes a fundamental governmental policy of the parties hereto which is automatic in nature, and includes the determination of the proper use of the resources available with respect to the providing of governmental services and the utilization of existing resources of each of the parties hereto, including the use of equipment and personnel; and

WHEREAS, it is the desire of these municipalities and governmental jurisdictions to initiate and/or renew an "Automatic and Mutual Aid Agreement" for fire department services.

NOW, THEREFORE, IT IS AGREED:

General Provisions

1. The parties hereto acknowledge that this Agreement is being entered into pursuant to K.S.A. 12-111, and amendments thereto, to offer Fire Protection Services beyond each city's respective city limits. WHEREAS, the Parties are authorized to enter into an agreement for such services by the power vested in cities by Article 12, Section 5 of the Kansas Constitution and by K.S.A. 12-2908.

2. It is recognized that the interests herein are mutual. This Agreement is entered into for the common good of the general public of the parties and for strictly governmental purposes.

3. Without waiving an immunity provided under the Kansas Tort Claims Act, and to the extent permitted by law, the Parties shall enjoy immunity from liability in the process of providing aid under this agreement. Nothing in the Agreement should be construed to in any way limit immunities available to the parties.

4. In the event that any individual performing duties subject to this Agreement shall be cited as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts while performing duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and occurred within the jurisdiction of the governmental entity where regularly employed. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed. However, in situations where the other party may be liable, in whole or in part, for the payment of damages, then the other party may intervene in such cause of action to protect its interests.

5. No term or provision of this Agreement is intended to, or shall, create any rights in any person, firm, corporation or other entity not a party hereto, and no such person or entity shall have any cause of action hereunder.

~~6. The parties further understand that this Agreement supersedes any previous Automatic Aid or Mutual Aid Agreements between any of the parties hereto. The Cooperative Agreement Regarding Emergency Dispatching, Communications, and Other Services, entered into by the parties in January of 2022 remains in effect and is incorporated herein by reference.~~

6. Nothing in this Agreement shall limit the ability of any or all of the parties from agreeing to participate in more specific contracts for services, mutual aid assistance, or automatic response; nor shall this prohibit any party from providing emergency assistance to any other jurisdictions which is not a participant in this Agreement.

7. The parties may elect to amend or specify additional provisions by adding a mutually

agreed upon written addendum to this Agreement.

8. The Chiefs of the respective Fire and EMS services shall administer this Agreement. The authority to make operational changes within any member department shall remain solely with the Chief of that department.

9. This Agreement shall be governed by, enforced and construed in accordance with the laws of the State of Kansas.

10. All agreements, covenants and clauses contained herein are severable, and in the event any of them shall be deemed or held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be interpreted as if such unconstitutional, invalid or unenforceable agreements, clauses and covenants were not contained herein.

11. This Agreement shall encourage the development of cooperative procedures and protocols, including but not limited to communications, coordination, training, health, and safety, station coverage by request, and other activities that will enhance the ability of the fire departments to fulfill their mission. All three Chiefs shall cooperate to ensure organizational interoperability to improve efficiency, effectiveness, and the safety of the public, and all firefighters and EMS personnel employed by the parties.

12. No term or provision in this Agreement is intended to create a partnership, joint venture, or agency arrangement between any of the parties.

13. All Edwardsville equipment used in carrying out this Agreement shall remain equipment owned by Edwardsville and shall not be deemed equipment owned by Bonner Springs or KCKFD under any circumstances. All Bonner Springs equipment used in carrying out this Agreement shall remain equipment owned by Bonner Springs and shall not be deemed equipment owned by Edwardsville or KCKFD under any circumstances. All KCKFD equipment used in carrying out this Agreement shall remain equipment owned by KCKFD and shall not be deemed equipment owned by Edwardsville or Bonner Springs.

14. All parties to this Agreement shall be under no obligation to reimburse any other party for costs incurred pursuant to this Agreement. Personnel who are assigned, designated or ordered by their governing body to perform duties, pursuant to this Agreement, shall receive the same salary, pension, and all other compensation and rights for the performance of such duties, including injury or death benefits, and Worker’s Compensation benefits, as though the service had been rendered within the limits of the entity where he or she is regularly employed. Moreover, all medical expenses, wage and disability payments, pension payments, damage to equipment and clothing, and expenses of travel, food, and lodging shall be paid by the entity in which the employee in question is regularly employed. However, any expenses recoverable from third parties and responsible parties shall be equitably distributed among Aiding Units. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing state and federal laws.

15. All Edwardsville employees acting under this Agreement shall remain employees of

Edwardsville for all purposes and shall not be deemed employees of Bonner Springs or KCKFD under any circumstances. All Bonner Springs employees acting under this Agreement shall remain employees of Bonner Springs for all purposes and shall not be deemed employees of Edwardsville or KCKFD under any circumstances. All KCKFD employees acting under this Agreement shall remain employees of KCKFD for all purposes and shall not be deemed employees of Edwardsville or Bonner Springs.

16. The parties recognize that it is the responsibility of each participating party to ensure that their employees are notified in accordance with the provisions of Workers Compensation Law, specifically, K-WC 40-A or any amendment thereto, and that all such notices as requiredto be posted by law.

17. All participants will use standard Incident Command Systems (ICS) procedures.

18. To ensure compatibility of equipment, participants shall maintain a mutually agreed upon inventory of equipment (based upon minimum NFPA standards), including hoses, couplings, pump capacity, communications equipment, and will maintain the minimum standard amount of equipment on each type of apparatus (as recommended by NFPA Standards).

19. To ensure proper coordination of firefighting and EMS procedures, dispatching and communications between the Fire and EMS departments, the Departments agree to joint training exercises at least semiannually. The training exercises will be coordinated and observed by the respective department training chiefs.

20. Participants shall utilize a standardized apparatus numbering system and standardized terminology for apparatus and fire stations.

21. System participants recognize the importance of service delivery and personnel safety issues. The minimum daily staffing level for engines and ladders shall be three members.

22. To ensure safety, all participants agree that their standard operating procedures and command procedures shall be reviewed every other year and be shared, upon request with all other agencies.

23. This Automatic and Mutual Aid Agreement shall commence upon apporoval by each agency's governing body, under K.S.A. 12-2908, and shall continue in force until terminated by formal act of the parties to this Agreement. If one party wishes to terminate this Agreement, a sixty-day notice in writing of intention to terminate shall be given to all parties involved.

24. This Automatic and Mutual Aid Agreement shall be reviewed by all parties every year or as deemed necessary by any involved agency. Unless otherwise specified in writing, this Agreement will automatically renew on the first day of January of each year.

25. It is recognized that Wyandotte County does not provide Fire and/or Emergency Medical Services. As part of this agreement, the City of Bonner Springs agrees to provide the

primary fire and emergency medical services to the unincorporated area of Wyandotte County, known as Loring, subject to the terms and conditions of this Agreement.

Automatic Aid

27. The parties agree to dispatch their respective assigned fire department units on an automatic basis as indicated in Appendix A. The Computer Aided Dispatch and Automatic Vehicle Locator system will automatically determine the closest available, most appropriate unit(s) regardless of jurisdictional boundaries for all call types. Each jurisdiction agrees that such unit(s) will respond, if available to do so.

28. It is agreed that the scope of this Agreement includes automatic aid assistance in responding to calls for service as identified in Appendix A.

29. Participants in this automatic aid agreement do further agree to the following standard service criteria as the primary response system elements of this automatic aid agreement:

a. The Automatic Aid System will use a Computer Aided Dispatch system that automatically selects the closest, most appropriate unit(s) for dispatch of calls for assistance per agency (Appendix A). The CAD system shall be a centralized, totally integrated unit dispatch/status keeping system.

b. The Automatic Aid System allows the closest, most appropriate emergency response unit to an emergency to be dispatched automatically regardless of the jurisdiction where the emergency occurs or the jurisdictional affiliation of the response unit. The dispatch system utilizes Automatic Vehicle Location (AVL) equipment to discern the location of emergency response units and a computerized Geographic Information System (GIS) to discern the location of the emergency call. The AVL and GIS systems allow the dispatch system to match the closest response unit to the emergency and recommend it for dispatch within the Automatic Aid System boundaries. Each Automatic Aid system participant shall insure its fire and EMS apparatus are equipped with AVL's.

c. The automatic aid system utilizes a preplanned system of communications. Communications support for participants includes the provision of a main dispatch and multiple tactical radio frequencies, a Mobile Computer Terminal (MCT) system, a station alerting system, direct communication lines between each participating fire station and the Dispatch Center, and a paging system. These systems are in place and supported by the Dispatch Center.

d. Participants agree to the use of specialized unit resources. The assignment of a specialized unit to an incident relies on predefined response levels to specific types of incidents, the closest specialized unit to the call, and any special call for resources made by an incident commander that is not pre-programmed in the CAD system. This includes, but is not limited to, hazardous materials support, technical rescue support, firefighter on-scene rehabilitation, command, utility, brush, and water tenders.

e. Participants agree that automatic aid is reciprocal. While automatic aid does not ensure that a community will receive the exact same amount of assistance as it gives, it does mean that all participants will provide assistance outside its jurisdictional boundaries and that the level of service delivered within the Automatic Aid System will be comparable.

Mutual Aid

30. Upon request for mutual aid assistance, the requested fire and/or EMS service will send units, equipment, personnel and other resources to any point within the requesting fire service jurisdiction; provided, however, that response is to be given only when the fire department called on for mutual aid, in the judgment of its chief, or such chief's designee, can reasonably furnish such assistance without unreasonably imperiling the safety of the citizens served by the fire and/or EMS service organization called upon for mutual aid.

31. The Parties agree not to call for mutual aid unless significant emergency circumstances exist wherein the requesting party's resources have been significantly reduced by emergency responses. The parties do not enter into this Agreement for the purpose of a reduction of staffing by any party.

32. The authority in charge of the responding unit shall be the sole judge of how much assistance can be furnished under the circumstances of each particular case. It is agreed that the parties shall not be liable in any way to the other, or to its inhabitants, or to any other person, firm or corporation for any failure to give requested assistance.

33. Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following conditions:

a. Any request for mutual aid shall include a statement of the significant emergency circumstances and the requested resources and shall specify the location for response.

b. The Departments agree to operate and coordinate in response to the emergency incident within the organizational framework of the National Incident Management System (NIMS).

c. A responding department shall be released by the department that requested mutual aid when, in the judgment of the incident commander, the services of the responding department are no longer required.

d. Each party owes its primary allegiance and fire services to its own citizens. Therefore, a responding party's units and resources may be recalled by its fire chief, or such chief's designee, if, in that officer's opinion, a significant need exists for the responding party to render services within its own jurisdiction.

IN WITNESS WHEREOF, this Agreement is executed on the year and date first above written.

SIGNATURE PAGE TO FOLLOW

THE CITY OF EDWARDSVILLE, KANSAS

By: ____

NAME, City Manager

____

Timothy “Tim” Whitham, Fire Chief

Attest: ____

Chantal Frierson, City Clerk

THE CITY OF BONNER SPRINGS, KANSAS

By: ____

Sean Pederson, City Manager

____

Tim Richards, Chief of Department of Fire-EMS

Attest: ____

Christina Brake, City Clerk

THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND KANSAS CITY, KANSAS

By: ____

David Johnston, County Administrator

____

Dennis L. Rubin, Interim Fire Chief

Attest: ____

Monica Sparks, Acting Unified Government Clerk

Appendix A

Bonner Springs requests of Edwardsville

- Continuation of long-standing automatic aid and mutual aid agreement as approved by both governing bodies

Bonner Springs requests Automatic Aid from KCKFD

- Respond with One Battalion Chief, one Safety Officer, and three heavy apparatus (at least one being an aerial apparatus) on building fires. For this Agreement, a building fire will be defined as any residential structure fire larger than a duplex and any building larger than a detached garage or outbuilding.
- Any upgraded working fires to the second alarm will receive an alarm assignment of One Battalion Chief, one Safety Officer, five heavy apparatus (at least two being an aerial apparatus), two medical units (one at least an ALS unit) on all identified target hazards identified in the CAD system or upgraded working fire to the third alarm level.
- Respond one ALS resource on the following call types if closest:
    - Cardiac Arrest
    - Stroke
    - Serious Trauma
- Respond, if closest, on all MVAs with extrication

Edwardsville requests of Bonner Springs

- Continuation of long-standing automatic aid and mutual aid agreement as approved by both governing bodies

Edwardsville requests of KCKFD

- Respond with One Battalion Chief, one Safety Officer, and three heavy apparatus (at least one being an aerial apparatus) on building fires. For this Agreement, a building fire will be defined as any residential structure fire larger than a duplex and any building larger than a detached garage or outbuilding.
- All identified Target Hazards placed in the CAD system, or upgraded working fires to the third alarm level will receive a alarm assignment of One Battalion Chief, one Safety Officer, five heavy apparatus (at least two being an aerial apparatus), two medical units (one at least an ALS unit) on all identified target hazards identified in the CAD system or upgraded working fire to the third alarm level.
- Respond one ALS resource on the following call types if closest:
- Cardiac Arrest
- Stroke
- Serious Trauma
- Respond, if closest, on all MVAs with extrication

KCKFD requests of Bonner Springs

Respond to all fire and medical alarms when closer than the similar type of resource from KCKFD not to exceed one pumping apparatus and one medic unit.

KCKFD requests of Edwardsville

Respond to all fire and medical alarms when closer than the similar type of resource from KCKFD not to exceed one pumping apparatus and one medic unit.

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Christina Brake

Subject: License Renewals - Cereal Malt Beverage

Recommendation: Staff recommends approval.

Action: Make a motion to approve the Cereal Malt Beverage license renewals as presented.

Background: The nine businesses listed on the CMB Report submitted their applications, complied with the requirements and paid the fees for renewal of their cereal malt beverage license.

Discussion:

Financial Impact:

CMB 2024 Renewals

Name of Business	*Restrictions*	*Fee*	*Street Address*
Lin's Chinese Restaurant	Consumption on Premises	$200 + $25 State Fee	13034 Kansas Ave.
Sunflower Hills Golf Course	Consumption on Premises	$200 + $25 State Fee	12200 Riverview Ave.
7-Eleven Store # 36691A	Unopened Containers	$50 + $25 State Fee	34 N. 130th St.
Queen's Price Chopper # 10	Unopened Containers	$50 + $25 State Fee	501 S. Commercial Dr.
Quik Trip Corporation	Unopened Containers	$50 + $25 State Fee	389 N. 130th St.
Springs Enterprises LLC dba Discount Smokes	Unopened Containers	$50 + $25 State Fee	13010 Kansas Ave.
Walgreens #12922	Unopened Containers	$50 + $25 State Fee	550 S. 129th St.
Walmart Store # 486	Unopened Container	$50 + $25 State Fee	12801 Kansas Ave.
Wood Oil #6	Unopened Containers	$50 + $25 State Fee	413 E. Front St.

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Christina Brake

Subject: Executive Session to Discuss Non-Elected Personnel Matters Pursuant to K.S.A. 75-4319(b)(1).

Recommendation:

Action: 1.Make a motion to go into executive session for consultation with an attorney pursuant to exception, K.S.A.75-4319(b)(2). The open meeting will resume in the Council Chamber at _____p.m.
2.Make a motion to resume the open meeting with no action taken at _________p.m.

Background:

Discussion:

Financial Impact:

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Mark Lee

Subject: Ordinance to Adopt the Unified Development Ordinance - BSZO-02-23

Recommendation: Staff and the Planning Commission recommend approval.

Action: Make a motion to approve an ordinance adopting the Unified Development Ordinance and repealing the existing Subdivision Regulations and Zoning Ordinances of the City of Bonner Springs, Kansas.

Background: City Staff, Dawn Warrick, Connor Roberts, and Erica Craycraft of Freese and Nichols worked for over a year creating a Unified Development Ordinance (UDO). This involved numerous public sessions, an online platform, and updates to the Planning Commission and City Council.

Key features of the UDO include:

- Collection of Regulations: Combination of Subdivision Regulations, Zoning Ordinance, and other planning guidelines.
- Regulation Updates: Some rules are revised.
- Consolidation: Planning regulations are compiled into one accessible document.

The final document is now ready for approval.

Discussion: The City team provided a brief overview of the Unified Development Ordinance of Bonner Springs, a project they've been collectively working on for over a year, to the Planning Commission. They highlighted their collaboration with Dawn Warrick, Erica Craycraft and Connor Roberts of Freese and Nichols. The Commission and Governing Body have reviewed the document in phases.

Staff reviewed a draft of the document with the Planning Commissioners, opening the floor for any UDO-related questions. A Public Hearing was held for public opinions in favor of or opposing the item. With no public input and no follow-up questions from the panel, the Public Hearing was closed. Commissioner Mesmer stressed on the relevance of the ordinance in modernizing the city's regulations. With no further discussion, a vote on the UDO was proposed. The vote ended with unanimous approval.

Clark inquired about the accessibility of the document on the city website, with a focus on its searchability. Staff assured that the document would feature bold-face typed links pointing to related subjects, thereby enhancing its accessibility.

The full UDO document is available online here.

Financial Impact:

City of
Bonner Springs

Agenda Item Cover Sheet

Agenda Item No. 4

Topic: Unified Development Ordinance approval

Narrative:
Staff has been working with Dawn Warrick, Connor Roberts and Erica Craycraft with Freese and Nichols on a Unified Development Ordinance. The UDO combines our Subdivision Regulations, Zoning Ordinance and other related planning documents and combines them in to one document. The intent is not only to update some of the regulations but also to provide a single document in which the majority of planning regulations are housed. This document is easily searchable and easier to use in general. This evening we are bringing this document forward with a recommendation for approval.

Presented by: Mark Lee – Community Development Director

Staff Recommendation:
Staff recommends the Planning Commission approve the document, moving it forward to the Governing Body for formal adoption.

Attachments:
The following web address will lead to the documentation regarding the development of the UDO as well as draft copies.

https://freese.mysocialpinpoint.com/bonnersprings/documents

ORDINANCE NO. 2561

An ordinance adopting the Unified Development Ordinance and repealing the existing Subdivision Regulations and Zoning Ordinances of the City of Bonner Springs, Kansas.

BE IT ORDAINED BY the Governing Body of the City of Bonner Springs, Kansas that:

Section I: Adoption of the 2023 Unified Development Ordinance:

There is hereby adopted and incorporated by reference for the purpose of regulating the subdivision and zoning of land within the corporate limits of the City, the "Unified Development Ordinance" such incorporation being authorized by K.S.A. 12-3009 through 12-3012, inclusive, as amended.

Section II: Chapter XVII, Article 2 is amended by deleting it and replacing it with:
Article 2. Unified Development Ordinance
16-201. Adoption and Regulations and Standards Incorporated, A "Unified Development Ordinance", including its general provisions, zoning regulations, subdivision regulations, development standards, and definitions is hereby adopted and incorporated by reference by the governing body of the City of Bonner Springs, Kansas, by Ordinance No. 2561
16-202. Reserved for future use.

Not less than one (1) copy of the Unified Development Ordinance shall be marked or stamped "Official Copy as Incorporated by Ordinance No. 2561 of the City of Bonner Springs, Kansas", and to which shall be attached a copy of this ordinance, and filed with the City Clerk to be open to inspection and available to the public at all reasonable business hours. All persons duly charged with enforcing and administering the Unified Development Ordinance shall be provided copies of it.

Section III: Chapter XVII, Article 3 is amended by deleting it and reserving it for future use.

Section IV: All other Ordinances or parts of Ordinances in conflict with the provisions of this ordinance are hereby repealed in their entirety.

Section V: This ordinance shall be in full force and effect after passage and publication in the official city newspaper.

PASSED AND APPROVED by the Governing Body of the City of Bonner Springs, Kansas, this 18th day of December, 2023.

____
Jeff Harrington, Mayor

ATTEST:

____
Christina Brake, City Clerk

(SEAL)

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Mark Lee

Subject: Special Use Permit for 14110 Minnesota Avenue - SUP-05-23 - Outdoor Advertising Sign

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Recommendation: Staff and Planning Commission recommend approval.

Action: Make a motion to adopt an ordinance approving the requested Special Use Permit for 14110 Minnesota Avenue - SUP-05-23

Background: The subject property is located along the south side of State Avenue and east of 142^{nd} Street, the property is zoned as Light Industrial.

In the City's Zoning Ordinance, **Article XXVII--SPECIAL USES--Sections 1 & 2**, the Planning Commission and the Governing Body are authorized to recommend and to approve Special Use Permits in accordance with the Special Uses by Zoning District located in Appendices A & B.

Section 4. Additional Requirements, Subsection 6 states: Outdoor Advertising Signs (Billboards): (Revised Ordinance No. 2258)
(a) Area: No sign shall exceed 300 square feet in area nor 30 feet in height;
(b) Spacing: Spacing between signs shall be spaced no closer than 1,500 feet between signs as measured along the same side of the street;
(c) Location: No sign shall be constructed nearer than 150 feet of a noncommercial use nor in any zoning district other than I-1 or I-2; and
(d) Signs in the I-1 and I-2 Zoning Districts are permitted by special use.

Discussion: The Planning Commission held a Public Hearing on November 21, 2023, to consider a SUP for an Outdoor Advertising Sign to be located on the south side of State Ave, and east of 142nd street. The Planning Commission meeting minutes are below:

Chair Gebauer called for the Staff's report.

Staff explained the project, the location and how it related to the Zoning Ordinance. Staff stated that Outdoor Advertising Signs (billboards) were allowed via Special Use Permit in the I-1, Light Industrial Zoning District. Staff further stated that there were also "Additional Requirements" as established in Article XXVII; Section 4 (6) pertaining to billboards and that they had been incorporated into the staff stipulations.

Chair Gebauer called for a MOTION to open the Public Hearing.

Commissioner Perica made a motion to **OPEN** the Public Hearing. Vice-chair Clark **SECONDED. The Public** Hearing opened at 7:15pm.

Chair Gebauer asked if there were any members of the public wishing to speak in favor of the item.

Jim Boeh - Applicant (Ad Trend, Inc.) – Spoke of the sign they currently had in Bonner Springs and how they felt the placement of this sign would provide a benefit in the form of advertising for the surrounding area.
Chair Gebauer asked if there were any members of the public wishing to speak against the item.

Staff stated, that similar to all Public Hearings, notification was sent out to the surrounding residents and that they had received one phone call asking about the exact location of the sign.

Staff explained that the sign would be placed at 14110 Metropolitan Avenue along the north property line, just south of State Avenue.

Chair Gebauer asked if there were any further questions. Being none, Chair Gebauer called for a MOTION to close the public hearing. Vice-chair Clark made a motion to CLOSE the Public Hearing; Commissioner Perica SECONDED the motion. The Public Hearing was closed at 7:17pm.

Chair Gebauer asked if there were any questions for staff. Being none, he asked if any Commissioners had questions; being none, Chari Gebauer called for a MOTION. Commissioner Mesmer made a motion to **APPROVE** SUP-05-23 with staff stipulations; Vice-chair Clark **SECONDED.**

Chair Gebauer called for a vote.

AYE – Mesmer, Cruse, Clark, Perica, Bombardier and Gebauer
NAY – None
MOTION PASSED 6-0

Financial Impact: NA

City of
Bonner Springs

Agenda Item Cover Sheet

Agenda Item No. 5

CASE #: SUP-05-23

Topic: **Public Hearing- The applicant is requesting** approval of a Special use Permit to allow for the installation of an Outdoor Advertising Sign (billboard) as allowed for in the I-1, Light Industrial zoning district at 14110 Minnesota Avenue.

Narrative:

The subject property is located along the south side of State Avenue and east of 142nd Street, the property is zoned as Light Industrial.

In the City's Zoning Ordinance, **Article XXVII--SPECIAL USES--Sections 1 & 2**, the Planning Commission and the Governing Body are authorized to recommend and to approve Special Use Permits in accordance with the Special Uses by Zoning District located in Appendices A & B.

Section 4. Additional Requirements, Subsection 6 states: Outdoor Advertising Signs (Billboards): (Revised Ordinance No. 2258)

- **(a)** Area: No sign shall exceed 300 square feet in area nor 30 feet in height;
- **(b)** Spacing: Spacing between signs shall be spaced no closer than 1,500 feet between signs as measured along the same side of the street;
- **(c)** Location: No sign shall be constructed nearer than 150 feet of a noncommercial use nor in any zoning district other than I-1 or I-2; and
- **(d)** Signs in the I-1 and I-2 Zoning Districts are permitted by special use.

Presented by: Mark Lee – Community Development Director

Staff Recommendation:

Staff recommends that the Planning Commission approve the Special Use Permit to allow for the installation of an Outdoor Advertising sign (billboard) as allowed for in Industrial Zoning Districts, with staff recommendations.

Attachments:

Staff Report (5pgs)
Image of proposed sign (1pg)
Proposed location (1pg)

CONSIDER A REQUEST FOR APPROVAL OF A SPECIAL USE PERMIT TO ALLOW FOR THE INSTALLATION OF AN OUTDOOR ADVERTISING SIGN (BILLBOARD) SIGN AT 14110 MINNESOTA AVENUE AS ALLOWED FOR IN THE I-1 ZONING DISTRICT.

MEETING DATE: November 21, 2023
REPORT WRITTEN: November 1, 2023
CASE NUMBER: SUP-05-23

APPLICANT:

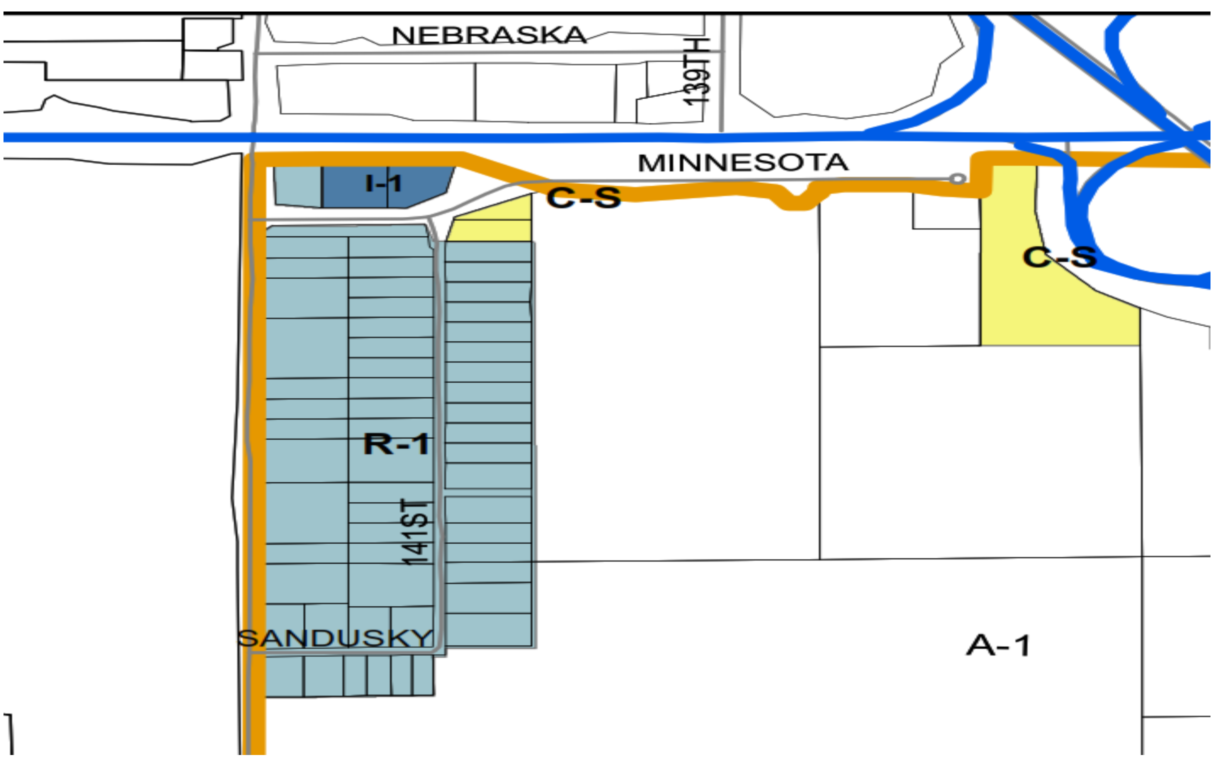
- Ad Trend, Inc.
  14450 S. 71 Highway
  Kansas City, MO 64147

REQUEST:
The applicant is requesting approval of a Special Use Permit to allow for the installation of an outdoor advertising sign (billboard) at 14110 Minnesota Avenue.

ZONING:
The property is currently zoned "I-1" Light Industrial District

SURROUNDING ZONING:

North	State Avenue – Kansas City, KS
South	"R-1" Single Family Residential
East	No Zoning – no parcel
West	"I-1" Light Industrial



BACKGROUND:

The subject property lies on the south side of State Avenue and north of Minnesota Avenue, east of 142nd Street with a property address of 14110 Minnesota Avenue.

> In the City's Zoning Ordinance, **Article XXVII--SPECIAL USES--Sections 1 & 2**, the Planning Commission and the Governing Body are authorized to recommend and to approve Special Use Permits in accordance with the Special Uses by Zoning District located in Appendices A & B.
>
> Billboards are allowed via Special Use Permit within the I-1 "Light Industrial" Zoning District. Special Use Permits can allow deviations from the approved Zoning Regulations by placing more stringent requirements upon them and upon recommendation by the Planning Commission and approval by the Governing Body.

Article XXVII, Special Uses; state: *Special uses are those type of uses which, due to their nature, are dissimilar to the normal uses permitted within a given zoning district or where product, process, mode of operation, or nature of business may prove detrimental to the health, safety, welfare or property values of the immediate neighborhood and its environs.*

CONFORMANCE WITH THE COMPREHENSIVE PLAN:

The Comprehensive Plan states that the role of the Planning Commission is to serve as an advisory board to the City Council; by conducting public hearings to obtain public opinion regarding each special use permit application. The Commission shall adopt recommendations that are forwarded to the City Council on each special use permit application request. In viewing requested special use permits the Commission shall consider compatibility and compliance with the Comprehensive Plan.

No specific language within the Comprehensive Plan address's locations of special uses.

The Comprehensive Plan does indicate the area as being Industrial and states:

Industrial: This category accommodates land uses associated with industrial activities such as assembly, manufacturing, warehousing, and limited office/commercial activities as defined in the city's zoning regulations. This district corresponds to the 'I-1', and 'I-2' districts of the city zoning regulations.

Requirements as enumerated in Article XXVII; Special Uses:
Special Uses produce unique and special impacts because of their location, design, life span, method of operation, traffic circulation, or other similar characteristics which may have an impact on available or provided public facilities so that each such use must be considered individually. A special use permit shall not be granted unless specific written findings of fact directly based upon the particular evidence presented support the following conclusions:

1. **The proposed special use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations and use limitations, unless specifically exempted by the provisions of these regulations;**

Outdoor Advertising Signs (billboard) are allowed by special use permit in the I-1, Light Industrial District, it would be an allowed use under the use limitations stated below.

Outdoor Advertising Signs:

*(a) **Height:** No billboard shall exceed twenty (20) feet in height unless additional setbacks, measured from the ultimate right-of-way line on a one (1) foot vertical to a two (2) foot horizontal basis, to a maximum of thirty (30) feet);*
(b) Billboards or Advertising Signs in the I-1 and I-2 Zoning Districts are permitted by special use.
(c) All other conditions of approval for the outdoor advertising sign (billboard) have been addressed with the previously approved location.

New: *The Kansas Department of Transportation, Bureau of Right of Way, shall evaluate the billboard location, the applicant shall submit a Kansas Department of Transportation, Sign Application for approval prior to any construction. The Kansas Highway Advertising Control*

Act was amended on July 1, 2006 now requires all outdoor advertising companies to submit an application and shall receive an approved permit approval prior to commencing construction of any new sign (billboard) after that date. Due to this new KDOT requirement, a Sign Application must be submitted and a permit must be issued by KDOT, Bureau of Right of Way, Outdoor Advertising, prior to releasing a construction permit by the City.

2. **The proposed special use at the specified location will contribute to and promote the welfare or convenience of the public;**
   The proposed special use will neither contribute to, nor have, a detrimental effect on the general public; per the requirements of the Special Use Permit the sign shall be located no nearer than 150 feet of a non-commercial use or Zoning District other than I-1 or I-2.

3. **The proposed special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located;**
   The property, in its current state, is housing industrial type equipment and located directly adjacent to a regional highway (US 24/40 – State Avenue). In its current location it will not have an impact on surrounding properties or neighborhoods.

4. **The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the special use will so dominate the immediate neighborhood, consideration shall be given to:**

   a) **The location, nature and height of buildings, structures walls and fences on the site,**
      The existing grade at the subject site is fairly flat, there are no buildings present on the site, fencing is 6-foot chain link with a barbed wire top.

   (b) **The nature and extent of landscaping and screening on the site.**
      The site is in existence currently, is being utilized for storage of equipment associated with Pendergraft Erection Services, LLC. With no physical structure on-site, no landscaping is required.

5. **Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations, and such areas shall be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect;**
   None is required, as no staff nor visitors should be on-site unless the sign is being installed or repaired.

6. **Adequate utility, drainage, and other such necessary facilities have been or will be provided; and**
   All of the above will be or currently are provided

7. **Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys.**
   Access is provided by an existing entrance on Minnesota Avenue, through the property.

STAFF RECOMMENDATIONS:

Staff recommends approval of the Special Use Permit; SUP-05-23 with the following conditions:

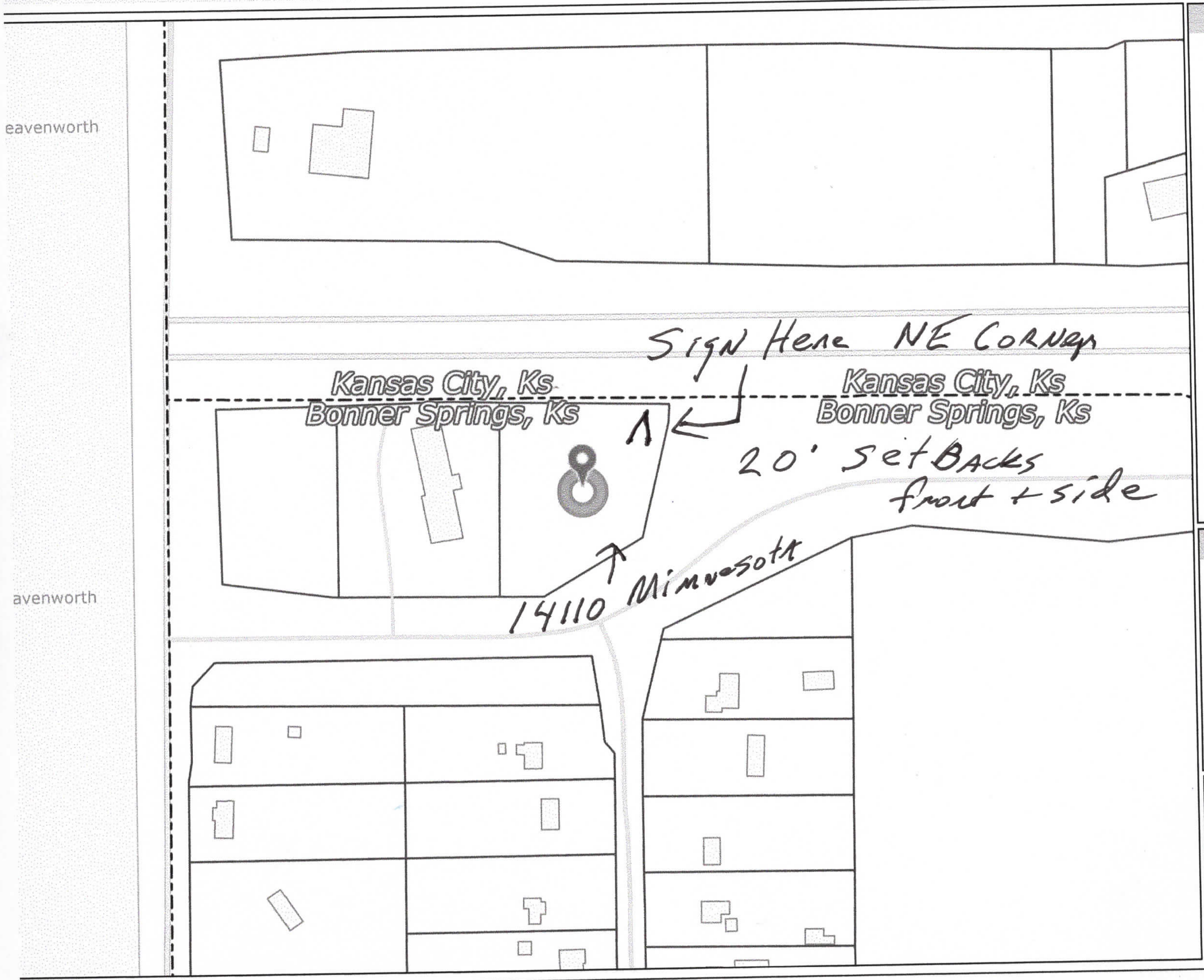
1. Provide a copy of an approved Sign Permit from the KDOT, Bureau of Right of Way, Outdoor Advertising, along with one (1) set of signed and sealed construction plans reflecting the the installation of said outdoor advertising sign and a building permit application to the Communnity Development Department for review and approval;
2. The sign shall not be placed within 1,500 feet of another outdoor advertising sign on the same side of the highway, with the distance being measured along the same side of the street;
3. The sign shall not be constructed neared than 150-feet of a noncommercial use nor in any zoning district other than I-1 and I-2
4. The revocation of the Special Use Permit may occur for a violation of the Zoning Ordinance as provided in Section 8, Article XXVII of the Zoning Ordinance or violation of any or all of the conditions set out in the Special Use Permit; and
5. The Special Use Permit to be valid in perpetuity unless:
    a. The subject property is sold, or
    b. The operation of such use by the owner designated in the permit is discontinued for more than 12 months.
6. Special Use Permit may be revoked by the Governing Body for violation of and/or non-compliance with the Municipal Code of Ordinances of the City of Bonner Springs, Kansas.

COMMISION OPTIONS

1. **Recommend approval to the City Council, with or without conditions.**
2. **Recommend denial to the City Council.**
3. **Continue the Public Hearing to another date, time and/or place.**

Wyandotte County, KS

GeoSpatial Services
710 N 7th St, Suite 200 | Kansas City, KS 66101
Ph: 913-573-2941 | gss@wycokck.org
www.wycokck.org/gss



Legend

- Parks
- Street Lables
- Kansas Regional Counties
- Missouri Regional Counties
- Municipal Labels
- Municipal Boundaries
- Buildings
- Railroads
  - MAIN
  - SPUR
  - YARD
- Roads
  - INTERSTATE
  - HIGHWAY
  - MAJOR ARTERIAL
  - MINOR ARTERIAL
  - COLLECTOR
  - LOCAL

Locater Map

Notes

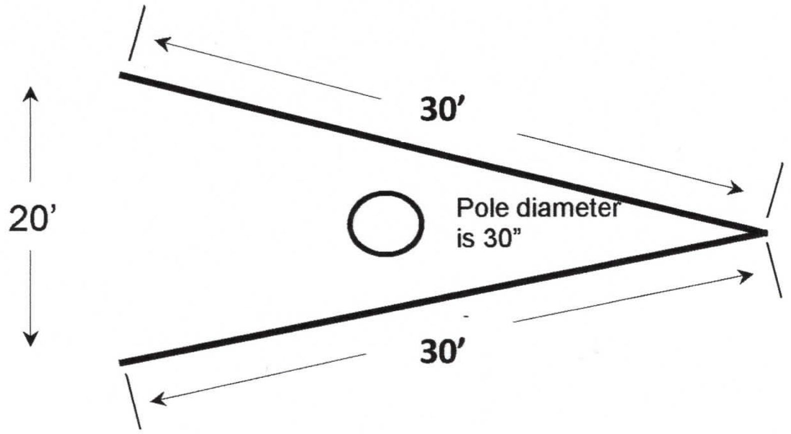
Map Print Date: 9/13/2023 9:29 AM

0 260 520
Feet

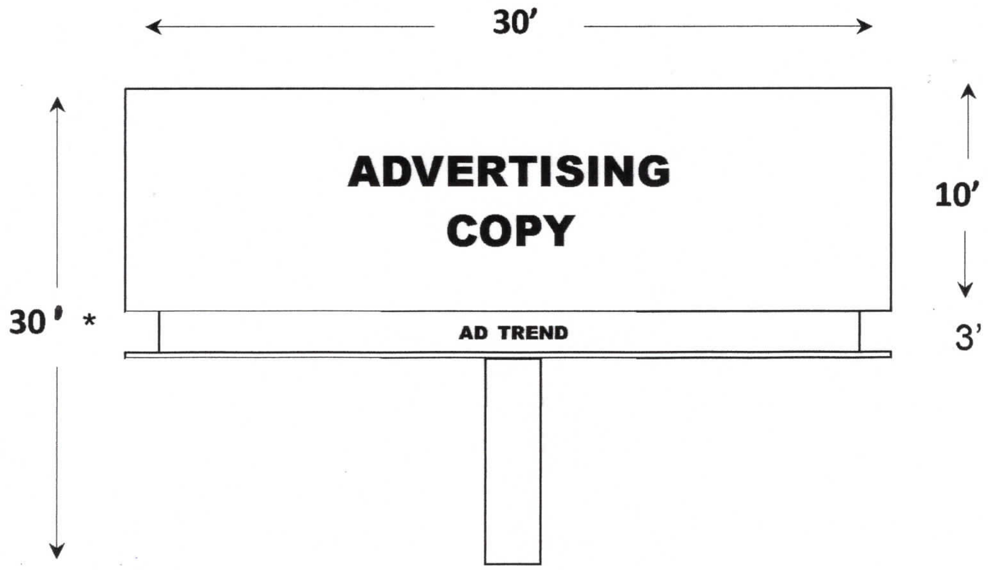
Map Scale
1: 3,119

DISCLAIMER OF WARRANTY AND ACCURACY: Unified Government of Wyandotte Co./Kansas City, KS (UG) makes no representations or warranties about this map or its content, including, without limitation, accuracy, completeness, or fitness for any purpose. Users of this map document do so at their own risk; UG will not be liable to any such user for any loss or damage whatsoever.

Birds Eye View



Side Profile



* Height to top of sign would be 30’ above the right-of-way grade from which it would be viewed.

ORDINANCE NO. _______

An Ordinance to approve a Special Use Permit for Ad Trend Inc. under SUP-05-23. This Special Use Permit is to allow for the installation of an Outdoor Advertising Sign (billboard) as allowed for in the I-1; Light Industrial zoning district at 14110 Minnesota Avenue.

Be it ordained by the Governing Body of the City of Bonner Springs, Kansas:

SECTION I: That the Official Zoning Map be amended to indicate a Special Use Permit for 14110 Minnesota Avenue for Ad Trend, Inc.; approved under SUP-05-23 allowing for the installation of an Outdoor Advertising Sign (billboard) as allowed in the I-1; Light Industrial zoning district.

The approval of SUP-05-23 is subject to the following six (6) conditions:

1. Provide a copy of an approved Sign Permit from the KDOT, Bureau of Right of Way, Outdoor Advertising, along with one (1) set of signed and sealed construction plans reflecting the the installation of said outdoor advertising sign and a building permit application to the Communnity Development Department for review and approval;
2. The sign shall not be placed within 1,500 feet of another outdoor advertising sign on the same side of the highway, with the distance being measured along the same side of the street;
3. The sign shall not be constructed neared than 150-feet of a noncommercial use nor in any zoning district other than I-1 and I-2
4. The revocation of the Special Use Permit may occur for a violation of the Zoning Ordinance as provided in Section 8, Article XXVII of the Zoning Ordinance or violation of any or all of the conditions set out in the Special Use Permit; and
5. The Special Use Permit to be valid in perpetuity unless:
    a. The subject property is sold, or
    b. The operation of such use by the owner designated in the permit is discontinued for more than 12 months.
6. Special Use Permit may be revoked by the Governing Body for violation of and/or non-compliance with the Municipal Code of Ordinances of the City of Bonner Springs, Kansas.

Section II: This ordinance shall be in full force and effect after passage and publication in the official city newspaper.

Approved by the Governing Body and signed by the Mayor on this ____ day of __________, 2023.

____
Jeff Harrington, Mayor

ATTEST:

____
Christina Brake, CMC, City Clerk

(SEAL)

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Justine Spease

Subject: Bid Award - Farmers Market Pavilion Installation

Recommendation: The City Engineer and City Staff recommend approval.

Action: Make a motion to award the bid for installation of the Farmers Market Pavilion to Sands Construction LLC in the amount of $164,756.

Background: Invitation to bid on the installation of the Farmers Market Pavilion was posted on the City's website and Drexel Technologies website on November 29th, 2023. The City received two bids which were opened at the bid opening on December 12th, 2023, at 1:00PM. The scope of work in the bid included the construction of footings, assembly of the prefabricated shelter, and installation of the electrical system.

Discussion: Two bids were received for this project. The selection is Sands Construction due to their lower bid and experience with ICON shelters. They will subcontract the electrical work.

The second, higher, bidder expressed concerns to the City Engineer, but failed to provide the necessary bidding basis details.

We are currently awaiting a delivery of the structure. Once known, the City will work with the contractor, and they will have 60 calendar days after the date when the "contract times" commence to substantially complete the project and be ready for final payment by 90 calendar days from the "contract times".

Financial Impact: There is $288,556.25 available budget remaining for this project, which is budgeted for 2023. If approved, the bid amount will be encumbered for payment in 2024.

Bid Tabulation – Farmers' Market Shelter
Tuesday, December 12, 2023 – 1:00 p.m.

Bidder	Bid Bond	Cert. of Insurance	Addendum 1	Addendum 2	Addendum 3	Bid Amount
Sands Construction	☑	☐	☐	☐	☐	$164,750
SGI	☑	☐	☐	☐	☐	$236,495
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	
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	☐	☐	☐	☐	☐	

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Megan Gilliland

Subject: City Hall Digital Sign Purchase

Recommendation: Staff recommends approval.

Action: Make a motion authorizing the City Manager to sign an agreement with Young Sign Company for the purchase and installation of a digital sign in the amount of $50,058.13

Background: The City Council approved a budget amendment for 2023 to add a new, digital sign at City Hall near 3rd and Cedar. The sign is similar to the one already operating north of the Fire Department at the corner of Nettleton Ave & Sheidley Ave. The signs will share the same digital content software platform, making updates easy and efficient for staff.

Discussion: This enhancement is part of a continued effort to update signage and wayfinding in our community. Additionally, the digital sign will provide information about the City and events for residents and visitors.

The final bid includes: the electric signage message center, installation, and a new base and footings for the signage.

Public Works staff has prepared the site with removal of the former sign and base.

Financial Impact: The budget amendment provided most of the funds needed. The tourism budget will cover additional costs for the new base and any additional electrical work needed for the project.

Young Sign Company Inc.
326 Choctaw St.
Leavenworth, KS 66048
Ph: (913) 651-5432
FAX: (913) 651-5435
Email: sales@youngsigncompany.com
Web: https://www.youngsigncompany.com

Estimate #: 52032

Created Date:	12/5/2023 3:08:57PM	**Prepared For:**	City of Bonner Springs
Salesperson:	House Account	**Contact:**	Megan Gilliland
Email:	sales@youngsigncompany.com	**Office Phone:**	(913) 422-1020 x1323
Office Phone:	(913) 651-5432	**Cell Phone:**	(913) 276-8724
Office Fax:	(913) 651-5435	**Email:**	mgilliland@bonnersprings.org
Entered by:	Jeff Hoins	**Address:**	205 E. 2nd St., PO Box 38 Bonner Springs, KS 66012

Description: Supply double sided Outdoor Electronic Video/Message Board to be installed at 3rd & Cedar, replacing existing Community Center sign

		Quantity	Unit Price	Subtotal
1	**Product:** Electronic Message Center - EMC	1	$38,430.75	$38,430.75

Description: Galaxy® Outdoor Electronic Message Center
qty two one sided displays - same content on both sides
GT6x Series - 10mm RGB
Matrix: 108x216
Active Dimensions: 3'8"x7'3"
Cabinet Dimensions: 4'2"x7'6"

To be separately invoiced - **Installation of two vertical supports, set in concrete. Mount sign to supports.

- 1 Set, Daktronics EMC Displays

		Quantity	Unit Price	Subtotal
2	**Product:** Electric Sign Installation	1	$3,011.37	$3,011.37

Description: Pouring new footing & setting of new pylons

Running of electrical to site to be done by others.

		Quantity	Unit Price	Subtotal
3	**Product:** Custom Signs	1	$6,749.68	$6,749.68

Description: 98"w X 32"d X 28"h BASE/POLE COVER - THROUGH MOUNT
EIFS STONE FINISH | ONE COLOR STUCCO FINISH ON CAP
PROVISIONS FOR ATTACHING TO CABINET | PICK POINTS FOR INSTALLATION

- 1 Ea., Faux masonry base

		Quantity	Unit Price	Subtotal
4	**Product:** Electric Sign Installation	1	$1,866.33	$1,866.33

Description: Install EMC at 200 East 3rd, Bonner Springs KS.

*** Does not include demo of existing sign, footing or pylons. Running of electrical to be done by others. ***

Young Sign Company Inc.
326 Choctaw St.
Leavenworth, KS 66048
Ph: (913) 651-5432
FAX: (913) 651-5435
Email: sales@youngsigncompany.com
Web: https://www.youngsigncompany.com

Estimate #: 52032

Notes

Estimate is good for 10 days and may be subject to adjustment due to supply chain volatility. Credit Card payment will incur a 3% transaction fee for any total project amount over $2,000.

Subtotal:	$50,058.13
Total:	$50,058.13
Deposit Required:	$25,029.07

Payment Terms: NET 30; BALANCE DUE IN 30 DAYS. 1.5% Finance Charge Added to Past Due Accounts. All payments shall be submitted in USD. Shipping Note: For out of state shipping all applicable Sales/VAT tax should be self-assessed unless being shipped in the state of Kansas or Missouri.

Client Reply Request

☐ **Estimate Accepted "As Is". Please proceed with Order.**
☐ **Changes required, please contact me.**
☐ **Other:** ______________________
SIGN: ______________________ **Date:** / /

Print Date: 12/5/2023 3:09:09PM

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Frank Abart

Subject: Minet M Readers

Recommendation: Staff recommends approval.

Action: Make a motion authorizing the public works department to proceed with the expansion and upgrade of the Minet M unit for the water meter reading system.

Background: For many years, the City has operated the Minet water meter reading system. This system sends a limited radio signal from the meter pit to a receiver unit installed in a vehicle. The receiver then gathers the readings and transmits them to Finance Department for monthly billing.

Recently, we have experienced numerous system failures as many units have exceeded their service life. Despite an initial exploration of cellular technology for independent meter reading, this venture was unsuccessful due to lack of local vendor support in the Kansas City area.

Discussion: Recent developments with cellular technology have led the City staff to evaluate a move towards an upgraded version of meter reading technology used to read the majority of water meters in the City.

The main benefits:

- Availability
- Compatibility with current equipment.
- Up-gradable for future wider radio collection systems.
- The ability to reduce or eliminate the need for physical/vehicle meter reading routes.

The initial emphasis, if approved by the City Council, would be to install the units at the locations that are currently being read “by hand”. The secondary goal would be to install the units as upgraded water meter change-outs occur .

Financial Impact: The cost of each unit is approximately $97, which includes the Minet M unit and the Antenna Hanger. We recently installed fifty (50) of the upgraded Minet M units, and are operating without issue. It is possible that a bulk purchase price may reduce the unit cost from the initial quoted price. Installations will be completed by City staff.

The City has over 3,110 water meter locations which equates to a total investment of $301,670. The intent is to redirect previous cellular water meter reading funding towards this project.

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Amber Vogan

Subject: The 120 Society LLC Funding Agreement

Recommendation: Staff and Bond Counsel recommend approval.

Action: Make a motion to approve the funding agreement with the 120 Society LLC and authorize the City Manager to sign the agreement.

Background: 120 Society LLC has proposed a development at 120 Oak Street. The project is part of a Reinvestment Housing Incentive District (RHID). The RHID is a program designed to aid developers in building housing within communities by assisting in financing of the project. The incremental increase can be used to pay debt service on bonds issued to fund the project or transferred to the developer as reimbursement for costs incurred.

Discussion: The funding agreement is in place to cover the cost of outside counsel and expenses incurred to form a Reinvestment Housing Incentive District for the developer.

Financial Impact:

FUNDING AGREEMENT

THIS FUNDING AGREEMENT (the "Agreement") is entered into this 20 day of November, 2023, between The 120 Society LLC the "Developer"), and the City of Bonner Springs, Kansas (the "City").

RECITALS

A. The City is a municipal corporation and political subdivision duly organized and existing under the laws of the State of Kansas and authorized by certain statutory provisions to form a Reinvestment Housing Incentive District to aid in the financing of eligible costs and public improvements.

B. The Developer is a Kansas corporation qualified to do business in the State of Kansas and the owner of certain real property generally located at 112 Oak Street, within Bonner Springs, Wyandotte County, Kansas, as shown on ***Exhibit A*** attached hereto (the "Site").

C. The Developer plans to develop the Site into a residential development comprised of approximately 100 apartments units and related improvement (the "Project").

D. The Developer has requested the City form a Reinvestment Housing Incentive District to aid in the cost of financing the Project (the "Request").

E. In order to consider the Developer's Request, the City must retain outside counsel and incur expenses, and the City requires that the developer pay and reimburse the City for the payment of such reasonably incurred costs. The City therefore requires that the Developer deposit funds with the City to be used by the City to pay for actual out-of-pocket expenses necessary for the Request and engage counsel as needed for such services described in **Section 2** of this Agreement. If the Request is approved, the City will continue to incur similar costs and expenses to represent the City's interests in documenting and implementing the various aspects of the Request, and other related tasks, documents and issues.

E. By execution of this Agreement, the Developer is asking the City to retain outside counsel and consultants in order to evaluate, consider and, if approved, to implement the Request. The Developer agrees, represents, and warrants that any information provided to the City in its evaluation of the Request shall be accurate and complete to the best knowledge of the manager or member of the Developer providing such information.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter expressed, the parties mutually agree as follows:

1. Recitals.

The recitals set forth above are hereby incorporated as though more fully set forth herein.

2. Services to be performed by the City.

The City shall retain outside counsel and incur expenses which it, in its sole discretion, deems necessary to:

(a) Consider the Developer's Request for use of a Reinvestment Housing Incentive District as permitted by Kansas Statutes.

(b) If approved by the Governing Body, give all appropriate notices; make all publications; prepare or review any relevant plans, studies and/or analyses necessary or appropriate in connection with the Request; hold all hearings; prepare the required resolutions and ordinances; and take any further action required to comply with the Kansas Statutes.

(c) If approved by the Governing Body, implement the various aspects of the Request.

The Developer acknowledges that, in this case, at its request the City has retained outside counsel and incurred expenses prior to the execution of this Funding Agreement. Developer agrees to pay the City for all the fees and expenses incurred.

3. Payment.

The Developer shall pay the City for its fees and expenses; all charges for the City's outside counsel; and all other expenses incurred by the City in providing the services and executing the actions set forth in **Section 2** (the "Charges"), subject to the following conditions:

(a) In order to ensure the prompt and timely payment of the Charges, the Developer shall establish a fund (the "Fund") by paying the initial amount of Ten Thousand and 00/100 dollars ($10,000.00) to the City contemporaneous with the execution of this Agreement. Thereafter, the City shall pay all Charges from moneys on deposit in the Fund and shall provide an itemized statement thereof to the Developer on a monthly basis. If, in the judgment of the City, there are insufficient amounts on deposit in the Fund to pay for the projected Charges expected to be incurred over the next sixty (60) days, the Developer shall make a subsequent deposit or deposits into the Fund in an amount equal to the initial deposit or such other amount which in the judgment of the City is required to provide sufficient funds to pay the projected Charges.

(b) If the amount in the Fund is insufficient to pay the outstanding Charges payable hereunder, the Developer shall pay such Charges within twenty (20) days of receipt of a statement from the City of the amount required to pay such Charges. All statements shall be reasonably itemized and shall be payable within twenty (20) days of receipt thereof. If not so paid, the City shall be relieved of its obligations hereunder until paid, and the unpaid balance shall be subject to a penalty of two percent (2%) per month until paid, but in no event shall such penalty exceed eighteen percent (18%).

(c) From the Fund the City's Bond Counsel, Kutak Rock, LLP, shall be paid on an hourly basis for legal services rendered in support of the services performed by the City hereunder.

(d) From the Fund the City's Municipal Advisor, Stifel Financial Corp., shall be paid on an hourly basis for services rendered in support of the services performed by the City hereunder.

(e) Nothing in this section shall be construed to make any payments made hereunder ineligible to be reimbursed out of revenues generated from the Request.

4. Termination.

(a) The City may terminate this Agreement upon ten (10) days written notice in the event the Developer fails to make any payments when due.

(b) The Developer may terminate this Agreement at any time in the event it determines not to continue to pursue the Request upon written notice to the City thereof.

(c) If either party terminates this Agreement, the City shall apply the balance of the Fund, if any, to outstanding Charges pursuant to this Agreement and any monies due and owing to the City pursuant to any other agreement and shall pay the remaining balance, if any, to the Developer within thirty (30) days of such termination. In the event the balance of the Fund, if any, is insufficient to pay the outstanding Charges payable hereunder, the Developer shall pay such Charges within thirty (30) days of receipt of a statement from the City of the balance required to pay such Charges.

5. No obligation to proceed.

The Developer acknowledges that the City is not obligated by the execution of this Agreement to grant any portion of the Request and any and all actions are subject to the sole discretion of the Governing Body of the City and the requirements of the applicable statutes.

6. Notice.

Any notice, approval, request or consent required by or asked to be given under this Agreement shall be deemed to be given if it is in writing and mailed by United States mail, postage prepaid, or delivered by hand, and addressed as follows:

To the City:

Sean Pederson, City Manager
City of Bonner Springs
200 East Third Street
P.O. Box 38
Bonner Springs, Kansas 66012

And

Amber Vogan, Assistant City Manager
City of Bonner Springs
200 East Third Street
P.O. Box 38
Bonner Springs, Kansas 66012

With a copy to:

Tyler Ellsworth
Kutak Rock LLP
2300 Main Street, Suite 800
Kansas City, MO 64108

To the Developer:

Chad Schimke
The 120 Society LLC
111 Oak Street
Bonner Springs, KS 66012

With a copy to:

Brandon Kane
Kane Law Office
111 W. 110th Street, Suite 16
Kansas City, MO 64105

Each party may specify that notice be addressed to any other person or address by giving to the other party ten (10) days prior written notice thereof.

8. Governing Law.

This Agreement shall be construed in accordance with the laws of the State of Kansas.

[*signatures on following page*]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives the day and year first above written.

The 120 Society LLC,
a Kansas corporation

By: [signature]
Name: Chad R Schimke
Title: Partner

ACKNOWLEDGMENT

STATE OF KANSAS)
) SS.
COUNTY OF Wyandotte)

BE IT REMEMBERED, that on this 28th day of November, 2023, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Chad R. Schimke, of The 120 Society LLC, a Kansas corporation, and that said instrument was signed and delivered on behalf of said corporation, and such person duly acknowledged the execution of the same to be the act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

[signature]
Notary Public

My Commission Expires: 06-29-2027

CHRISSY R. ABRAMOVITZ
NOTARY PUBLIC
My Appt. Exp. 6-29-2027
STATE OF KANSAS

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives the day and year first above written.

CITY OF BONNER SPRINGS, KANSAS

By: ______________________________
Sean Pederson, City Manager

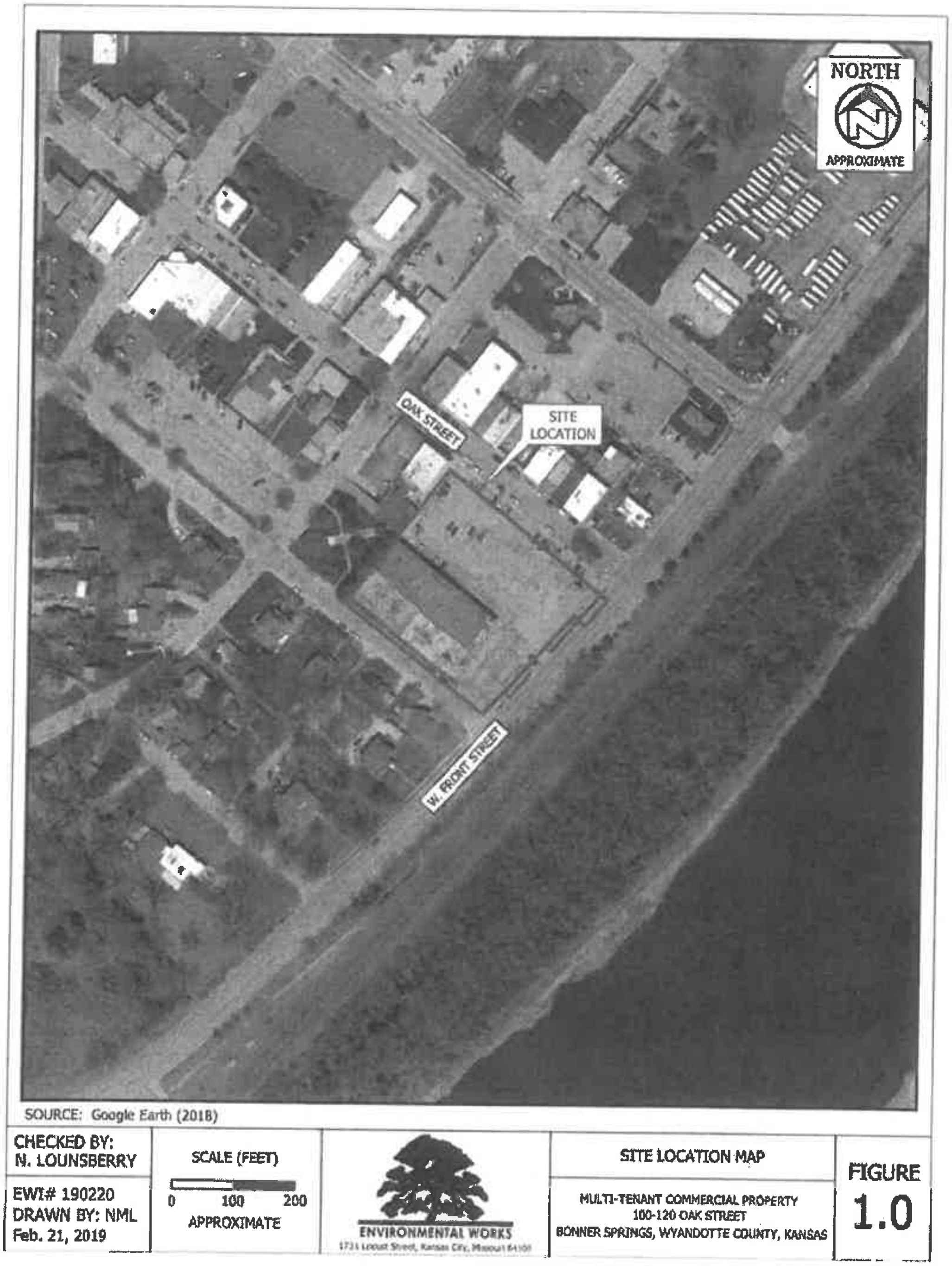
(SEAL)

ATTEST:

By: ______________________________
Christina Brake, City Clerk

EXHIBIT A

The Site



4859-1450-9669.1

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Amber Vogan

Subject: Classification, Compensation and Benefits Study - Award

Recommendation: Staff recommends approval.

Action: Make a motion to award the Classification, Compensation and Benefits Study to McGrath Human Resources Group for an amount not to exceed $42,546, pending City Attorney review of a contract, and authorize the City Manager to sign the agreement.

Background: The City had planned for a classification, compensation and benefits study in 2024. A Request for Proposals (RFP) was issued on November 7, 2023, expediting the process with available funds. The study aims to update existing documents and policies to address changes in City operations, review job descriptions and classifications, while ensuring market competitiveness.

Discussion: Ten firms submitted proposals for the project. After careful review led by the Assistant City Manager and four other department heads, McGrath was determined to be the best fit for the city's requirements.

The team assessed the proposals for consistency with the RFP, experience with similar entities, project understanding, and cost. McGarth has experience in the KC metro with relevant experience. References included Lansing, KS; Merriam, KS; Prairie Village, KS; North Kansas City, MO; Smithville, MO; and Union, MO, and their approach fits the needs of the City.

Financial Impact: The total cost to complete the Classification, Compensation and Benefits Study is $42,546.

Professional Proposal Prepared for
The City of Bonner Springs, Kansas

City of Bonner Springs
KANSAS

Compensation and Benefits Consulting Services

Submitted By:

McGrath Human Resources Group
PO Box 865
Jamestown, TN 38556

Dr. Victoria McGrath, CEO
victoriaphd@mcgrathconsulting.com
815.728.9111

November 30, 2023
4:00 P.M. CST

McGrath
HUMAN RESOURCES GROUP

November 27, 2023

Amber Vogan
Assistant City Manager
City of Bonner Springs
200 E 3rd Street
Bonner Springs, KS 66012

Dear Amber Vogan:

Thank you for the opportunity to submit our qualifications to become your compensation business partner and perform Compensation and Benefits Consulting Services for the City of Bonner Springs, Kansas.

Developing and maintaining a competitive compensation and classification plan in today's current environment is extremely challenging, yet essential to attract, motivate, engage, and retain a qualified workforce. McGrath Human Resources Group understands the issues public sector entities are facing as our firm provides human resources consulting services primarily for the public sector, with emphasis on compensation. We offer a transparent, engaging, and collaborative approach to develop a compensation solution built specifically for each client, which aligns with your compensation philosophy and strategy to attract and retain competent professionals, conform to all legal requirements, and fit within the City's fiscal reality.

Detailed information regarding our firm, consulting team, scope of work, work plan, methodology and process, proposed work schedule, project fees, and other required information are presented within this proposal. Because the City has requested brevity with this information, please let me know if I can provide additional information. All conditions contained in the attached proposal are valid for a minimum of 90 days from November 30, 2023. I am the authorized individual to contractually bind the Firm and principal contact for this project.

Because the City requested brevity within the proposal, as you review the contents, if you have any questions or require additional information, please do not hesitate to ask. We look forward to the opportunity to work with the City of Bonner Springs and its employees on this important project.

Sincerely,

Victoria J. McGrath

Victoria J. McGrath, Ph.D., CEO
PO Box 865 Jamestown, TN 38556
815.728.9111 (office)
931.214.2262 (direct)
815.331.0215 (fax)
victoriaphd@mcgrathconsulting.com

Firm Qualifications

McGrath Consulting Group, Inc. was started in 2000, specializing in public sector consulting in the fields of human resource management and public safety (fire, EMS, police, and communications). Our Firm has over 20 professional consultants who are assigned to projects based upon their professional background and skillset they bring to each client.

McGrath Human Resources Group is the Human Resources Division overseen by Dr. Victoria McGrath. Since 2000, McGrath has conducted hundreds of comprehensive compensation and classification studies nationwide, including Kansas City locations: ***City of Lansing, City of Lawrence, City of Merriam, City of Ottawa, City of Roeland Park, and the City of Prairie Village, plus Missouri communities including City of Smithville, North Kansas City, and City of Raymore***. The Human Resources consulting team is comprised of experienced human resources practitioners from both the private sector and local city and county government.

Company Name	McGrath Human Resources Group
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Years of Service	23
Type of Firm	Private Corporation
Company Mailing Address	P.O. Box 865 Jamestown, TN 38556
Responsible Party and Project Manager	Dr. Victoria McGrath, Ph.D., SPHR CEO
Email Address	victoriaphd@mcgrathconsulting.com
Phone Number	(815) 728-9111
Fax Number	(815) 331-0215
Insurance	State Farm: Auto Liability Erie Insurance: General Liability AmTrust: Workers Compensation Mount Vernon: Professional Liability Chubb: Cyber Security Liability ***Certificates of Insurance provided with services agreement***
Office Locations	Aberdeen, SD Chippewa Falls, WI Columbia, MO Jamestown, TN Strongsville, OH

We do not offer an off-the-shelf work product, but rather, we approach each client with the goal to understand your organization, culture, current and future needs, and fiscal reality to develop total compensation solutions that are developed uniquely for you, align with your compensation philosophy and strategy, while using a collaborative and transparent process.

Our Firm also provides related human resources consulting which includes but is not limited to benefit analysis, job description development, HR Audits, performance management program development, training, policy development, operational studies, and staffing studies. Our Human Resources team is also involved in organizational studies related to public safety.

The firm has Cyber Security Liability Coverage. McGrath systems have security protections in place. We will work with the City on the repository platform that the City IT professionals indicate is best for the City. No required data from the City is deemed confidential unless a demographic analysis is conducted, at which time, the data is shared in a secured manner.

Consultant Qualifications

All consultants are McGrath consultants, and there is no subcontracting.

The Consultants were selected for this project based upon their areas of expertise, specialties, and related project experience. We operate under the philosophy of total team involvement and each team member has experience in all facets of project work and will work together to meet the goals of your project. Further, we have the flexibility to involve other consultants with our organization to bring their unique perspective and expertise as needed. Primary members of the team for the City of Bonner Springs and an overview of their project responsibilities are provided.

Victoria McGrath, Ph.D., SPHR – Chief Executive Officer and Principal

As the CEO, Dr. Victoria McGrath has been involved with every compensation project conducted by the firm. She has an extensive background in the field of human resources, predominately in the public sector; but she also has experience in the private sector having worked in health care, banking, and education. Thus, she brings over 19 years of practitioner experience in all phases of human resources prior to her years as a consultant.

Her professional experience includes the City of Brookfield, WI; the Elmbrook School District, WI – the 2nd largest school district in Wisconsin, also with five (5) labor unions; and Citicorp Banks. She has dealt with labor/employee relations; policy, procedures, and labor compliance; benefits and compensation; recruitment and staff development. Dr. McGrath's local government experience touched all local municipal services. She has aided more than 200 local government clients on a variety of management issues. In addition to working with governmental organizations, she has been a sought-after speaker for professional organizations. Further, she is an adjunct professor – teaching in areas such as human resources, organizational development, management, and research – at Northwestern University (Master's in Public Policy Administration Program).

Malayna Halvorson Maes – Senior Project Consultant (Project Manager – Chippewa Falls WI Location)

Malayna Halvorson Maes has been with our firm for over eight years. She has conducted classification and compensation studies, policy development, employee handbook development, HR audits, job description development, and executive recruitments with the firm. She is also the firm's benefits consultant.

Ms. Maes previously served as a human resource professional for over 20 years in both the private and public sectors. Her human resources experience included health care and engineering fields; and served as the Human Resources Director and senior advisor for a large county in northwestern Wisconsin. Thus, she has direct experience with the many challenges facing municipal employers. She has been active in several professional human resources organizations and is currently pursuing her CCP.

Michelle Lach - Senior Project Consultant

Ms. Lach has been a Consultant with McGrath Human Resources Group for over seventeen years. She has authored employee handbooks, job descriptions and is currently our primary market survey Consultant. She is currently responsible for developing and conducting our market surveys to solicit external market data for compensation projects. With her many years of experience, Ms. Lach excels at gaining a substantial return and subsequently preparing that data for further analysis. Thus, we are obtaining reliable and quantifiable data for our clients.

Melanie Henry - Project Consultant

Melanie Henry has served as a human resource professional in both the non-profit and public sectors for over 25 years. She worked as the Human Resources Manager for a stand-alone public library in mid Missouri for the majority of her time prior to joining McGrath in 2023. During her time in local government, Ms. Henry advised the organization through evaluations and implementations of defined benefit retirement benefits, paid leave conversion, timekeeping audit and systems, Library Board liaison for Executive Director recruitment and annual performance evaluation, classification and compensation plan, policy development and employee development program. She also provided guidance during a unionization effort and negotiations of the collective bargaining agreement.

Jillaine Smith – Project Consultant
Jillaine Smith has served as a human resource professional in both the private, public, and higher education sectors for over 12 years. Her professional focus has been on innovative thinking, leadership, and guidance for her organizations. Ms. Smith has developed and implemented HR policies and procedures, classification and compensation studies, job description development, and other proficiencies for efficient operations. In addition, Ms. Smith's background includes consultation with key executive individuals responsible for performance and professional development to help provide experience-based strategies designed to enhance and reinforce organizational development. Ms. Smith joined McGrath in 2022.

Advisors
McGrath Human Resources will partner with the parent company – McGrath Consulting Group in the area of public safety, as needed. Dr. Tim McGrath has over 30 years of experience in fire, EMS, communications, and emergency management. Ron Moser brings 34 years of law enforcement experience as a retired Police Chief and heads the law enforcement division. In addition, to his law enforcement experience, Mr. Moser has served as the Director of Emergency Management and as a Village Manager for a municipality in Cook County, Illinois. Both Consultants are on staff to assist with any issues or concerns that need to be addressed in public safety.

References

McGrath Consulting is proud to list over 500 clients in 42 states. Below are a few compensation studies either within the region and/or are similar to your project ***Additional client names, projects and locations are viewable on our website at www.mcgrathhumanresources.com*** and their contact information will be provided upon request.

Client Name	Description
City of Prairie Village, KS Contact: Cindy Volanti Title: Human Resources Manager Phone: 913-385-4664 Email: cvolanti@pvkansas.com	Comprehensive compensation plan in which Consultant worked with City Council to position the City 10% above the market.
City of Union, MO Contact: Jonathan Zimmerman Title: City Administrator Phone: 636-583-3600 Email: cityadministrator@unionmissouri.gov	Developed a new compensation and classification system for the city.
City of Smithville, MO Contact: Cynthia Wagner Title: City Administrator Phone: 816-532-3897 Email: cwagner@smithvillemo.org	Comprehensive compensation, classification, and benefits analysis was completed with development of new salary schedule for implementation in 2022.
City of Lansing, KS Contact: Beth Sanford Title: Finance Director	Conducted a compensation study for police position in 2021. Rehired in 2022 to conduct a compensation and benefits study for all other positions within theorganization.

Phone: 913-77-2487 Email: bsanford@lansingks.org	
Monroe County, WI Contact: Ed Smudde Title: Human Resources Director Phone: 608-269-8719 Email: ed.smudde@co.monroe.wi.us	Comprehensive compensation schedule was developed in 2022 with benefit recommendations for non-union job classifications, inclusive of a skilled nursing facility. Project also included job description updates. Services ongoing.
City of Merriam, KS Contact: Stephanie Thompson Title: Human Resources Manager Phone: 913-322-5502 Email: sthompson@merriam.org	Comprehensive compensation, classification, and benefits analysis was completed with development of new salary schedule for implementation in January 2023.
Douglas County, WI Contact: Ann Doucette Title: County Administrator Phone: 715-395-1429 Email: Ann.Doucette@douglascountywi.org	Comprehensive compensation schedule was updated in a multi-phase process between 2017 and 2018 based upon market updates and implemented new internal comparability indicators into existing Schedule. Provide position updates as needed. Market update in 2022.
Town of Prescott Valley, AZ Contact: Teri Traaen Title: Human Resources Director Phone: 602-510-3989 Email: ttraaen@prescottvalley-az.gov	Comprehensive compensation and classification analysis was completed with development of new salary schedule for implementation in July 2023.
City of North Kansas City, MO Contact: Casey Campbell Title: Human Resources Manager Phone: 816-412-7809 Email: ccampbell@nkc.org	Comprehensive compensation and classification analysis was completed with development of new salary schedule for implementation in January 2023.
City of Fulshear, TX Contact: Kristi Brashear Title: Human Resources Director Phone: 281.346.8875 Email: kbrashear@fulsheartexas.gov	Comprehensive compensation schedule for all City positions was developed in 2021.

Project Understanding

McGrath understands the City is seeking a comprehensive classification and compensation study, inclusive of benefits. The Study will be an engaging and collaborative process with City leaders and governing committees to identify the City's compensation philosophy and identify the most advantageous compensation model to align with that defined compensation philosophy. The Study will include a needs analysis to identify strengths and challenges in the current system. The Study will include an external market analysis to identify the competitive market, along with a comprehensive job analysis and internal analysis to update the City's classification system. The project will also include a benefits analysis to provide the City with a Total Compensation assessment and provide opportunities with the City's fringe benefit program.

The recommendations and development of classification and compensation recommendations will be based upon a foundation of best practices methodology to utilize objective market data, compression analysis, job analysis, and in consideration of internal equity. Our methodology also has a robust review process to ensure accuracy prior to implementation. We will also include a comprehensive review of the City's compensation policies/procedures for future recommendations. We utilize an interactive process with City Administration throughout the project and work from a communication plan developed collaboratively with City Administration.

Proposed Approach and Methodology

Our methodology and approach are characterized by a systematic, logical series of tasks aimed at assuring thoroughness, consistency, and objectivity. After conducting a needs assessment with the City, confirming the City's compensation philosophy with City leaders, and analyzing the current System in place, our Firm utilizes Best Practices throughout the process, which includes salary data and job content data from multiple City sources and its mutually identified comparables. Data analysis is then utilized to put this information into a meaningful summary format which is shared with the City.

We tailor our projects to meet the needs and unique structure and culture of your organization, with the principles of collaboration, communication and transparency in mind while developing a sound work plan with identified deliverables. The proposal steps can be discussed and adjusted to meet the project's needs for the City.

1. Project Orientation

- Communicate with the City's project designee to:
  - Provide a list of documents and data needed to begin the project.
  - Discuss project expectations and milestones.
  - Begin developing a communication plan.
  - Schedule initial meetings.

We develop a communication plan at the onset of the project so the Firm can provide routine updates on progress as well as discuss any issues that may result in a delay or a challenge within the project. Our Project Manager coordinates meetings, data sharing, and ensures the work plan is progressing according to the designed work plan so the deliverables are met within the scope and timeline of the project.

2. Project Initiation and Assessment

The consultants will conduct the first visit to meet with City leaders, City's Human Resources Group, and all Department Directors/Managers to:

- Explore your organization's current compensation system, compensation philosophy and strategy.
- Gain an understanding of the goals, values and structure of the overall organization.
- Gather information for each individual department including any unique responsibilities associated with positions, strengths and weaknesses of the current system, or issues with recruitment/retention.
- Identify future needs.
- Review provided documents and data.
- Finalize project communication expectations and strategies, project timeline, and identifiable milestones.

Other Introductory communications are recommended:

- Conduct introductory meetings with elected officials to discuss elements of compensation philosophy and expectations.

- ❖ Introductory employee communications and/or meetings to explain the process of a compensation study, introduce the consulting team, expected assistance, describe the general outcome of the Study, and other related topics as desired by the City.

From first visit, the consulting team will identify:

- ❖ The strengths of the current compensation system.
- ❖ Areas that need to be addressed or are concerns to the current programs.
- ❖ Current compensation program success and challenges.
- ❖ Other characteristics about the City and its geographic location which may impact compensation.

An analysis of this information as well as external data collection will be the basis of developing a compensation philosophy that will guide the design and complexity of the City's compensation program. A consistent philosophy will provide a strong foundation for the City. Without a philosophy, leaders often find themselves unsure what to offer as a total compensation package.

3. Classification Analysis (Job Analysis)

A ***job analysis*** objectively evaluates the duties, responsibilities, tasks, and authority level of each City position and identifies hierarchy, career progression opportunities***, and internal equity.***

The job analysis would include completion of a Position Questionnaire (PQ), which is a standardized tool used to analyze each position on identified factors. The **McGrath 360Comp**™ PQ has been developed ***specifically for use in public sector*** organizations. This Questionnaire is recommended to be completed on all job titles for purposes of:

- ❖ Expounding upon information provided in job descriptions.
- ❖ Evaluating position responsibilities regarding necessary competencies, experience, education, finances, judgement, decision-making and other expectations which provide value to the City.
- ❖ Clarifying instances where statements in the existing job descriptions are vague or absent.
- ❖ Updating and aligning classification changes.
- ❖ Identifying career progression opportunities.

Supervisory Review/Verification. Each incumbent's supervisor or Department Director will be given time to review the completed PQ for content and accuracy, and to comment in a designated area of the document. They will sign off on their review prior to submission to the Consultants. If needed, the consulting team may speak with Department Directors, Supervisors, and Human Resources for additional position clarification.

Outcomes. From this process, the current classification system will be updated, as needed.

Job Description Document Updates/Development

The Position Questionnaire process will identify job description updates that may be needed to make updates.

If desired by the City, the Firm can either update the current job descriptions in their current format, or the City can completely rewrite all job descriptions with a tailored yet standardized and compliant format to meet the needs and desires of your organization. The template is developed cooperatively between the City and McGrath. Any descriptions that are updated will be submitted in draft form and one edit is included in the price before being turned over to the organization as final. The cost for updating documents will be outlined in the Cost Proposal section as a standalone option.

4. Compensation Analysis

A Compensation analysis determines the organization's relative position in the comparable labor market. This analysis allows City leaders to understand the organization's compensation as a whole and by position, allowing them to make sound compensation decisions. Compensation Analysis will consist of the following:

- ***The City and consulting team will cooperatively identify Comparable Organizations as the labor market.*** The City will have input into the list and must approve prior to starting the external market survey.
- McGrath consultants will prepare and conduct a tailored compensation survey specific to the City's positions to ***collect external market data*** in real-time**.**
- The consultants will ***analyze salary data***. The market survey collects minimum, midpoint, maximum, and incumbent salary information for each benchmark position; and other data points as needed. A statistical analysis is conducted on each dataset to ensure consistent and objective analysis. The outcome is then calculated into a ratio between the market and the City to measure the City's alignment against the market.
- The consultants will examine the status of your current compensation systems including ***structural analysis, special pay analysis, compression analysis, and incumbent pay analysis*** to give guidance to the consultants for compensation and implementation recommendations and will also ***provide information to the City regarding overtime, promotional and retention opportunities, internal equity, and how multiple pay plans are working together.***
- The consultants will ***review your compensation-related policies*** for compliance and best practices. We will make recommendations for policy updates or considerations that impact the City.

The consultants may also gather and analyze external and internal demographic data and workforce metrics to define:

- Employee's tenure within the organization as well as tenure in current position.
- Turnover rate for the organization.
- Local geographic and economic factors impacting the attraction and retention of employees.

The outcome of this portion of the project is very important because it identifies current trends and future predictors. This information guides the consulting team in developing strategy options and recommendations for the City's current and future needs.

5. Benefits and Rewards Analysis

When data is received through the benefits and Rewards survey to the identified labor market, the Consultants will analyze the findings and identify any trends and/or areas of concern as compared with the Market. A Benefits and Reward Analysis identifies the City's position in the market for the offering of insurance, retirement, paid leave, holiday, and other benefits and rewards identified.

6. McGrath 360Comp™ Integration

Upon completion of the compensation analysis and job analysis, etc. the consultants will engage the City to:

- Confirm the recommended compensation philosophy.
- Discuss the data obtained and share summary findings and trends found in the analysis as it compares to the current Compensation System.
- Discuss the future compensation system.

- Discuss the tie between the compensation system, performance, and tenure, and provide recommendations to strengthen the City's desired compensation model.

Upon completion of the analysis phases, providing the oversight committees with a project update would also be appropriate.

7. Systems Update and Review

The Compensation System(s) will be updated with the following information:

The consultants will develop a ***detailed fiscal impact*** of the Compensation System(s) and will present implementation strategy options that fit the fiscal needs, culture, and compensation strategy of the City. While some entities can fully implement the compensation system immediately, some clients have utilized a phased approach. We will work with the City to assure that any phased approach fits with best practices and your fiscal realities. The proposed price includes up to three (3) salary schedule and costing iterations.

Once the System is updated, the consultants will meet with appropriate City personnel to ***review the draft Compensation System(s)***. This visit will include meetings with the City's project designee and each Department Director to review placements to identify any concerns prior to finalization. This provides an opportunity to discuss any concerns in placement in the current system and/or ensure proper placement if the System(s) are redesigned.

8. Finalization

A ***Compensation Policy/Procedure Manual*** *will be developed* for Administration/Human Resources. This report details:

a. Study methodology and summary findings.
b. Recommended compensation structure modifications.
c. Recommended position title, classification specification or career progression changes.
d. Fiscal impact and implementation strategies.
e. Policies and procedure modifications or to adopt to administer and maintain the system in-house going forward.

An ***Executive Summary Report*** for governing body and public distribution will also be provided as appropriate. Two sample reports are provided, but keep in mind the scope of services and recommendations may not related to Bonner Springs.

These reports will first be provided to City Administration in draft form to allow for feedback before the reports are placed into final form and provided electronically.

9. Presentation and Communication

The Study includes an in-person ***presentation to the City Council and employees.***

The consulting team will also be available to introduce the recommendations to employee groups to the depth, and in the manner, you prefer and offer suggestions and recommendations on how to best communicate this information. We prepare correspondence and notices tailored to our client, whether for written, verbal or electronic presentation.

McGrath Human Resources Consultants will continue to work with your organization to provide ***support and guidance*** on the compensation system at no additional cost.

Proposal Timeline

The timeliness of the market data collection is heavily dependent upon the workload and staffing of the comparable organizations we are asking to participate, so additional time is built into the schedule for better survey participation/timely responses to capture current data. This is typically a 5-month process. We recommend the following schedule:

Activity			*Month 1*				*Month 2*				*Month 3*				*Month 4*				*Month 5*			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Task 1 *– Project orientation/scheduling and planning*																						
Task 2 - *Project Kickoff meetings with identified stakeholders*																						
Task 3 *–Position Questionnaire distribution/ collection and Job Analysis*																						
Task 4 & 5 *Market Data collection and analysis*																						
Task 6 *- Review Findings with City*																						
Task 7 *– Develop/Update Compensation and Classification Systems*																						
Task 7 *- Review Recommendations and Cost with City*																						
Task 8 *-Finalize changes. Provide Draft Reports for City review. Finalize Reports.*																						
Task 9 *- Presentations*																						

This timeline will be adjusted based on the agreed upon Project Initiation date. There are factors that impact this schedule that may be out of the control of the consultants. The proposed time frame is contingent upon timely receipt of data from the City, timely participation from external comparable organizations; and timely receipt of information and/or feedback from the City. This is monitored by the consulting team and communicated with the City on an ongoing basis.

Project Progress Communication

Since we work closely with our clients, open communication and collaboration between the consulting team and project designee is critical for the project to be most successful. Because of that, we will develop a communication plan at the onset of the project so the Firm can provide routine updates on progress as well as discuss any issues that may result in a delay or a challenge within the project. Our designated project manager coordinates meetings, data sharing, and ensures the work plan is progressing according to the designed work plan so the deliverables are met within the scope and timeline of the project.

Cost Proposal

By submission of the proposal, McGrath Human Resources Group shows its intention to accept and contract with the City of Bonner Springs, Kansas. McGrath Human Resources sets project fees based on the total project. Therefore, the fees listed below include all consulting professional fees, and administrative costs, excluding travel.

Compensation Study	$21,565
Benefits Study	$ 4,500
Job Descriptions Documents ($195 per document x est. 64 documents)*	$12,481
Travel - Not to exceed based upon actual expenses**	$ 4,000

*Job Descriptions are billed based on actual documents developed.

*Travel: In-person site visits may not be needed nor desired. Travel expenses will be billed only if incurred and based on actual expenses, not to exceed the price listed. This would be limited to airfare, mileage/car rental, hotel and dinner. All in person site visits will be determined with the City in advance and based upon the needs of the project.

Terms of Payment

Payment will be made in three (3) installments ($21,565):
$ 5,000 upon completion of the signed contract;
$12,565 upon submission of the draft report; and
$ 4,000 plus actual travel (not to exceed $4,000)and benefits of $4,500 if selected upon submission of the final report.

Payment for Job Descriptions will be made in two (23) installments:
$ 4,000 upon completion of the signed contract;
$8,481 upon submission of the draft documents, adjusted based on the actual number of job descriptions developed.

All invoices are due within 30 days of receipt. Proposal cost is good for a minimum of 90 days from November 30, 2023. Dr. Victoria McGrath is the individual with the authority to negotiate and contractually bind McGrath Human Resources in any type of negotiations and contracts.

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Amber Vogan

Subject: Personnel Policy Updates

Recommendation: Staff recommends approval.

Action: Make a motion to approve the December 2023 updates to the Personnel Policies and Guidelines.

Background: Staff reviews the Personnel Policy on an annual basis to ensure that it remains an effective management tool for the organization.

Discussion: In addition to minor grammatical corrections, the following amendments to the City's Personnel Policy are proposed:

- **Section D-5. Overtime Work**
  - Defined the overtime rate, and added language, "Holiday Worked Pay and Overtime Pay shall not be stacked as both are paid at the FLSA rate of one and one-half times the regular rate of pay." This is consistent with current practice.

- **Section D-5. Holidays**
  - Added language, "Non-exempt Police Department and Fire Department employees scheduled to work on an actual holiday shall be compensated at one and one-half times their regular salary for any hours worked, while also receiving straight pay for that holiday."
  - Added language, "Police and Fire Department employees not working on the actual holiday shall receive 8 hours of straight time for the holiday."

- **Section E-7. Sick Leave**
  - Added language, "Part-time employees working less than 1,000 hours per year, seasonal, temporary, and variable employees shall not accrue sick leave." This is consistent with current practice.
  - Added that a Doctor's Certificate may be required for absences or illnesses in excess of 3 work days even if sick leave pay is not utilized.
  - Added that improperly claiming sick leave can be constituted as abuse of sick leave even if sick leave pay is not utilized.

- **Secction E-10. Injury Leave**
  - Added language regarding the return to work, "The City strives to return employees to full-duty at the earliest possible date following an injury or illness.

Returning to work has several benefits for both the employer and employees by minimizing time lost from work. This is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Employees on temporary modified-duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of the City and that form the basis for their temporary modified-duty assignment.

When possible, productive temporary modified-duty assignments will be made available to injured workers to minimize or eliminate time lost from work. However, the City cannot guarantee a temporary modified-duty assignments and is under no obligation to offer, create or encumber any specific position or assignment for purposes of offering temporary modified-duty. In the event an employee refuses a temporary modified-duty assignment offered, the City is not obligated to provide an alternative position or assignment. In such cases, the City will notify the insurance carrier of the employee's refusal of the temporary modified-duty assignment.

Temporary modified-duty work need not be confined to the current department in which the employee is ordinarily employed. Pay rates for injured employees will be based upon temporary work assignments. However, should the City not have productive temporary modified duty work available, or assignment of temporary modified duty work exceeds six months, the employee may be placed on Temporary Total Disability (TDD) for the remainder of the injury leave.

- **Section E-13. Family and Medical Leave**
  - Added language regarding the return to work, "When an employee is returning from family medical leave as a result of a serious health condition, the employee shall provide the City a Fitness for Duty certification completed by their health care provider verifying whether they are able to return to work, and whether there are, and the duration of, any job-related restrictions."

Financial Impact: There is no financial impact.

City of Bonner Springs
KANSAS

CITY OF BONNER SPRINGS, KANSAS

PERSONNEL POLICIES AND GUIDELINES

Updated – December ~~2021~~2023

TABLE OF CONTENTS

PERSONNEL POLICIES AND GUIDELINES, CITY OFBONNER SPRINGS, KANSAS

ARTICLE A. GENERAL

A-1. Policies Established. The following policies, guidelines, and other provisions for Personnel Administration in the City of Bonner Springs hereinafter referred to as City, are established to:

a) Promote and increase the efficiency and effectiveness of City service.

b) Develop a program of recruitment, advancement, and tenure that will make City service attractive as a career.

c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.

d) Establish and promote high morale among City employees by providing good working relationships, uniform personnel policies, and an opportunity for advancement without regard to race, color, sex, disability, religion, age, national origin, ancestry, genetic information, or sexual orientation.

e) Establish City employment and personnel policies. These policies and guidelines do not create contractual employment rights. *All employees are considered to be at-will employees for the purposes of City employment.*

A-2. Application of Policies. These policies and guidelines shall apply to all employees in the service of the City except elected officials.

A-3. Departmental Guidelines. The head of any City department may formulate in writing reasonable guidelines for the conduct of the operations of his or her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines are subject to review and approval by the City Manager and shall not be less stringent than, in violation of, or in conflict with any personnel guidelines adopted by the Governing Body.

A-4. Personnel Records. The City shall keep adequate records of all persons employed. The records shall include the employees': pay scale; time worked; accrued vacation and sick leave; all absences for vacation, sick, or other leave; accrued overtime; and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. An employee's personnel file shall be available during office hours for inspection by that employee.

A-5. Amendment of Policies. These policies may be amended from time-to-time in the same manner as they were adopted.

A-6. Hiring and Termination. The Governing Body shall establish all employee positions for the City. When the Governing Body establishes a new position, they shall set a salary range for that position. The City Manager, or his designee, shall write a job description for each such position established by the Governing Body. The City Manager shall hire and terminate all City employees.

A-7. Disability Accommodations Policy. The City complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state and employment practices. The City is committed to providing equal employment opportunities to all qualified individuals with disabilities. Consistent with this commitment, the City will provide a reasonable accommodation to disabled applicants and employees to perform the essential functions of the job unless doing so would create an undue hardship.

If you believe that you need an accommodation because of your disability, please contact the Assistant to the City Manager who will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations.

If your disability or need for accommodation is not obvious, the City may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the City may require that you see a health care professional of the City's choosing, at the City's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

The City expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

ARTICLE B. POSITION CLASSIFICATIONS

B-1. Objectives and Purpose. Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and compensation. Each full-time City position shall, on the basis of the duties, responsibilities, skills, experience, education, and training required of the position, be allocated to an appropriate class, which may include either a single position or two or more positions.

B-2. Job Descriptions. Each position shall have a concise descriptive title, a description of the essential and marginal functions and tasks of the position, and a statement of the qualifications for filling such positions. The City Manager shall approve the descriptions and shall be kept on file in the Human Resource office to be available for inspection by any interested party during regular office hours.

B-3. Pay Range Plan. The Governing Body shall adopt a pay plan, with minimum and maximum amounts of pay for each class of positions. The Governing Body shall periodically review and revise the pay ranges assigned to each class of positions.

B-4. Maintenance of the Classification Plan. It shall be the duty of each Department Head to report to the City Manager, or his designee, any and all organization changes significantly altering or affecting changes in existing positions or proposed positions. The City Manager shall approve all new or revised job descriptions and pay ranges for such positions.

ARTICLE C. RECRUITMENT AND PROMOTION

C-1. Definitions.

a) *Full-time Employee*: one employed to work a normal week ~~of more than~~ 40 hours or more on a regular and continuing basis. The work week shall begin at 12:01 a.m. Saturday and ends on 12:00 a.m. (midnight) Friday except as otherwise provided in Section E-2~~1~~.

b) *Part-time Employee*: one employed to work less than 40 hours or less per week on a regular and continuing basis. This employee may be eligible for certain pro-rated leave and benefits.

c) *Variable Employee:* A position that works throughout the year but has no guaranteed schedule and works only when called upon to do so. Variable employees must work less than 130 hours per month and 1000 hours per year. Hours worked in excess of 40 hours per week must have prior approval from the supervisor. Variable positions are not covered by KPERS and are not eligible for fringe benefits.

d) *Seasonal Employee*: one employed to work on a regular and/or recurring basis during a specific season or portion of a year for a continuous period of six months or less.

e) *Volunteer*: a non-paid individual in the position he or she holds. When acting as a volunteer, an individual is not an employee regardless of other City employment.

f) *Probationary Employee*: an employee in his or her first 6 months of employment with the City.

g) *Exempt Employee*: an employee who is paid a salary rather than an hourly wage, and who is exempt from FLSA minimum wage and overtime pay requirements.

h) *Non-Exempt Employee*: an employee who is paid an hourly wage and is not exempt from the minimum wage and overtime provisions of the FLSA and is therefore entitled to overtime pay.

~~f)~~

C-2. Recruitment. It shall be the policy of the City to provide fair and equal opportunity to all qualified persons to enter City employment on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin, ancestry, genetic information or sexual orientation.

C-3. Qualifications for Employment. All applicants for any position with the City shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. The City may require applicants for certain positions to satisfactorily complete a background check. All information obtained as a result of a background check will be used solely for employment purposes. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications. Where required, the offer of employment is contingent upon the applicant passing the required tests.

At the start of employment, each employee shall take an oath of office consistent with the requirements in K.S.A. 75-4308.

C-4. Promotion. It is the policy of the City to fill vacancies for supervisory, skilled, and upper-level positions from within the ranks of present employees whenever possible. All employees seeking promotion shall be expected to meet the minimum qualifications for the class in which they seek promotion. A medical examination or other testing, including drug testing, may be required only after an offer of promotion has been made, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of a promotion is contingent upon the applicant passing required tests~~,~~ when deemed necessary by the City Manager.

C-5. Employment-Eligibility Verification. All employees hired for any position with the City, shall complete an employment-eligibility verification statement in compliance with the federal Immigration Reform and Control Act of 1986.

C-6. Advertisement of Job Openings.

a) When a job position is to be filled, the position may be advertised to the general public and, if deemed necessary, shall be advertised for a minimum of two weeks. In an emergency situation, the City Manager may hire someone on a temporary basis during the advertising period.

b) If the position is not an at-will position, or if the City creates a property interest through personnel policies or union contracts, the City shall give a veteran preference for initial employment and first promotion if the veteran is competent to perform such services. If the veteran is not hired, the City, within 30 days of filing the position, shall send a notification of the rejection by certified mail or personal services. This notice shall inform the veteran of any administrative appeals available. [See Appendix B for explanation of Veteran's Preference]

C- 7. Nepotism. The City's policy in employment is to hire and promote on the basis of an individual's merit, knowledge, skills, and abilities and to avoid circumstances of favoritism. If one City employee becomes a "family member" of another City employee after they are both employed, the two employees may not remain in the same supervisory chain. If they are in the same supervisory chain at the time they become "family members," one must be moved to another department and/or out of the supervisory chain within 90 days. If an appropriate position is not available then one of the employees must separate from City employment within the same 90 day period. If the affected employees cannot decide who will separate, then the Department Head, in consultation with the City Manager, will determine which employee to retain.
This policy does not apply to Volunteer or Seasonal positions.

ARTICLE D. COMPENSATION

D-1. Pay Plan.

a) The City designates each employee as either exempt or non-exempt in compliance with applicable federal, state, and local law. Exempt employees are paid a fixed salary and are not entitled to minimum wage and overtime under the Fair Labor Standards Act. Non-exempt employees are entitled to overtime pay as described in Section D-5.
b) The salary of each City employee, except those appointed officers whose salary is

specifically set by ordinance, shall, at least annually, be set at an amount within the pay range of the position class in which the employee is assigned. An employee's continued employment at the salary rate within his or her class assignment shall be contingent upon the provisions outlined in Section D-3.

D-2. Pay Increases.

a) Pay increases shall not be routine or automatic and are subject to approval by the City Manager.

b) Annual cost of living pay increases may be given as approved by the Governing Body.

c) Subject to the budgeted approval of the Governing Body, the City Manager may award a pay increase to an employee based on an annual performance evaluation submitted by the employee’s immediate supervisor.

d) Annual longevity pay may be given at the discretion of the Governing Body.

D-3. Performance Evaluations.

a) Employee performance evaluations will be considered in determining the following employment matters: salary increases and decreases within the limits established in the pay plan, promotions, demotions, order of layoffs, transfers, and termination.

b) An evaluation of the performance of each full-time and part-time employee based on his or her duties and responsibilities shall be prepared by the employee's immediate supervisor at least annually. The evaluation shall be in writing on forms approved by the City Manager. The supervisor may evaluate at least quarterly, any employee who has received a performance rating that is less than satisfactory overall performance rating during the past year.

c) Evaluations, upon review by the supervisor and after the employee has had an opportunity to respond, shall be included in the employee's personnel file.

D-4. Pay on Termination.

a) An employee, who is terminated from City employment, shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination.

b) Employees discharged for cause, and those who voluntarily terminate without giving a minimum of two-week (ten working days) notice, shall not be eligible to receive pay for any accrued benefits.

D-5. Overtime Work.

a) No person employed in an administrative, executive, or professional position, as defined by the federal Fair Labor Standards Act (FLSA), and who meet the salary threshold test of the FLSA, shall be eligible for overtime pay. These positions are defined as “FLSA – Exempt.”

b) All “FLSA – Non - Exempt” employees shall be eligible to receive overtime compensation at a rate of one and one-half times the regular rate of pay for all hours worked in excess of the normal City work week (as defined in C-1), except for full-time police officers, full-time firefighters.

c) Full-time police officers shall be eligible to receive overtime compensation only for work hours in a work period which exceeds 84 hours per 14-day work period (or for any proportionate number of hours worked in a work period from 7 to 28 days at the City's option). Additionally, firefighters will be eligible for overtime compensation only for work hours in a work period that exceeds 106 hours in 14 days (or for any proportionate number of hours in a work period from 7 to 28 days at the City's option).

~~c)~~d) Holiday Worked Pay and Overtime Pay shall not be stacked as both are paid at the FLSA rate of one and one-half times the regular rate of pay.

~~d)~~e) All overtime work must have prior authorization by the employee's Department Head and the City Manager. The Department Head shall maintain records of any overtime worked.

D-6. Call-Back Time

a) Call-back duty shall be an obligation of each employee of the City and call-back duty is considered part of the job requirement of each position when employed. Call-back is that time when it is necessary for the supervisor, department head, or City Manager to call an employee or group of employees to perform functions necessary or related to the operations of the city, or the department to which the employee is assigned, at other than scheduled work hours.

b) Call-back shall be differentiated from schedule modification as follows: if an employee is notified of a requirement to work at other than normal work hours while he is at work, or at least 12 hours prior to the time he is to report to work, the work performed outside regular working hours will be considered a schedule change. An employee whose schedule is modified under this provision will not be eligible for overtime pay until his hours worked in the pay cycle exceed the number as defined within the Personnel Policy.

c) No non-exempt employee who is called to duty shall receive less than 1 full hour's pay at 1 ½ times his or her regular rate of pay. Time in excess of 1 hour shall be paid in 1/4 increments.

d) For payroll reporting purposes, the time spent on a call-back situation begins when an employee arrives at his normal place of work, or at the actual location of the work. The call-back time ends when they finish and either leaves the location, or leaves their normal work location. An employee is not paid for the time it takes after receiving the call to prepare to report or drive to the normal work site. Likewise, they are not paid for the time it takes to return home following the completion of the duties required to answer the call-back assignment.

e) It shall be the responsibility of an employee who is contacted to report for call-back duty to notify his supervisor if they are mentally or physically impaired such that reporting for duty might present a safety hazard to themselves or others. Examples of such impairment would be consumption of alcohol; the taking of medication which induces drowsiness; or fatigue. The supervisor making the contact will make a determination as to whether to require an employee to report to when the employee has reported an impairment.

f) Call back time shall not be included when calculating hours worked in a pay period for overtime purposes.

D-7. Stand-by Duty

a) Stand-by duty shall be an obligation of each employee of the City and Stand-by duty is considered a part of the job requirement of each position when employed.

   Stand-by duty is that time for which a non-exempt employee is required to be available to be called back to duty, should the operation of his department require unscheduled duty. Stand-by rosters will be compiled by each division supervisor, in accordance with the procedure observed by the department. Employees must respond within 30 minutes of the initial call, and limit their activities as needed to guarantee their ability to respond fit for duty within that time window.

b) Incentive pay, for Stand-by duty, if any, will be paid at a rate of $20 per day.

c) Time spent on duty, which results from being called-back, will be compensated as "Call Back Time" as defined in this Personnel Policy.

d) Approval of the City Manager is required in order to establish a Stand-by procedure in any department.

D-8. Pay periods; Paydays. The City shall pay all full-time and part-time employees bi-weekly, and volunteers will be paid monthly. Should the regular payday fall on a bank holiday, pay shall be distributed on the day immediately preceding the bank holiday.

ARTICLE E. ATTENDANCE AND LEAVE

E-1. Attendance. The City requires regular and punctual attendance from all employees. Employees who are going to be absent for a full or partial workday, or late for work, must notify their supervisor as far in advance as possible, but at least two hours before the start of the workday. Employees who must miss work because of emergencies or other unexpected circumstances must notify their supervisor as soon as possible.

E-2. Hours of Work.

a) *General Employees*. The normal work week for general employees, which includes all employees other than police officers and ~~fire fighters~~firefighters, shall be 40 hours, consisting of five eight-hour days. Full-time personnel employed in departments operating on a 24-hour basis, other than police officers, shall work not fewer than eight hours per day, five days per week, on a schedule to be assigned by the department head.

b) *Normal Work hours*. No employee shall be permitted to work in excess of their normal work week except when so directed by the employee's Department Head, immediate supervisor, or City Manager.

c) *Un-Notified Absence.* If an employee is absent for 3 days without proper notification in accordance with the attendance policy, they shall be considered to have voluntarily resigned their position in City service. Re-instatement upon presentation of extenuating circumstances or reason for such absence shall be at the discretion of the City Manager. Any un-notified absence of less than 3 days may result in disciplinary action.

d) Non-exempt employees are required to record all hours worked, including any hours worked outside of their normal schedule.

E-3. Meal Breaks and Rest Breaks. All non-exempt employees who work for 5 hours or more in a workday must take a 30-minute meal break. The time of the meal break, usually late-morning or early afternoon, shall be determined by the employee's immediate supervisor. Employees are entitled to a rest break of 15 minutes for every 4 hours of work. The time of the rest break, usually mid-morning and mid-afternoon, shall be determined by the employee's immediate supervisor, or City Manager. Meal breaks and rest breaks are intended to provide non-exempt employees an opportunity away from work. Non-exempt employees are not permitted to perform any work during meal or rest breaks. Employees are encouraged to take meal and rest breaks away from their work area. Any non-exempt employee who performs work during their meal break must document that time on their timecard.

E-4. Breast Feeding. For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The City will designate a room, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. A small refrigerator reserved for the specific storage of breast milk will be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Nursing mothers wishing to use this room must request the room by contacting the Human Resource office. Additional rules for use of the room and refrigerator storage will be posted in the room. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

E-5. Holidays.

a) The Governing Body shall declare which days shall be paid holidays for City employees. From time-to-time, and for certain special occasions, the Governing Body may by motion designate other days as special holidays on a one-time basis.

b) When a paid holiday falls on a Saturday or Sunday, the preceding Friday or following Monday may be declared a City-observed holiday by the Governing Body.

~~c)~~ Non-exempt Police Department and Fire Department employees scheduled to work on an actual holiday shall be compensated at one and one-half times their regular salary for any hours worked, while also receiving 8 hours of straight pay for that holiday. All other non-exempt employees scheduled to work on a City-observed holiday shall be compensated at one and one-half times their regular salary for any hours worked, while also receiving straight pay for that holiday.

~~d)~~c) ~~Part-time e~~Police and Fire Department employees not working on the actual holiday shall receive 8 hours of straight time for the holiday. All other employees shall be paid only for City-observed holidays falling on days ~~in~~ on which they would otherwise have been scheduled to work. The amount of such pay shall be equal to the wages they would have earned for the number of hours they would have been scheduled to work on that day, not to exceed 8 hours. Part-time employees working less than 1,000 hours per year, seasonal, temporary, and variable employees shall not receive paid holidays.

~~e)~~d) To be eligible to receive pay for a City holiday, an employee must not have been absent without leave either on the workday before or the workday after the holiday.

E-6. Vacation Leave. Vacation leave shall be earned beginning with the date of employment under the conditions hereinafter stated. An employee who works fewer than 12 days in any month shall not accrue vacation credit for such month of service; provided, this restriction of 12 days shall not apply if the employee has worked fewer than 12 days due to authorized vacation or sick leave. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.

a) *Full-time Employees*. Full-time employees who work at least 40 hours per week are entitled to paid vacation leave time according to the following schedule.

	Years Continuous Employment			
	0-4	**5-9**	**10-14**	**15+**
Hours earned per month	8	10	12	14
24 hr. shift, Fire/EMS Hours earned per month	8	14	16	20

Employees may not accumulate any more than 240 hours of vacation leave. Hours that would have been accumulated in excess of 240 hours will be forfeited. Vacation pay is computed based on the employee's regular wage or salary for a standard work period.

b) *Other Employees*. Part-time employees who work at least 20 hours per week on a continuing basis shall receive 4 hours vacation per month for each month of employment. Their maximum accumulation shall be 120 hours.

Seasonal, temporary, and variable employees shall not earn vacation leave.

c) Scheduling. The dates for the taking of vacation leave shall be scheduled in consultation with the employee's supervisor and Department Head. In cases where the requested vacation schedules of two or more employees would adversely affect the efficient operation of the City, vacation leave shall be granted on the basis rank, first request, and/or seniority of City employment.

d) *Holiday During Vacation*. City holidays occurring during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.

e) *Minimum Hours*. Employees may use vacation leave in units of not less than one hour, subject to the approval of their supervisor.

f) *Termination*. Upon termination, subject to Section D-4 (b), an employee shall be compensated for all earned but unused vacation at their final rate of pay, subject to the maximum hours of accumulation authorized in the schedule in Section E-6 (a) and Section E-6 (b).

E-7. Sick Leave. All exempt employees, full-time non-exempt employees, and part-time employees who are employed to work at least 25~~0~~ hours or more per week on a continuing basis, shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or other physical incapacity, occurring either on or off the job. Part-time employees working less than 1,000 hours per year, seasonal, temporary, and variable employees shall not accrue sick leave.

No employee shall be permitted to use sick leave for any period spent on unauthorized leave. The provisions of the Family and Medical Leave Act may apply in some circumstances, which can be reviewed in Section E-13 below.

a) *Amount of Sick Leave.* Exempt employees and full-time non-exempt employees shall earn hours of sick leave for each month of service according to the following schedule.

Years Continuous Employment (before Jan. 1, 2006)

	0-4	5-14	15+
Hours earned per month	8	10	14
24 hr. shift, Fire/EMS Hours earned per month	12	14	20

Years Continuous Employment (after Jan. 1, 2006)

	0-4	5+
Hours earned per month	8	10
24 hr. shift, Fire/EMS Hours earned per month	12	14

Non-exempt part-time employees who are employed to work not less than 20 hours per week shall earn sick leave at the rate of 4 hours per month for each month of employment.

Seasonal, temporary, and variable employees shall not earn sick leave.

b) *Accumulation of Sick Leave*: The maximum accumulation of an exempt and non-exempt full-time employee is 480 hours.

EMPLOYEES HIRED BEFORE January 1, 2006:
The maximum accumulation on the employee's anniversary date for full-time employees is 720 hours. Any hours over this maximum will be paid to the employee in accordance with Section E-7 (h).

c) *Computing Sick Leave*. Any absence for a fraction of a day that is chargeable to leave shall be charged in increments of not less than one hour.

d) *Doctor's Certificate*. For sick leave or absences resulting from illness, injuries, accidents, or other physical incapacity in excess of 3 work days, a Department Head or City Manager may require a signed statement from a healthcare provider verifying the employee's inability to perform his or her assigned duties because of illness.

e) *Notification*. To be eligible for paid sick leave, an employee, or his or her representative, shall notify his or her immediate supervisor and give the reason for the absence no later than 2 hours before the beginning of the first workday in which sick leave is taken. This notification requirement may be waived by the employer's supervisor in extraordinary circumstances.

f) *Abuse of Sick Leave*. An employee who improperly claims sick leave, with or without using paid leave time, shall be subject to disciplinary action, including loss of pay or dismissal. Sick leave hours may not be used for purposes other than those outlined in this section. Sick leave is intended for use by the employee in cases of illness, injury, accidents, physical incapacity, or doctor appointments for the employee, employee's spouse or other dependents. The City reserves the right to discipline employees who abuse this policy, for example, by: falsifying documents submitted to support leave; being untruthful about the reasons for requested leave; or repeatedly using paid sick leave immediately before or after weekends, City holidays, or vacations. The City reserves the right to request additional documentation to support repeated requests for leave on Mondays or Fridays or the beginning or end of a scheduled work week; or for leave requests on either the end of a City holiday, a planned vacation, or other absence.

g) *Termination*. If the employee is not retiring from the City, the employee will not receive any sick leave.

Full-time employees hired before January 1, 2021 who simultaneously retire under KPERS and/or KP&F, and are vested in either of the respective benefit programs, will be eligible for payment of accrued sick leave. The maximum paid to the employee is the remaining unused hours of sick leave which will be no more than the maximum unused sick leave hours as authorized in the schedule in Section E-7(b).

h) Sick Leave Pay Out.

Full-time employees hired before January 1, 2006 are limited to 720 hours of credited sick leave on their anniversary date. If the employee accumulates more than 720 hours on his or her service anniversary date, they will be paid at their current pay rate for 100% of the unused sick leave over 720 hours.

E-8. Maternity Leave. An employee who becomes pregnant may claim and receive maternity leave in the same manner as provided for sick leave; the employee may also elect to use any accrued vacation leave to the extent such leave is available. An employee may also take leave without pay in the same manner as any other employee on leave without pay. If medical complications related to the pregnancy exist, the employee may, with the approval of the department head or City Manager, remain on maternity leave until released by the employee's physician. The provisions of the Family and Medical Leave Act may apply in some circumstances (see E- 13 below).

E-9. Funeral Leave. In the case of death of a member of an employee's immediate family (to include only the spouse, children, mother, father, brother, sister, grandparents or close-relatives by marriage of the employee or employee's spouse), full-time and part-time employees shall be granted paid funeral leave not to exceed 3 consecutive working days.

E-10. Injury Leave. All injuries occurring on the job shall be reported as soon as possible to the employee's immediate supervisor, but no later than 24 hours after the incident.

An employee absent because of an on-duty accident may elect to receive any accrued sick, vacation, or personal leave during such portion of the period of disability an employee may have. It is understood that sick leave allowances may apply to waiting periods under the Worker's Compensation Law.

The City strives to return employees to full-duty at the earliest possible date following an injury or illness. Returning to work has several benefits for both the employer and employees by minimizing time lost from work. This is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Employees on temporary modified-duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of the City and that form the basis for their temporary modified-duty assignment.

When possible, productive temporary modified-duty assignments will be made available to injured workers to minimize or eliminate time lost from work. However, the City cannot guarantee a temporary modified-duty assignments and is under no obligation to offer, create or encumber any specific position or assignment for purposes of offering temporary modified-duty. In the event an employee refuses a temporary modified-duty assignment offered, the City is not obligated to provide an alternative position or assignment. In such cases, the City will notify the insurance carrier of the employee's refusal of the temporary modified-duty assignment.

Temporary modified-duty work need not be confined to the current department in which the employee is ordinarily employed. Pay rates for injured employees will be based upon temporary work assignments. However, should the City not have productive temporary modified duty work available, or assignment of temporary modified duty work exceeds six months, the employee may be placed on Temporary Total Disability (TDD) for the remainder of the injury leave.

E-11. Military Leave. The City recognizes and adheres to all applicable state and federal laws regarding leaves for uniformed service to the State of Kansas as well as the United States. Any employee who needs time off for uniformed service is to immediately notify his or her Department Head and the City Manager or his designee, both of whom will provide a detailed explanation to the employee of his or her reemployment rights under K.S.A. 48-517 (governing members of the Kansas national guard, Kansas air national guard, and the Kansas state guard that are called or ordered to duty') and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301 et seq., covering persons performing duty, voluntarily and/or involuntarily in the U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and Public Health Service commissioned corps.

Any employee, including full- and part-time, who notifies the City that he or she intends to return to employment once military service is completed shall be eligible for military-leave benefits including:

a) Reinstatement of the veteran to the position he or she would have held if his or her employment had not been interrupted by military service provided one of the exceptions in 38 U.S.C. S4312(d)(1) have not been triggered;

b) Retention and accrual of benefits tied to seniority;

c) Continued health care coverage at the employee's expense; and

d) Continued participation in insurance and other benefits not determined by seniority to the same extent as employees granted other types of leave.

E-12. Civil Leave.

a) *Civil Leave with Pay*. An employee shall be given necessary time off with pay (1) when performing jury duty, (2) when appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the City, (3) when performing emergency civilian duty in connection with national defense, or (4) for the purpose of voting when the polls are not open at least 2 hours before or after the employee's scheduled hours of work.

b) *Civil Leave without Pay*. If an employee is involved in a personal lawsuit either as a plaintiff or as a defendant in an action not related to his or her duties with the City, the employee may take leave without pay unless he or she elects to utilize any accumulated vacation leave or personal days.

E-13. Family and Medical Leave.

a) Upon request, any employee will be granted up to 12 weeks of unpaid family and medical leave during any 12-month period. Such leave will be available as the result of the birth, adoption, or placement of a child for foster care; to care for a spouse, child, or parent with a serious health condition; or due to an employee's disabling illness; or because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. Where possible, employees are required to provide at least 30-days' notice before beginning to take leave. The employer may require any accrued paid vacation, sick, or personal leave of the employee be substituted for the 12 weeks of leave provided under this law.

b) Upon request, any employee will be granted up to 26 weeks of unpaid military care giver leave during a single 12-month period to care for the serious injury of illness of a son, daughter, spouse, parent or next of kin who is a member of the Armed Forces as defined in 29 CFR 825.122.

c) *Eligibility*. An employee must have worked for the City at least 12 months and for a minimum of 1,250 hours during the previous year. Where a husband and wife work for the City, the total number of weeks leave in which both are entitled will be limited to 12 weeks during any 12- month period. A 12-month period may be measured as a calendar year; any fixed 12-month "leave year," such as a fiscal year or a year starting on an employee's "anniversary" date; the 12- month period measured forward from the date an employee's first FMLA leave under paragraph E-13(a) begins; or, a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave as described in paragraph E-13 (a). Where leave is requested as a result of a serious health condition, the employee shall provide the City a certification statement issued by a healthcare provider. Should there be a question of validity of the certification provided by the employee, the City may, at its own expense, require an opinion from a second healthcare provider. Where there is a conflict between the two opinions, the City may pay for the opinion of a third provider. The opinion of the third provider is binding on both the employee and employer.

d) *Restoration*. An employee returning from family medical leave will be entitled to return to his or her position or to a position with equivalent benefits, pay, and other terms and conditions of employment. When an employee is returning from family medical leave as a result of a serious health condition, the employee shall provide the City a Fitness for Duty certification completed by their health care provider verifying whether they are able to return to work, and whether there are, and the duration of, any job-related restrictions.

e) *Vacation and Sick Leave*. Employees on unpaid family medical leave will not accrue any seniority, vacation, or sick leave benefits.

f) *Health Insurance Coverage*. The City will continue to provide healthcare coverage under the same provisions as prior to the leave. Where the employee fails to return from leave, the City can recover the premium(s) paid on behalf of the employee to maintain healthcare coverage. If failure to return to work is due to the continuation, recurrence, or onset of a serious health condition beyond the employee's control, the employee will not be liable for healthcare premiums paid while on family leave. In such cases, a certification issued by a healthcare provider will be required.

g) *Outside employment or Moonlighting*. An employee on family medical leave may not perform any type of outside employment with another employer.

E-14. Other Leave.

a) *Meetings, Seminars*. Any employee may be granted leave with pay to attend meetings, seminars, and conventions related to the employee's work for the City if such attendance is authorized by the City Manager.

b) *Educational Leave*. An employee, upon written request, may be granted leave without pay for a period up to one year to further his or her education or seek specialized training, upon recommendation of the employee's department head and approval by the City Manager.

c) *Leave of Absence*. An employee, upon written request, and with the recommendation of his or her department head, may be granted a leave of absence without pay for a period of up to six months, subject to the approval of the City Manager.

E-15. Domestic Violence and Sexual Assault Leave. The City will not discharge, or in any manner discriminate against, an employee who is a victim of domestic violence or sexual assault and who takes time off from work to obtain relief, including restraining orders and other injunctive relief. The employee must be permitted time off to seek medical attention, obtain services from domestic violence programs, or make court appearances related to domestic violence. The employee must give advance notice when feasible. Employee must also provide to the City certain documentation such as a copy of the police report or restraining order within 48 hours of returning from requested time off. The employee may use accrued paid leave or, if paid leave is unavailable to the employee, up to 8 days per calendar year of unpaid leave for these purposes.

E-16. Request for Leave. Except as provided in Section E-7 as to sick leave, and Section E-13 as to family leave, all leave must be authorized in writing or through City approved software programs by the employee's department head or City Manager prior to leave time being taken.

E-17. Credits for Paid Leave. An employee while on paid sick leave, vacation leave, or other leave with pay shall continue to earn credit for sick leave and vacation leave, but no leave credit shall be earned by any employee while on leave without pay.

E-18. Shared Sick Leave. An employee who lacks sufficient earned leave to cover the period of absence because of temporary medical disability, including pregnancy, may be granted leave without pay, as described herein; however, with the approval of the City Manager any eligible employee may transfer up to 8 hours of sick leave to any eligible employee so long as the donating employee's sick leave does not drop below 96 hours. All donors' and recipients' names shall be kept confidential. All requests for shared leave shall be made through the City Manager's office.

E-19. Longevity. Full-time qualified employees will be credited in January of the following year with additional personal leave in recognition of their service to the City. Longevity leave must be taken before the last day of the last pay period of the year or it will be forfeited. Additional personal leave based on longevity is not given each year (i.e. is not cumulative), but only on the employee's anniversary according to the following schedule.

Years of Service	Additional Hours Personal Leave	*24 hr.* Shift, Fire/EMS
5	4	6
10	8	12
15	12	18
20	16	24
25	20	30
30	24	36
35	28	42

E-20. Personal Day. All full-time employees are entitled to a paid personal day each calendar year. Full-time employees will receive 8 hours; regular part-time 4 hours; and 24-hour shift, Fire/EMS, 12 hours. Use of the personal day may be requested at any time during the year, with scheduling subject to approval of the employee's Department Head or Supervisor, and approval of the City Manager for Department Heads. Personal Day leave must be taken before the last day of the last pay period of the year or it will be forfeited. An unused personal day will not be paid if unused. An employee's personal day will not be paid upon the employee's dismissal. Employees, who begin work after October 1st, will not receive a personal day until the following year.

ARTICLE F. OTHER EMPLOYEE BENEFITS

F-1. Retirement-OASDI Benefits. All eligible employees of the City are under the federal OASDI social security system, and receive the benefits of it in accordance with federal laws and guidelines. The cost of this benefit is paid equally by the City and the employee, with the employee contribution subject to payroll deduction.

F-2. Retirement-KPERS and KP&F Benefits.

a) All eligible employees (other than police officers) of the City are members of the Kansas Public Employees Retirement System (KPERS) and receive the benefits of it in accordance with state laws and guidelines.

b) All full-time police officers become members of the Kansas Police and Fire (KP&F) plan in accordance with state laws and guidelines with eligibility beginning the first day of employment. In addition to the retirement and death benefits, KP&F also provides the employee with disability coverage

F-3. Retirement Date. The federal Age Discrimination in Employment Act shall be the policy for City retirement.

F-4. Workers' Compensation Benefits. All employees of the City receive the benefits of the Kansas Workers' Compensation Act, in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.

F-5. Death and Disability Benefits. All employees who are contributing members of KPERS or KP&F are eligible for the insured death and disability benefits provided by these programs, which is supplemental to the regular KPERS and KP&F benefits. The cost of this benefit is paid entirely by the employer. This insured death and disability benefit begins on the first day of employment.

F-6. Unemployment Compensation. All employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.

F-7. Life Insurance. The City provides a term life insurance policy at no charge for each full-time employee enrolled in KPERS on the first day of employment. The City-paid life insurance benefit under KPERS is equal to 1-½ times the employee's annual salary. In addition to the death benefits provided under OASDI and KPERS, the City makes available to each employee the option of purchasing group life insurance on a payroll deduction basis. The cost of this additional life insurance is paid by the employee and varies with the options selected by the employee.

F-8. Deferred Compensation. All employees may choose to participate in IRS 457 deferred compensation plans offered by the City. Under the plans offered, the employee determines the amount of compensation to be withheld annually by the City in compliance with the minimum and maximum allowed by Federal law. The amount selected is forwarded by the City to the employee's selected account and is subject to IRS guidelines.

F-9. Employee Assistance Program (EAP). The City has established an Employee Assistance Program (EAP) that is voluntary and confidential. If an employee or family member feels that help is needed in areas such as substance abuse, family counseling, etc., they may call (816)

237-2352 in the Kansas City Metro Area, or (800) 624-5544 for an appointment. In certain employee disciplinary situations an employee may be required to attend counseling or assessment through the EAP. Otherwise, this program is provided to employees and their families to help in a wide variety of areas.

F-10. Other Insurance. Employees may elect to purchase dental, vision insurance, and/or other supplemental insurance policies.

F-11. Health Care Program.

a) All permanent full-time employees shall be eligible for the City's group health insurance program on the first day of the month following their initial date of employment.

b) When an individual employee is required to contribute because of participation in the City's group healthcare program, the amount of such contribution shall be a payroll deduction.

c) All costs for healthcare insurance shall be paid by the employee during any period the employee: is on leave without pay; is on suspension without pay; is on unauthorized leave; or is participating in any unlawful work stoppage.

d) Healthcare insurance coverage shall be extended to an individual who is temporarily disabled and drawing workers' compensation while serving as a City employee. The employee's share of the cost shall be deducted from any compensation payments. In the event no additional compensation is due, insurance may be extended at the option of the City.

e) No employee shall be entitled to cash payment in lieu of healthcare insurance coverage.

f) The City complies with those provisions of the federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of group health care plan coverage upon termination of City employment.

F-12. Continuing Education Policy (Assistance for Higher Employee Training and Assistance – AHEAD Program). In an effort to assist employees of the City increase their life skills in their field work, the Governing Body wishes to assist the employee in their education by allowing the employee to work full time and continue education during their personal time.

In order to be eligible, the employee must 1) have full-time status and have completed one year of service; 2) the course of study should be relevant to the organization, i.e. business related or job specific, and are not a requirement for certification for their position; and 3) the course must be approved by the Department Head and City Manager prior to enrollment.

(a) *Amount Reimbursed*. The City will pay 1/2 of the continuing education tuition costs and books required for the course (not to exceed $2,000 during a calendar year) while the employee agrees to pay 1/2 of the same costs. Tuition costs may be advanced in whole or in part, by the City and the employee may repay their 1/2 of the costs through an optional employee payroll deduction over a ten-month period of time.

(b) *Completion Requirements and Restrictions*. The employee is bound to complete the continuing education program and agrees to continue to work for the City for a two-year period, once the continuing education requirements are completed. If for any reason (including termination of employment) the employee elects to discontinue the continuing education program prior to completion, or fails to maintain a “B” average, the employee shall be liable for the entire costs of the course.

(c) Should the employment relationship between the city and employee end of any reason after the completion of the continuing education program, but prior to the end of the two-year employment requirement, the employee shall be liable on a pro-rata basis for the portion of the tuition and books paid by the City based on the number of months remaining in the two-year period. Under no circumstances shall anything in this section be construed to extend an employment contract to the participating employee.

ARTICLE G. VOLUNTARY SEPARATION

G-1. Resignation. An employee who terminates his or her employment voluntarily shall be terminated in good standing, provided the employee gives a minimum of 2 weeks written notice to his or her immediate supervisor or Department Head. Under appropriate circumstances, a shorter period of notice may be approved by the City Manager.

G2. Reinstatement. An employee who was terminated in good standing and who is re-employed in the same job classification within a period of 120 calendar days following separation may be reinstated at not more than the salary he or she was receiving at the time of his or her termination.

ARTICLE H. SEXUAL HARASSMENT AND WORKPLACE HARASSMENT POLICY

H-1. Definitions.

a) *Sexual harassment* is defined as the threat, either explicitly or implicitly, that an employee's or job applicant's refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development (quid pro quo); or the subjecting of an employee(s) or job applicant(s) to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, so as to create an intimidating, hostile, or offensive working environment.

b) *Workplace Harassment* is repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated instance of behavior described in this definition may be an affront to dignity at work but, as a one off incident, is not considered to be harassment.

c) The term *harassment*, as used in this Article, may mean either sexual harassment or workplace harassment, or both, as the case may require.

H-2. General Policy. It is the policy of the City to maintain a work environment free of intimidation, insult, and harassment based upon race, religion, sex, age, national origin, ancestry, disability, genetic information or sexual orientation. To ensure that this policy is strictly adhered to, the City will not tolerate harassment of any of its employees or job applicants, and will take immediate action if such behavior should occur.

The City will not condone harassment by any employee or non-employee. Non-employees include, but are not limited to: governing body members, vendors, volunteers, and members of the general public.

Sexual harassment as defined includes but is not limited to:

a) Unwelcome touching, propositions, or advances;

b) Abusive or vulgar language of a sexual nature;

c) Suggestive jokes or comments about an employee's body or clothing;

d) Displaying of sexually graphic or suggestive pictures, photographs, cartoons, etc.

Examples of workplace bullying can include group harassment, peer to peer harassment, supervisor to subordinate harassment, and situations where a subordinate employee subjects a supervisory-level employee to harassment. These can include, but are not necessarily limited to:

a) Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using the person as a butt of jokes; abusive and offensive remarks.

b) Nonverbal threatening gestures; glances conveying threatening messages.

c) Socially or physically excluding or disregarding a person in work-related activities.

d) Persistent or constant criticism in front of other persons (including co-workers, vendors, contractors or members of the public) for the purpose of humiliating another employee.

e) Pushing, shoving, kicking, poking, tripping, assaulting or the threating of physical assault, damage to a person's work area or property.

f) Tampering with an employee's personal belongings or work equipment.

g) Invasion of privacy, such as spying, stalking, rummaging through personal belongings (including unauthorized access of personal email and contents of personal cell phones and employee- owned personal digital assistants). NOTE: an employee has no expectation of privacy in any items of personal equipment attached to the City's network devices.

h) Making up arbitrary rules applying only to the targeted employee.

i) Assigning undesirable work as punishment.

j) Managing by threat and intimidation.

k) Giving tasks with unreasonable, impossible or constantly changing objectives and or deadlines.

l) Removing key areas of responsibility and / or replacing them with more trivial or unpleasant tasks for no business related reason.

m) Taking credit for another employee's work.

n) Falsely accusing an employee of making errors.

o) Undermining or deliberately impeding an employee's work.

Any employee or job applicant who believes they are the victim of unwelcome behavior constituting harassment shall immediately report the incident(s) to any level of supervision. Any employee in a supervisory role who believes he/she has witnessed behavior constituting harassment shall immediately report the incident. Any non-supervisory employee who believes he/she has witnessed behavior constituting harassment may report the incident to any level of supervision.

All complaints involving claims of harassment shall be promptly and confidentially (as practical) investigated. The employee or job applicant filing the complaint shall be advised of the results of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment of another employee or job applicant will be disciplined, up to and including discharge. When appropriate, the employee or job applicant filing the complaint will be encouraged to file criminal charges against the harasser.

H-3. Complaint Procedure. Any employee or job applicant who feels he/she is being subjected to harassment should immediately contact one of the persons listed below with whom the employee or job applicant feels the most comfortable. Complaints may be made orally or in writing to:

a) The employee's immediate supervisor;

b) The employee's department head;

c) Other supervisory personnel;

d) The City Manager.

The employee should be prepared to provide the following information:

a) Employee's name, department, and position title;

b) The name of the person or persons committing the harassment;

c) The date(s) and approximate time(s) of the harassment;

d) The specific nature of the harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against him/her as a result of the harassment;

e) Witness to the harassment, if any;

f) Whether the harassment has been previously reported and if so, when and to whom.

After receiving a harassment complaint, the recipient of the complaint shall assist the employee filing the complaint with documenting the incident in writing and the employee shall affix their signature attesting to the accuracy and truthfulness of the complaint. All information disclosed in the complaint procedure will be held in strictest confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

H-4. Review of Harassment Complaint. It shall be the responsibility of the City Manager to coordinate the investigation and review of harassment complaints or, as necessary, to delegate the investigation and review of harassment complaints to an independent third-party. If the City Manager, or any member of the governing body is the subject of the complaint, an independent individual shall coordinate the investigation of the complaint. The following procedures shall apply to the receipt, review, and handling of such complaints:

a) The person to whom the complaint is made shall immediately present it to the City Manager;

b) An investigation into the alleged incident shall be promptly started;

c) The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation;

d) The investigator shall notify the individual accused of the harassment as promptly as possible of the complaint and the severity of the allegations (immediate notification is not necessary if such notification would jeopardize the investigation);

e) The individual accused of the harassment shall be given appropriate opportunity to refute the allegation and present information and/or witnesses on his/her behalf.

Based upon the investigation report, the City Manager or the Independent Third-Party shall determine if the conduct of the person against whom a complaint of harassment has been made constitutes harassment. In making that determination, the City Manager or the Independent Third-Party shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred. The determination of whether harassment occurred will be made on a case-by-case basis.

If the City Manager or Independent Third-Party determines the complaints of harassment are founded, he/she shall take, or in the case of the Independent Third-Party recommend, immediate and appropriate disciplinary action against the employee guilty of harassment.

The disciplinary action shall be consistent with the nature and severity of the offense, whether a supervisory relationship exists, and any other factors the City Manager or Independent Third-

Party believes relate to the fair and effective administration of the City, including the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the City. The disciplinary action may include demotion or suspension, dismissal, warning, or reprimand. A determination of the level of disciplinary action shall also be made on a case-by-case basis.

If the City Manager or Independent Third-Party determines the complaint of harassment is unfounded, he/she shall notify the employee accused of harassment of the determination. Action shall also be made on a case-by-case basis.

The employee or job applicant making the complaint shall be notified of the results of the investigation and the discipline, if any, to be administered.

If the City Manager or Independent Third-Party determines after reviewing the investigation report that the complaint was intentionally falsified by the employee filing the complaint, the City Manager shall take immediate and appropriate disciplinary action against the complaining employee.

H-5. Record of a Harassment Complaint. All records, except those affected by the Kansas Open Records Act, concerning a harassment complaint shall be confidential and kept in a separate locked file. Access shall be granted only with the City Manager's approval and to parties who have a direct and relevant need to know.

H-6. Non-retaliation. This policy prohibits retaliation against employees who report in good faith potential sexual harassment or workplace harassment or participate in the investigation of the complaint. Any employee bringing a complaint under this policy, or assisting in the investigation of such complaint, will not be adversely affected in terms and conditions of employment, nor discharged because of the complaint. Anyone who engages in retaliatory action will be subject to discipline, up to and including dismissal. Retaliation is defined as activity that may dissuade a reasonable person from exercising his or her rights under this policy.

ARTICLE I. POLITICAL ACTIVITY

I-1. Political Activity. It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations or groups, and to become involved in political activities subject to the restrictions of this article.

a) As private citizens, employees may participate in all political activities, including holding public office, except where holding an appointive or elective office is incompatible with the employee's City employment.

b) Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in City elections. They are not permitted to wear or display political badges, buttons or signs on their person or on City property during on- duty hours.

c) No supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office or to engage in any political activity.

d) The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to, nor retained in, the City's service on the basis of their political affiliations or activities.

ARTICLE J. OUTSIDE EMPLOYMENT

J-1. Outside Employment. Outside employment constitutes a City employee holding a second job with another employer. Outside employment by a full-time employee is permitted only when such outside employment: (1) is considered secondary to service with the City; (2) does not interfere with the performance of duties for the City; and (3) no legal, financial, or ethical conflict of interest results from such dual employment.

ARTICLE K. WORKPLACE SAFETY

K-1. General Safety. All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City or departmental policy at all times. Failure to comply with safety policies may result in disciplinary action.

K-2. Workplace Violence. The City has a policy of zero tolerance for violence. If an employee engages in any violence in the workplace, or threatens violence in the workplace, the employee shall be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with the City, including employees and citizens, never feel threatened by any employee's actions or conduct.

K-3. Substance Abuse Policy. The City has a responsibility to its employees and citizens to take reasonable steps to assure safety in the workplace and in the services it provides. To this end, the City reaffirms its policy that the following are strictly prohibited:

a) Reporting for work under the influence of intoxicants, including alcohol, illegal drugs, or controlled substances; and

b) The use, possession, sale, or distribution of such intoxicants, illegal drugs, controlled substances, or related paraphernalia, in any manner during work hours, or while engaged in City business, on City property, or in City vehicles. Employees are further prohibited from using such drugs or alcohol on their personal time to the extent that such use negatively impacts work performance.

c) Employees may be asked to submit to a drug and alcohol test if an employee’s supervisor or other person in authority has a reasonable suspicion based on objective factors such as the employee’s appearance, speech, behavior, or other conduct and facts, that the employee is under the influence of unlawful drugs or alcohol or both.

d) Employees in safety or security-sensitive positions may be subject to random drug and alcohol testing on a quarterly basis.

K-4. Smoke Free Workplace. Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products or e-cigarettes, is prohibited in all City buildings and City owned vehicles and equipment. Smoking outside any City building is also prohibited within a ten foot radius of any doorway, open window or building air intake.

K-5. Weapons. For all employees other than police officers and those authorized by the City Manager, the carrying or use of a firearm shall be considered outside the scope of the employee's duties. Employees may not openly carry a firearm in the workplace unless authorized by the City Manager. If an employee chooses to exercise his or her statutory right to concealed carry, the City will not be responsible for any attorney fees resulting from the employee’s use of his or her weapon. If the employee chooses to carry a concealed firearm, the firearm must remain on his or her person at all times. Any interruption in the employee's work due to his or her decision to concealed carry may result in discipline or even termination. Any injury resulting from the concealed carrying of a firearm is considered outside the employee’s course and scope of employment and will not be covered by workers compensation.

ARTICLE L. TELECOMMUNICATIONS

L-l. Telecommunications Policy. The City's e-mail, computer, internet, and voicemail systems are City property. These systems are in place to facilitate the employee's ability to do his or her job efficiently and productively. To that end, these systems are solely for City purposes, and abuse of these systems for personal use is prohibited. The City may intercept, monitor, copy, review, and download any communications or files employees create or maintain on the systems. When using the internet, exercise discretion. Sending materials of a sensitive nature or materials constituting “confidential information” is prohibited unless the information is properly encrypted to prevent interception by third parties. Employees have no expectation of privacy while utilizing the City’s technology equipment at work or on City- owned equipment.

Employee communications and use of City e-mail, computer, internet, and voicemail systems will be held to the same standard as all other business communications, including compliance with anti-discrimination and anti-harassment policies. It is expected that employees will use good judgment in the use of the City's system. Management should be notified of unsolicited, offensive materials received by any employee on any of these systems.

It is the responsibility of each employee to adhere to IT security protocols. No employee shall share usernames, pass codes, or passwords with any other person unless expressly authorized in order to perform the employee’s job duties. An employee shall immediately inform the City Manager if he or she knows or suspects that any username, pass code, or password has been compromised.

Any City business performed on an employee's personal device is subject to the Kansas Open Records Act. If the information requested is on an employee’s personal device, the employee agrees to participate in fulfilling the records request. If the employee refuses to provide the requested data, the employee may be subject to discipline up to and including termination.

Employee consent and compliance with e-mail, computer, internet, and voicemail policies is a term and condition of employment. Failure to abide by these rules, or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files, is grounds for discipline, up to and including termination.

L-2. Social Media Policy. The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world;

however, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

a) *Guidelines*. In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own, or someone else's, web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

   The principles and guidelines found in this policy apply to your activities online. The City respects your 1st Amendments rights; ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any conduct adversely affecting your job performance, the performance of fellow employees or that otherwise adversely affects members of the public, customers, suppliers; people who work on behalf of the City may result in disciplinary action up to and including termination.

   Know and follow the rules. Carefully read these guidelines, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

   Be respectful. Always be fair and courteous to fellow employees. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages members of the public or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

   Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors you know to be false about the City.

   Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, members, customers, suppliers or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City."

b) *Using social media at work*. Refrain from using social media while on work time or on equipment provided by the City unless it is work-related as authorized by your manager or consistent with the City Policy. Do not use your City email addresses to register on social networks, blogs or other online tools utilized for personal use.

c) *Retaliation is prohibited*. The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

d) *Media contacts*. Employees should not speak to the media on the City's behalf. All media inquiries should be directed to the City Clerk.

L-3. No-Recording Policy. Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. The City prohibits the use in the workplace of any type of smart phone, cell phone camera, digital camera, video camera, or other form of image- or voice-recording device for recording purposes without the express permission of the City Manager. This provision does not apply to designated City personnel who must use such devices in connection with their positions of employment, when recording is being done as part of employment duties. Violation of this policy may result in disciplinary action, including termination.

ARTICLE M. TRAVEL

M-1. Travel Policy.. In an effort to provide fair and equitable policy pertaining to travel by employees necessary for the conduct of their particular assignments, the City establishes the following procedure for work-related travel by employees.

The City shall allow employees to utilize City vehicles for work-related travel. Travel shall be defined for the purposes of this policy as any out-of-town trip(s). An employee shall receive permission from the appropriate Department Head for travel. Any overnight travel shall be approved in advance by the appropriate Department Head and City Manager.

City vehicles shall be used for travel whenever possible. Scheduling of vehicles shall be performed by the appropriate Department Head. Scheduling the use of a City vehicle shall be done with the City Clerk. When a City-owned vehicle is unavailable for travel, the employee’s personal vehicle may be used with approval of the Department Head.

No City employee shall operate a motor vehicle upon a public highway while using a mobile telephone while the employee’s vehicle is in motion. The only exception to this policy is if the employee is using a hands-free device while engaging in a telephone call.

ARTICLE N. RESIDENCY

N-1. Residency. It is the policy of the City to employ its residents whenever possible; however, the City recognizes that employment of persons outside its geographic boundaries is sometimes necessary and desirable. Except where residency within the City is required by state law, employees may reside outside the City, provided however, that such non-residency does not interfere or hamper the employee from fulfilling the duties of his/her position or cause the employee to miss work often. An employee who is subject to call-out / standby status or Department Heads must live within 30 minutes of their City office.

ARTICLE O. DISCIPLINE

O-1. Authority to Discipline. Department Heads are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility to discipline employees for violations of the City's personnel policies and any departmental guidelines.

1. **General Policy**. The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. Discipline in the City organization is for the most part "self" discipline. It is the duty of employees to make a conscientious effort to work and behave in accordance with the values, service standards, policies, and guidelines of the City and the department in which they work. Each employee is expected to be self-disciplined and to work hard at being the best at what he or she does and in helping the City provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of their job, it may be necessary for his or her department head or supervisor to consider disciplinary actions to correct the problem. An employee is subject to disciplinary action if:

   a) The employee violates these personnel policies and guidelines, or any other written guidelines or procedures applicable to the department in which the employee works;

   b) The employee's conduct discredits the City or hinders the effectiveness or efficiency of City operations;

   c) The employee has performed an act of misconduct, or has failed to perform an act that results in misconduct.

2. **Disciplinary Actions**. The following types of disciplinary actions are officially recognized by the City Manager:

   a) *Verbal Warning*. A verbal warning is an oral reprimand given to an employee by his or her supervisor or Department Head. A record of the warning shall be recorded in the employee's file.

   b) *Reprimand*. A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employee's file.

   c) *Probation*. Probation is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, or to improve work performance, or to improve on the job behavior. Failure to meet the probationary requirements may result in additional disciplinary actions.

   d) *Salary Reduction*. A salary reduction is the lowering of an employee's rate of pay within the pay range in which the employee's position is assigned.

   e) *Demotion*. A demotion is the placement of an employee into a position of a lower pay range.

f) *Suspension*. A suspension is the removal of an employee from service, with or without pay, for a specific period of time.

3. **Procedure for Disciplinary Action**. Whenever the misconduct of an employee occurs, that in the judgment of the employee's supervisor or Department Head justifies the application of disciplinary actions other than a verbal warning, the supervisor or Department Head shall:

   a) Document the misconduct in writing.

   b) Determine the appropriate disciplinary action to correct the problem.

   c) Meet with the employee to review the problem and the proposed disciplinary action. The meeting should be private and include only the employee, supervisor, Department Head or other persons requested to be present by the Department Head.

   d) Give the employee an opportunity to refute the facts or argue against the proposed disciplinary action. The employee may submit comments in writing to be attached to the record of the disciplinary action.

   e) Make a final decision as to the disciplinary action.

   f) Notify the employee of the action in writing, except for verbal warnings. A copy of the documentation of misconduct and a note as to the form of disciplinary action taken shall be provided to the City Manager for insertion in the employee's personnel file.

All disciplinary action in writing must be signed by the Department Head and employee.

O-2. Notice to Employees on Discipline and Termination. As stated in A-I (e), all employees are considered at-will employees. Termination can be carried out with or without cause. Actions that may lead to disciplinary actions other than termination are self-evident. Nothing in this list is intended to, or should be construed to limit an employee's right to engage in protected free speech or freedom of association under the 1st Amendment or to exercise his or her rights under the Americans with Disabilities Act.

ARTICLE P. CITY ISSUED CREDIT CARDS

P-1. Credit Cards. The City may, in its sole discretion, issue City credit cards to certain employees for business-related purposes. Employees may only use their City issued credit card to incur expenses that are reimbursable under this policy. Employees may not incur personal expenses on City credit cards. The employee will be required to reimburse the City for any personal expense placed on the City issued credit cards. Violations of the policy will subject the employee to discipline up to and including termination. Employees must submit receipts and other necessary substantiating documentation for all purchases on the City credit card to their Department Head within seven (7) days.

ARTICLE Q. CONFLICT OF INTEREST

Q-1. Conflict of Interest. Employees should always act in the best interest of the City and not permit outside interests to interfere with their job duties. If you have a question about whether a situation is a potential conflict of interest, please contact the City Manager.

ARTICLE R. INFECTIOUS DISEASE POLICY

R-1. Purpose. The City remains committed to safeguarding the health and well-being of staff during the COVID-19 pandemic. To slow the spread of the novel coronavirus, the City has implemented a strict cleaning regiment, enforced social distancing practices, and limited public access to City facilities. Despite these precautions, the City recognizes that there are inherent health risks when people interact in close proximity. To safeguard the health of employees and the public, the City will now require staff and visitors to follow specific guidelines related to decreasing the spread of infectious disease.

This policy outlines specific steps that the City takes to safeguard employees' health and well-being during widespread outbreaks of infectious bacterial or viral diseases, while ensuring the City's ability to maintain essential operations and provide necessary services to customers.

R-2. Infectious Disease Defined. According to the federal Centers for Disease Control, emerging infectious diseases are new infections resulting from changes or evolution of existing organisms, known infections spreading to new geographic areas or populations, previous unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents, or breakdowns in public health measures. These include COVID-19, influenza, staph infections, and the Ebola and Zika viruses.

R-3. Remote Work Locations. The City acknowledges that employees' access to and use of public services or transportation might be prohibited or curtailed by local, state, or federal authorities during an infectious disease outbreak. Employees also might be unable to access or leave buildings, and disruptions can occur in the delivery of goods or services. The City is prepared to continue key operations from several remote work locations, including employees' home offices.

R-4. Infectious Control Measures. The City takes several steps to minimize, to the extent practicable, exposure to infectious diseases at the workplace. As appropriate, the City recommends measures that employees can take to protect themselves outside the workplace and encourages employees to discuss their specific needs with a physician or other appropriate health or wellness professional.

Exposure Self-check. The City expects employees who contract an infectious disease or are exposed to infected family members or other persons, to stay home and seek medical attention if needed. The City also expects these employees to notify the City as soon as possible of their exposure or illness.

R-5. Business Travel. The City will make all reasonable efforts to reduce the need for travel by, for example, using technology that allows employees to communicate or otherwise work electronically. In the event of an infectious disease outbreak, travel on the City's behalf generally is limited to a select group of essential employees who have received travel authorization from the City Manager, and if necessary, outside authorities.

APPENDIX A - FORMS

Confirmation of At-Will Employment

I________________ an employee of the City of Bonner Springs, Kansas have read the City's personnel policies manual. I agree that I understand the policies and guidelines.

I also understand that my employment and compensation with the City of Bonner Springs, Kansas are at-will and therefore can be terminated with or without cause, at any time without prior notice at my option or the City's option.

This document confirms that no one at the City of Bonner Springs, Kansas has made any representation or promise that my job offers guaranteed employment or job security of any kind.

This at-will employment relationship will remain in effect throughout my employment with the City of Bonner Springs unless it is specifically modified by an express written employment agreement executed by an authorized representative of The City of Bonner Springs and me.

I also understand that this at-will employment relationship may not be modified by any oral or implied agreement, and that neither the City's personnel policies manual, nor any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, or length of service can modify this at-will relationship.

I acknowledge that I have carefully read this manual and agreement, and that I understand its meaning. I further acknowledge that I have entered into this agreement voluntarily and am returning this document for my personnel file.

Agreed:

Date: ____________ By: ___________________________
Employee's Signature

Date: ____________ By: ___________________________
Supervisor's Signature

Please complete form, sign, date and return for inclusion in your Personnel file.

APPENDIX B – DEFINITIONS

1. C-6(b): The Veteran's Preference Act, K.S.A. 73-201 et seq, establishes several hiring requirements for cities.
   a. Definitions
      i. "Veteran" includes:
         1. Any person who entered the armed forces before October 15, 1976, and separated from the armed forces under honorable conditions, if such person served: (i) On active duty during any war (the official dates for war service are April 6, 1917 through July 2, 1921, and December 7, 1941 through April 28, 1952); (ii) during the period April 28, 1952 through July 1, 1955; (iii) in any campaign or expedition for which a campaign badge or service medal has been authorized; or (iv) for more than 180 consecutive days since January 31, 1955, but before October 15, 1976, excluding an initial period of active duty for training under the "six-month" reserve or national guard program;
         2. any person who entered the armed forces on or after October 15, 1976, and separated from the armed forces under honorable conditions, if such person was awarded a service medal or campaign badge;
         3. any person who separated from the armed forces under honorable conditions and has a disability certified by the United States department of veterans affairs as being service connected, has been issued the purple heart by the United States government or has been released from active service with a service-connected disability;
         4. the spouse of a veteran who has a 100% service connected disability as determined by the United States department of veteran affairs;
         5. the un-remarried spouse of a veteran who died while, and as a result of, serving in armed forces; and
         6. the spouse of a prisoner of war, as defined by K.S.A. 75-4364, and amendments thereto.

      ii. "Competent" means a good faith determination that the person is likely to successfully meet the performance standards of the position based on what a reasonable person knowledgeable in the operation of the position would conclude from all information available at the time the decision is made. The basis for such determination shall include experience, training, education, licensure, certification and/or other factors determined by the decision making authority as appropriate to determine the applicant's overall qualification and ability to successfully meet the performance standards of the position. The decision making authority shall document such factors prior to the initiation of the selection process.

      iii. Disabled veteran" means a person who has served on active duty in the armed forces, has been separated there from under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the department of veterans affairs or a military department.

   b. All notices of job openings, if any, and all applications for employment, if any, by the state and any City or county in this state shall state that the job is subject to a veteran's preference, how the preference works and how veterans may take advantage of the preference and post a written statement of: (1) The qualifications for such position; (2) any preferred qualifications of such position; (3) performance standards for the position; and (4) the process that will be used for selection. A veteran or a spouse who qualifies for the veteran1s preference, desiring to use a veteran's preference shall provide the hiring authority with a copy of the veteran's DD214 form or the DD214 form of the veteran under which the spouse qualifies for the preference.

c. Every employment center of the state and any city or county human resources department, if any, shall openly display documents that indicate that veterans are eligible for a preference in their initial employment and any first promotion within the employment of the governmental entity.

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Christina Brake

Subject: Ordinance to Provide for Compensation of the City Council and Mayor

Recommendation:

Action: Make a motion to adopt an ordinance providing compensation for the City Council and Mayor.

Background: The 2024 City Council payroll budget includes funding for the proposed increase.

Discussion: Based on Council direction, staff contacted fifteen neighboring cities of the second class (population between 2,000 - 15,000) regarding the compensation rates for their Council and Mayor. Nine cities responded. If approved, the increase would be effective January 1, 2024. The last increase for City Council and Mayor was approved in 2008.

Financial Impact: The 2024 City Council payroll budget included funding for the increase.

Ordinance No. ____

An Ordinance to Provide for Compensation of Certain Officers and Employees of the City and to Repeal Ordinance No. 2468

Be it Ordained by the Governing Body of the City of Bonner Springs, Kansas:

Section I: Ordinance No. 2468 is hereby repealed as of December 31, 2023.

Section II: The following officers and employees shall receive the following amounts for their services with such amounts to be paid monthly beginning January 1, 2024:

Mayor	$250 per month
City Councilmember	$85 per month
Municipal Judge	$1,653.75 per month, plus eligible benefits
Municipal Judge Pro-Tem	$200 per court session
City Attorney	$140 per hour
Assistant City Attorney/Prosecutor	$140 per hour

Section III: This ordinance shall be in full force and effect after passage and publication in the official city newspaper.

Approved by the Governing Body and signed by the Mayor on this 18th day of December, 2023.

Attest:

____
Jeff Harrington, Mayor

____
Christina Brake, City Clerk

(Seal)

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Christina Brake

Subject: Resolution to Approve City Fee Updates for 2024

Recommendation: Staff recommends approval.

Action: Make a motion to adopt a resolution amending the City fee schedule as proposed, effective January 1, 2024.

Background: The City Clerk annually distributes the fee schedule to City Departments to review and make adjustments as discussed during the annual budget approval process and/or necessary. This ensures cost recovery for services in line with other cities and ensures we cover costs as appropriate.

Discussion: Please see the attached document with fees listed and any changes highlighted.

Financial Impact:

RESOLUTION NO. 2023-___

A Resolution Amending the City Fee Schedule for the City of Bonner Springs, Kansas

WHEREAS, the City of Bonner Springs, Kansas may collect necessary fees and charges for the issuance of permits and licenses; and

WHEREAS, the City of Bonner Springs, Kansas may collect necessary fees and charges for providing municipal services; and

WHEREAS, such fees and charges will be reviewed and amended annually to ensure they are appropriate to cover the costs of such municipal services.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Bonner Springs, Kansas:

Section 1. The City Fee Schedule shall be amended to reflect the fee schedule shown as exhibit A.

Section 2. This Resolution shall take effect January 1, 2024.

Passed and approved by the Governing Body of the City of Bonner Springs and Signed by the Mayor on December 18, 2023.

Attest:

____
Jeff Harrington, Mayor

____
Christina Brake, City Clerk

EXHIBIT A

Cemetery	Grave Purchase - Resident or Family Buried in Cemetery	$565
Cemetery	Opening/Closing - Full Size - M-F before 2:00 p.m.	$565
Cemetery	Opening/Closing -Full Size - M-F after 2:00 p.m.& Sat.	$840
Cemetery	Cremation Opening/Closing M-F before 2:00 p.m.	$215
Cemetery	Cremation Opening/Closing M-F after 2:00 p.m. & Sat.	$340
Cemetery	Monument Permit	$25
Cemetery	Transfer Deed	$0
Cemetery	Duplicate Deed	$0
Cemetery	Repurchase of Full-Size Grave	1/3 Current Price or $50 if Purchased for $150 or Less
Cemetery	Grave Purchase -Non Resident No Family Buried in Cemetery	$1,115
City Clerk	Burning Permit	$0
City Clerk	Street/Alley Vacation	$100
City Clerk	Fire Report	$15.00
City Clerk	Beverage - Mfg of Alcohol & Spirits	$2,500
City Clerk	Beverage - Mfg of Beer - 001-100 Barrels/Day	$200
City Clerk	Beverage - Mfg of Beer - 100-150 Barrels/Day	$400
City Clerk	Beverage - Mfg of Beer - 150-200 Barrels/Day	$700
City Clerk	Beverage - Mfg of Beer - 200-300 Barrels/Day	$1,000
City Clerk	Beverage - Mfg of Beer - 300-400 Barrels/Day	$1,300
City Clerk	Beverage - Mfg of Beer - 400-500 Barrels/Day	$1,400
City Clerk	Beverage - Mfg of Beer - Over 500 Barrels/Day	$1,600
City Clerk	Beverage - Mfg of Wines	$500
City Clerk	Beverage - Micro-Brewery	$250
City Clerk	Beverage - Farm Winery License	$250
City Clerk	Beverage - Spirits Distributor	$1,000
City Clerk	Beverage - Alcoholic Liquor Dist./Ea. Business	$1,250
City Clerk	Beverage - Beer Dist./Ea. Place of Business	$1,000
City Clerk	Beverage - Wine Dist./Ea. Place of Business	$1,000
City Clerk	Beverage - Drinking Establishment	$500-2 year fee
City Clerk	Beverage - Class A or B Club	$500-2 year fee
City Clerk	Beverage - Caterers	$1,000-2 Year Fee
City Clerk	Beverage - Temporary Permits (CMB & Alcohol)	$50
City Clerk	Beverage - Cereal Malt - Retailer (Consumption on Premises)	$200
City Clerk	Beverage - Cereal Malt - Ltd. Retailer (Unopened Cont.)	$50
City Clerk	Beverage - Class 1 Non-Beverage User	$10
City Clerk	Beverage - Class 2 Non-Beverage User	$50
City Clerk	Beverage - Class 3 Non-Beverage User	$100
City Clerk	Beverage - Class 4 Non-Beverage User	$200
City Clerk	Beverage - Class 5 Non-Beverage User	$500
City Clerk	Beverage - Alcoholic Liquor	$600-2 Year Fee
City Clerk	Solicitor's Permit	$15/day + $25 Investigation Fee
City Clerk	Amusement Public Carnival Permit	$50
City Clerk	Arcade Permit	$100
City Clerk	Camping Permit	$10 per day
City Clerk	Maps - Street	$3 large
City Clerk	Returned Check	$25
City Clerk	Comprehensive Master Plan Book	$30
City Clerk	Zoning Ordinance	.20 per page
City Clerk	Occup.License- Businesses in City	$80.00
City Clerk	Occup. License - Renaissance Festival	$60.00
City Clerk	Maps - Water No. 1	$5.00
City Clerk	Maps - Chamber	$2.50
City Clerk	Cereal Malt Beverage License - Change of Location	$50
City Clerk	Security Officer	$75 + $50 Investigation Fee
City Clerk	Tiblow Transit - Demand Response (Bonner Trips)	$2.00 per one way
City Clerk	Tiblow Transit - Deviated Fixed Route (Out of Town Trips)	$5.00 per one way
City Clerk	Occup. License - Home Occupation	$50.00
City Clerk	Amusement Party Permit	$10
City Clerk	Open Record Charges	$0.10 per B&W Copy; $0.25 per Color copy, $20 per each thumbdrive; & $7.50 for each One-Quarter of an Hour for Labor
City Clerk	Beverage - Mfg of Beer - Undetermined Capacity	$1000
City Clerk	Scrap Metal Dealer Registration Fee	$100
City Clerk	Scrap Metal Dealer Renewal Fee	$50
City Clerk	Private Use of Public Parking Lots - Non-Alcohol Use	$50
City Clerk	Private Use of Public Parking Lots - Alcohol Use	$250
City Clerk	Adult Entertainment Business License	$500

City Clerk	Adult Entertainment Dancing or Other Entertain. Permit	$50
City Clerk	Adult Entertainment Entertainer/Employer	$100
City Clerk	Adult Entertainment Lost or Replacement Permit	$25
City Clerk	Occup. License - All Businesses Not in City	$90.00
City Clerk	Massage-Business Estab or In Office - New	$200
City Clerk	Massage-Business Estab or in Office - Renewal	$150
City Clerk	Massage-Therapist - New	$125
City Clerk	Massage-Therapist - Renewal	$75
City Clerk	Massage-Sole Practioners with Bus Establishment Lic.	$0
City Clerk	Adult Entertainment - Business License Late Renewal	$100
City Clerk	Adult Entertainment - Entertainer/Employee Late Renewal	$50
City Clerk	Sale/Consumption/Possession Permit Fee (CMB & Alcoh Bev)	$75
City Clerk	Amusement Admissions Tax	$.25/Ticket to 1/1/2006 to Increase $.05 Annually
City Clerk	Unlawful Resell of Tickets-Transfer	$250/Jail 5 Days or Both - Within 5 Years $500 or up to Jail 1 Month or Both
City Clerk	Unlawful Resell of Tickets-Admission	$1,000/Jail Up to 1 Month or Both - Withiing 5 Years $2,500 or Jail 6 Months or Both
City Clerk	Tree Removal Assessment	Actual Costs Plus $25 Admin Fee
Municipal Court	Court Fee	$46.50 + $22.50 State Training & $1 Judge Fee = $70.00
Municipal Court	Jail Fee	$91 per day
Municipal Court	Traffic Ordinance Fines Violations	$50 to $500
Municipal Court	State Fee	As imposed by statute
Municipal Court	Warrant Fee	$75
Municipal Court	Fingerprinting Fee	$20
Community Development	Fence Permit *	$50
Community Development	Sign Permit	$25-$85
Community Development	Preliminary Development Plan *	$300
Community Development	Final Dev. Plan *	$300
Community Development	Site Plan *	$4,000
Community Development	Preliminary Plat *	$300
Community Development	Final Plat *	$300
Community Development	Rezoning *	$300
Community Development	BZA*	$200
Community Development	Special Use Permit *	$300
Community Development	Lot Split *	$150
Community Development	Amendments *	$200
Community Development	Park Fee - All Residential	$500/Unit
Community Development	GIS Fee - Letter Size Map	$.25/Sheet
Community Development	GIS Fee - 11X17 Size Map	$.50/Sheet
Community Development	GIS Fee - 24X36 Size Map	$5/Sheet
Community Development	Landscape Plan *	$100
Community Development	Earth Change Permit *	$100
Community Development	Site Plan Appeal Fee *	$25
Community Development	Site Plan Sign Posting Fee 1 Sign/Each Additional *	$25.00/$10.00
Community Development	Public Hearing Notice Sign Fee 1 Sign/Each Add	$25.00/$10.00
Community Development	New Subdivision Signs	$135 Street Name/$175 Street Name & Stop Sign
Community Development	Tent Permit	$100
Community Development	Sign - Temporary	$10
Community Development	Floodplain Development Permit *	$100
Community Development	Zoning Verification Letter *	$25
Community Development	Failed Reinspection Fee	$150
Community Development	Failed Pre-Court Inspection Fee	$150
Community Development	Mowing/Eradication of Weeds-Administrative Fee	$50
Community Development	Mowing/Eradication of Weeds-First Hour Minimum	$125
Community Development	Mowing/Eradication of Weeds-Per Half Hour Beyond First Hour Minimum	$75
Community Development	Easements/Street/Alley Vacation	$200
Community Development	Accessibility Plan Review Only 0-5,000 sq ft	$500
Community Development	Accessibility Plan Review Only - 5,001 - 25,000 sq ft	$800
Community Development	Accessibility Plan Review Only - 25,001 - 100,000 sq ft	$1,350
Community Development	Accessibility Plan Review Only - > 100,000 sq ft	$1,600
Community Development	Flood Plain Certification - Plan Review Fee	$125
Community Development	Fire Code - Permit	$1,050
Community Development	Commercial Construction - Additional Plan Review - Roofing	N/A
Community Development	Commercial Construction - Roofing - <10.000 sq ft	$200

Community Development	Commercial Construction - Roofing - 10,001 - 50,000 sq ft	$400
Community Development	Commercial Construction - Roofing - 50,001 - 250,000 sq ft	$700
Community Development	Commercial Construction - Roofing - 250,001 - 500,000 sq ft	$1,000
Community Development	Commercial Construction - Roofing - >500,000 sq ft	$1,500
Community Development	Commercial Construction - Plan Review & Inspections - Tenant Finish	Quoted
Community Development	Commercial Construction - Additional Plan Review - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - > 50,000 sq ft	$225
Community Development	Commercial Construction - Additional Plan Review - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 0- 50,000 sq ft	$150
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - > 300,000 sq ft	$49,300 + .02/sq ft over 300,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 150,001 - 300,000 sq ft	$49,300
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 50,001 - 150,000 sq ft	$21,750
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 30,001 - 50,000 sq ft	$13,195
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 10,001 - 30,000 sq ft	$6,480
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 2,501 - 10,000 sq ft	$3,122
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 0 -2,500 sq ft	$2,050
Community Development	Commercial Construction - Additional Plan Review - Groups H1, H2, H3, H4 & H5 (High Hazard)	$125
Community Development	Commercial Construction - Plan Review & Inspections - Groups H1, H2, H3, H4 & H5 (High Hazard) - >5,000 sq ft	$2,300 + .02/sq ft over 5,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups H1, H2, H3, H4 & H5 (High Hazard) - 2,001 - 5,000 sq ft	$2,300
Community Development	Commercial Construction - Plan Review & Inspections - Groups H1, H2, H3, H4 & H5 (High Hazard) - 0-2,000 sq ft	$1,725
Community Development	Commercial Construction - Additional Plan Review - Groups F1, F2, S1, S2 & U (Industrial/Storage)	$125
Community Development	Commercial Construction - Plan Review & Inspections - Groups F1, F2, S1, S2 & U (Industrial/Storage) - > 200,000 Sq Ft	$1,800 + .02/sq ft over 200,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups F1, F2, S1, S2 & U (Industrial/Storage) - 0 - 200,000 Sq Ft	$1,300
Community Development	Commercial Construction - Additional Plan Review - Groups E, 1-4 (Educational/Daycare) - > 300,000 Sq Ft	$500
Community Development	Commercial Construction - Additional Plan Review - Groups E, 1-4 (Educational/Daycare) - 30,001 - 300,000 Sq Ft	$300
Community Development	Commercial Construction - Additional Plan Review - Groups E, 1-4 (Educational/Daycare) - 0 - 30,000 Sq Ft	$175
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - > 300,000 Sq Ft	$51,725 + .02/sq.ft. over 300,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 150,001 - 300,000 Sq Ft	$51,725
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 80,001 - 150,000 Sq Ft	$22,450

Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 30,001 - 80,000 Sq Ft	$13,095
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 10,001 - 30,000 Sq Ft	$6,265
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 5,001 - 10,000 Sq Ft	$3,025
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 0 - 5,000 Sq Ft	$2,150
Community Development	Commercial Construction - Additional Plan Review - Groups M & B (Business/Mercantile) - 0 - 30,000 Sq Ft	$125
Community Development	Commercial Construction - Additional Plan Review - Groups M & B (Business/Mercantile) - >30,000 Sq Ft	$200
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 0 - 3,000 Sq Ft	$1,165
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 3,001 - 10,000 Sq Ft	$2,580
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 10,001 - 30,000 Sq Ft	$4,125
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 30,001 - 80,000 Sq Ft	$6,875
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 80,001 - 150,000 Sq Ft	$12,900
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 150,001 - 300,000 Sq Ft	$19,750
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - > 300,000 Sq Ft	$19,750 + .02/sq.ft. over 300,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 0 - 2,000 Sq Ft	$1,385
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 2,001 - 5,000 Sq Ft	$2,150
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 5,001 - 10,000 Sq Ft	$3,150
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 10,001 - 20,000 Sq Ft	$5,745
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 20,001 - 30,000 Sq Ft	$7,715
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 30,001 - 50,000 Sq Ft	$10,495
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 50,001 - 100,000 Sq Ft	$15,975
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - > 300,000 Sq Ft	$26,500 + .02/sq.ft. over 300,000
Community Development	Commercial Construction - Additional Plan Review - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 0 - 10,000 Sq Ft	$125
Community Development	Commercial Construction - Additional Plan Review - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 10,001 - 100,000 Sq Ft	$200
Community Development	Commercial Construction - Additional Plan Review - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - >100,000 Sq Ft	$325
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 100,001 - 300,000 Sq Ft	$26,500
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 0 - 2,500 Sq Ft	$1,635
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 2,501 - 4,500 Sq Ft	$1,900
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 4,501 - 10,000 Sq Ft	$2,800

Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 10,001 - 50,000 Sq Ft	$4,650
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 50,001 - 100,000 Sq Ft	$7,250
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 100,001 - 300,000 Sq Ft	$13,000
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - > 300,000 Sq Ft	$13,000 + .02/sq.ft. over 300,000
Community Development	Commercial Construction - Additional Plan Review - Group A (Assembly) - 0 - 10,000 Sq Ft	$175
Community Development	Commercial Construction - Additional Plan Review - Group A (Assembly) - 10,001 - 300,000 Sq Ft	$300
Community Development	Commercial Construction - Additional Plan Review - Group A (Assembly) - > 300,000 Sq Ft	$500
Community Development	Commercial Construction - Permit Fee	10% of Plan Review and Inspection Fees
Community Development	Miscellaneous - Permit Fee - Utilities Off over 6 Months *	$125
Community Development	Miscellaneous - Permit Fee - Temporary Certificate of Occupancy	$0
Community Development	Miscellaneous - Permit Fee - Permanent Certificate of Occupancy	$0
Community Development	Miscellaneous - Permit Fee - Decks *	$175
Community Development	Miscellaneous - Permit Fee - Temporary Pole	$100
Community Development	Miscellaneous - Permit Fee - All Stop Work Orders	$250
Community Development	Miscellaneous - Permit Fee - Flood Determination Review *	$130
Community Development	Miscellaneous - Permit Fee - Change of Occupancy *	$100
Community Development	Miscellaneous - Permit Fee - Change of Contractor *	$25
Community Development	Miscellaneous - Permit Fee - Permit Extensions	Quoted
Community Development	Miscellaneous - Permit Fee - Demolition *	$100
Community Development	Miscellaneous - Residential Roofing Permit Fee	$125
Community Development	Miscellaneous - Permit Fee - Mechanical Trade *	$100
Community Development	Miscellaneous - Permit Fee - Electrical Trade *	$100
Community Development	Miscellaneous - Permit Fee - Plumbing Trade *	$100
Community Development	Miscellaneous - Permit Fee - 1st Reinspection	N/A
Community Development	Miscellaneous - Permit Fee - 2nd Reinspection	$100
Community Development	Miscellaneous - Permit Fee - 3rd Reinspection	$175
Community Development	^ means to Add Trade Permit Fees when Required	
Community Development	Residential Building - Permit Fee - Swimming Pools (In-Ground) *	$425
Community Development	Residential Building - Permit Fee - Swimming Pools (Above Ground) *	$100
Community Development	Residential Building - Permit Fee - New Portable Building *	$275
Community Development	Residential Building - Permit Fee - Structure Relocation	$485
Community Development	Residential Building - Permit Fee - New Manufactured Home	$175
Community Development	Residential Building - Permit Fee - Manufactured Home Move-in *	$175
Community Development	Residential Building - Permit Fee - New Detached Accessory	$350
Community Development	Residential Building - Alter Repair with Structural Support Modifications^	$400
Community Development	Residential Building - Alter Repair with Structural Support and Egress Changes^	$500
Community Development	Residential Building - New Construction/Additions - 0-3,000 Sq Ft	$1,200
Community Development	Residential Building - New Construction/Additions - 3,001 - 5,000 Sq Ft	$1,340
Community Development	Residential Building - New Construction/Additions - > 5,001 Sq Ft	$1,440
Community Development	Residential Building - Plan Review - New Modular	$500
Community Development	Residential Building - Alter Repair Non Structural ^	$275
Community Development	* means total fees due at application; no additional application fee	
Community Development	Administrative Citation Fee	$150
Community Development	Administrative Citation Fee - Subsequent failed inspections within 24 months	1st-$150; 2nd -$350; 3rd -$450, etc. (each additional fee increases in increments of $100 to maximum subsequent fee amount of $5,000)
Community Development	Commercial Permit Application Fee (credited to overall permit fees)	$1,200

Community Development	Commercial Construction - Plan Review & Inspections - Groups F1, F2, S1, S2 & U (Industrial/Storage) - 200,001 - 200,000 Sq Ft	$1,800
Community Development	Fire Code Permit Application Fee (credited to overall permit fees)	$500
Community Development	Trash, Debris, Junk & Limb Removal - Administrative Fee	$50
Community Development	Trash, Debris, Junk & Limb Removal per Hour (minimum of 1 hour)	$150
Community Development	Tree Trimming - Adminstrative Fee	$50
Community Development	Tree Trimming per Hour (minimum of 1 hour)	$300
Community Development	Sidewalk Snow/Ice Removal - Administrative Fee	$50
Community Development	Sidewalk Snow/Ice Removal per Hour (minimum of 1 hour)	$250
Community Development	Residential Application Fee (credited to overall permit fees)	$75
Community Development	Open Flame Permit	$100
Community Development	General Inspection	Quoted
Codes Adminstration	Bldg. Permit $1-$500	$23.50
Codes Adminstration	Driveway Approach or Sidewalk Permit	$25.00
Codes Adminstration	Satellite Dish Permit	$25.00
Codes Adminstration	Oil & Gas Operation	$100.00
Codes Adminstration	Building Permit $501-$2,000 Value	$23.50 1st $500 + $3.05 ea add $100 or Fraction to & Incl. $2,000
Codes Adminstration	Bldg. Permit $2,001-$25,000 Value	$69.25 1st $2,000 +$14 ea add $1,000 or fraction to & Incl. $25,000
Codes Adminstration	Bldg. Permit $25,001-$50,000 Value	$391.75 1st $25,000 + $10.10 ea add $1,000 or fraction to & incl. $50,000
Codes Adminstration	Bldg. Permit $50,001-$100,000 Value	$643.75 1st $50,000 + $7 ea add $1,000 or fraction to & incl. $100,000
Codes Adminstration	Bldg. Permit $100,001-$500,000 Value	$993.75 1st $100,000 + $5.60 ea add $1,000 or fraction to & incl, $500,000
Codes Adminstration	Bldg. Permit $500,001-$1,000,000 Value	$3,233.75 1st $500,000 + $4.75 ea add $1,000 or fraction to & incl. $1,000,000
Codes Adminstration	Bldg. Permit $1,000,001 & Above	$5,608.75 1st $1,000,000 + $3.65 ea add $1,000 or fraction
Fire/EMS	Treatment No-Transport	$250 Per Incident
Fire/EMS	SCT - Specialty Care Transport	$1,500
Fire/EMS	BLS - Basic Life Support - Emergency	$900
Fire/EMS	Mileage	$17.50/Loaded Mile per Patient
Fire/EMS	Ambulance Report	$35
Fire/EMS	Supplies-Charged as Used per Call	Charged Per Use Per Call
Fire/EMS	BLS - Basic Life Support - Non-Emergency	$900
Fire/EMS	False Fire Alarm Fee - 3rd occurrence	$100
Fire/EMS	ALS - Advanced Life Support - Level 1, Emergency	$1,000
Fire/EMS	ALS - Advanced Life Support - Level 1, Non-Emergency	$1,000
Fire/EMS	ALS - Advanced Life Support - Level 2	$1,250
Fire/EMS	Specialty Transport (Bariatric) Rate	$1,500
Fire/EMS	Fire Code Violation Fine	Not Less than $500 or More Than $1,000
Fire/EMS	Blood Draw (Police Requested)	$100
Fire/EMS	Fire Code Permit	$25
Fire/EMS	Fireworks Permit - Sales	$1,000
Fire/EMS	Fireworks Display Permit - Class C	$75
Fire/EMS	Blasting Permit	$250
Fire/EMS	Fuel Gas Permit	$35
Fire/EMS	ALS - Advanced Life Support - Level 2 - Non-Resident	$1,500
Fire/EMS	ALS - Advanced Life Support - Level 1, Non-Emergency - Non-Resident	$1,250
Fire/EMS	ALS - Advanced Life Support - Level 1, Emergency - Non-Resident	$1,250
Fire/EMS	BLS - Basic Life Support - Non-Emergency - Non-Resident	$900
Fire/EMS	False Fire Alarm Fee - 4th occurrence	$250
Fire/EMS	False Fire Alarm Fee -5th & subsequent occurrences	$500
Fire/EMS	Hazmat Level 1	$881
Fire/EMS	Hazmat Level 2	$3,146
Fire/EMS	Hazmat Level 3	$7,426
Fire/EMS	Additonal Hourly	$365/hr.
Animal Control	Animal Kennel - Private License	$25
Animal Control	Animal Kennel - Commercial License	$100
Animal Control	Animal Tag - Unaltered Dog or Cat	$30
Animal Control	Animal Tag - Spayed/Neutered Dog or Cat	$10
Animal Control	Animal Tag Penalty After March 1	$10
Animal Control	Animal Tag Duplicate	$2
Animal Control	Animal Adoption Fee	$50
Animal Control	Animal Impoundment - 1st	$50
Animal Control	Animal Impoundment - 2nd	$100
Animal Control	Animal Impoundment - 3rd	$150
Animal Control	Animal Impoundment - 4th or more	$200
Animal Control	Animal Boarding Fee	$25 per day
Animal Control	Breeder License Fee	$100
Animal Control	Nuisance Violation - 1st	$25 to $100

Animal Control	Nuisance Violation - 2nd	$50 to $200
Animal Control	Nuisance Violation - 3rd	$100 to $350
Animal Control	Nuisance Violation- 4th	$200 to $500
Animal Control	Vicious Animal Violation - 1st	$250 to $500
Animal Control	Rabies Vaccination Fee	$20
Police	Police Report	$15
Police	Vehicle Weight Violation Penalty	First 1,000 Pounds $50 Plus $10 Each Pound Over 1,000 Pounds
Police	Vehicle Height/Length/Width Over Limit	$30 Plus $1 Per Inch
Police	Vehicle Violation Fine	Not to Exceed $500
Police	Federal Motor Carrier Violation Fine	Not to Exceed $500
Police	Fingerprinting - Resident with proof of residence/ID	$0
Police	Fingerprinting - Non-Resident	$20
Public Works	Mini-Excavator	$50/hr
Public Works	Labor	$45/hr
Public Works	Backhoe	$70/hr
Public Works	Loader	$75/hr
Public Works	Tractor, Mower & Labor	$100/hr + $25 Admin. Fee
Public Works	Grader	$80/hr
Public Works	Pickup	$30/hr
Public Works	1 Ton Truck	$40/hr
Public Works	Utility Van	$40/hr
Public Works	2 1/2 Ton Truck	$60/hr
Public Works	Air Compressor	$30/hr
Public Works	Uni-Loader	$50/hr
Public Works	Air Mole (Boring)	$900
Public Works	Trenching	$5/foot
Public Works	Bucket Truck	$75/hr
Public Works	Wood Chipper	$40/hr
Public Works	Riding Mower	$40/hr
Public Works	Street Sweeper	$125/hr
Public Works	Right of Way Permit - Construction in ROW	$100
Public Works	ROW After Hours Inspection	$300
Public Works	Moving Building	$500
Public Works	Driveway/Sidewalk Permit (fee can be waived for sidewalk replacement)	$100
Utilities - Refuse	Refuse Rates - Residential	$15.80
Utilities - Refuse	Penalty	5.00%
Utilities - Refuse	Refuse Hauler	
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 5/8" (Residential)	$25.33
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 1"	$28.92
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 2"	$67.48
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 3"	$146.11
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 4"	$236.17
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 6"	$479.14
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 8"	$822.19
Utilities - Sewer	Sewer Rate per 1,000 gallons-Winter Average Residential or Max 6,000 Gal.	$10.29
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 5/8" (Residential)	$37.99
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 1" (150% of In City Charge)	$43.38
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 2" (150% of In City Charge)	$101.22
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 3" (150% of In City Charge)	$219.17
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 4" (150% of In City Charge)	$354.25
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 6" (150% of In City Charge)	$718.70
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 8" (150% of In City Charge)	$1,233.29
Utilities - Sewer	Out of City Sewer Rate per 1,000 gallons-Winter Average Residential or Max 6,000 Gal. (150% of In City Rate)	$15.44

Utilities - Sewer	Penalty	5.00%
Utilities - Sewer	Sewer Rate Surcharge	.3300/lb. for BOD
Utilities - Sewer	Sewer Rate Surcharge	.3300/lb. for TSS
Utilities - Sewer	Onsite Waste Water System Permit & Inspect Fee	$35
Utilities - Sewer	Wastewater Backup Inspection Fee	$75
Utilities - Sewer	System Impact Fee-Simplex Grinder Pump	$3,855
Utilities - Sewer	System Impact Fee-Duplex Grinder Pump	$7,705
Utilities - Sewer	System Impact Fee-Triplex Grinder Pump	$9,635
Utilities - Sewer	System Impact Fee - 5/8"	$4,326
Utilities - Sewer	System Impact Fee - 1"	$10,403
Utilities - Sewer	System Impact Fee - 2"	$33,291
Utilities - Sewer	System Impact Fee - 3"	$72,824
Utilities - Sewer	System Impact Fee - 4"	$129,002
Utilities - Sewer	System Impact Fee - 6"	$270,489
Utilities - Sewer	System Impact Fee - 8"	$332,909
Utilities - Sewer	Out-of-City System Impact Fee-Simplex Grinder Pump	$8,000
Utilities - Sewer	Out-of-City System Impact Fee-Duplex Grinder Pump	$16,180
Utilities - Sewer	Out-of-City System Impact Fee-Triplex Grinder Pump	$20,240
Utilities - Sewer	Out of City System Impact Fee - 5/8" Meter (200% of In City Fee)	$8,652
Utilities - Sewer	Out of City System Impact Fee - 1" Meter (200% of In City Fee)	$20,806
Utilities - Sewer	Out of City System Impact Fee - 2" Meter (200% of In City Fee)	$66,582
Utilities - Sewer	Out of City System Impact Fee - 3" Meter (200% of In City Fee)	$145,648
Utilities - Sewer	Out of City System Impact Fee - 4" Meter (200% of In City Fee)	$258,004
Utilities - Sewer	Out of City System Impact Fee - 6" Meter (200% of In City Fee)	$540,978
Utilities - Sewer	Out of City System Impact Fee - 8" Meter (200% of In City Fee)	$665,818
Utilities - Storm Water	Residential Fee	$6.00/Month
Utilities - Storm Water	Non-Residential Fee	$11.00/Month
Utilities - Storm Water	Penalty	5.00%
Utilities - Water	Water Rate - Reconnection Fee After Hours	$300.00
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 5/8"	$24.94
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 1"	$27.62
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 2"	$56.45
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 3"	$115.23
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 4"	$182.50
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 6"	$354.14
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 8"	$620.52
Utilities - Water	Water Rate Per 1,000 Gallons	$9.27
Utilities - Water	Temporary Water Service Rate for Fire Hydrant Usage per 1,000 gallons	$10.74
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 5/8" (Residential)	$37.40
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 1" (150% of In City Charge)	$41.42
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 2" (150% of In City Charge)	$84.68
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 3" (150% of In City Charge)	$172.84
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 4" (150% of In City Charge)	$273.76

Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 6" (150% of In City Charge)	$546.21
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 8" (150% of In City Charge)	$930.78
Utilities - Water	Out of City Water Rate per 1,000 gallons (150% of in-City rate)	$13.92
Utilities - Water	Penalty	5.00%
Utilities - Water	Water Rate Termination Fee	$15
Utilities - Water	Water Rate - Connection Fee	$30
Utilities - Water	Security Deposit - Residential	$75
Utilities - Water	Security Deposit - Commercial & Industrial	1 Month estimated bill but not less than $75
Utilities - Water	Unmetered Sprinkler Service 6 Inch Line	$20/month
Utilities - Water	Water Rate - Reconnection Fee	$45
Utilities - Water	Meter Setter & Tap Fee 5/8"	$1,510
Utilities - Water	Meter Setter & Tap Fee 1"	$2,511
Utilities - Water	Meter Setter & Tap Fee 2"	$3,929
Utilities - Water	Meter Setter & Tap Fee 3" & Larger	Quoted by Utility Dept
Utilities - Water	Meter Setter Upgrade Fee	$500
Utilities - Water	Street Opening	$45/sq. ft.
Utilities - Water	Street Boring	$900
Utilities - Water	Fire Hydrant Meter Deposit	$6,000
Utilities - Water	Meter Inspection Request Fee	$35
Utilities - Water	Water Rate - Connection Fee After Hours	$300
Utilities - Water	Meter Removal Fee	$60
Utilities - Water	Water Meter Relocation	$80 Permit Fee
Utilities - Water	Fire Hydrant Meter Deposit no Backflow	$2,400 + $50 Admin Fee
Utilities - Water	Fire Hydrant Meter Deposit with Backflow	$2,900 + $50 Admin Fee
Utilities - Water	Bulk Water Sales	$3,000
Utilities - Water	Unmetered Sprinkler Service 4 Inch Line	$10/month
Utilities - Water	System Impact Fee - 5/8" Meter	$2,704
Utilities - Water	System Impact Fee - 1" Meter	$6,504
Utilities - Water	System Impact Fee - 2" Meter	$20,813
Utilities - Water	System Impact Fee - 3" Meter	$45,528
Utilities - Water	System Impact Fee - 4" Meter	$80,650
Utilities - Water	System Impact Fee - 6" Meter	$169,104
Utilities - Water	System Impact Fee - 8" Meter	$208,128
Utilities - Water	Out of City System Impact Fee - 5/8" Meter (200% of In City Fee)	$5,408
Utilities - Water	Out of City System Impact Fee - 1" Meter (200% of In City Fee)	$13,008
Utilities - Water	Out of City System Impact Fee - 2" Meter (200% of In City Fee)	$41,626
Utilities - Water	Out of City System Impact Fee - 3" Meter (200% of In City Fee)	$91,056
Utilities - Water	Out of City System Impact Fee - 4" Meter (200% of In City Fee)	$161,300
Utilities - Water	Out of City System Impact Fee - 6" Meter (200% of In City Fee)	$338,208
Utilities - Water	Out of City System Impact Fee - 8" Meter (200% of In City Fee)	$416,256
Utilities - Water	Lake Forest Additional New Connection Fee-After 10/25/2007	$3,400
Utilities - Water	Utility Credit Discount	$15,600
Utilities - Water	Violation Water Conservation Reconnect - First Offense	$50
Utilities - Water	Violation Water Conservation Reconnect - Second Offense	$200
Utilities - Water	Violation Water Conservation Reconnect - All Subsequent Offenses	$300
Utilities - Water	Violation Water Conservation Conviction First Offense	$100 Plus Jail Sentence Not to Exceed 30 Days
Utilities - Water	Violation Water Conservation Conviction Second & Subsequent Offense	$200 Plus Jail Sentence Not to Exceed 30 Days
Recreation	Basketball - Youth Resident/NonResident	$45/$55
Recreation	Breakfast with Santa - Resident/Non-Resident	$5/$7
Recreation	Cancellation Fee-All Programs	$10 Unless Dr. Medical Release
Recreation	CPR/First Aid Class Resident/Non-Resident	$75/$80
Recreation	Discount for Youth Camp Sessions Paid in Full	10%
Recreation	Dog Swim	$10
Recreation	Facility Cancellation Fee	$10
Recreation	Facility Fee - Alcohol Rental at Community Center Resident/Non-Re	$650/$750
Recreation	Facility Fee - Alcohol Rental at South Park Building Resident/Non-R	$500/$600
Recreation	Facility Fee - Alcohol Rental Deposit	$250
Recreation	Facility Fee - Baseball/Softball Field Rental W/O Lights	$45 - 2 Hours
Recreation	Facility Fee - Baseball/Softball Field Rental With Lights	$55 - 2 Hours
Recreation	Facility Fee - Community Center Rental Deposit	$100

Recreation	Facility Fee - Cottonwood Room One Hour Resident/Non-Resident	$35/40
Recreation	Facility Fee - Cottonwood Room Over One Hour Resident/Non-Resi	$25/$30
Recreation	Facility Fee - Cottonwood Room-Commercial Resident/Non-Resider	$50/$55
Recreation	Facility Fee - Disc Golf Course Rental Tournament	$150/day
Recreation	Facility Fee - Gym - Commercial Resident/Non-Resident	$60/$65
Recreation	Facility Fee - Gym One Hour Resident/Non Resident	$40/$45
Recreation	Facility Fee - Gym Over One Hour Resident/Non-Resident	$30/$35
Recreation	Facility Fee - Honeybee Room - Commercial Resident/Non-Resident	$50/$55
Recreation	Facility Fee - Honeybee Room One Hour Resident/Non-Resident	$35/$40
Recreation	Facility Fee - Honeybee Room Over One Hour Resident/Non-Reside	$25/$30
Recreation	Facility Fee - Lion's Park Shelter - 1/2 Day Resident/Non-Resident	$35/$60
Recreation	Facility Fee - Lion's Park Shelter - Commercial Resident/Non-Reside	$100/$125
Recreation	Facility Fee - Lion's Park Shelter - Full Day Resident/Non-Resident	$65/$90
Recreation	Facility Fee - Park Shelter - 1/2 Day Resident/Non-Resident	$30/$55
Recreation	Facility Fee - Park Shelter - Commercial Resident/Non-Resident - Ar	$100/$125
Recreation	Facility Fee - Park Shelter - Full Day Resident/Non-Resident	$60/$85
Recreation	Facility Fee - Single Use Gym Fee	$2
Recreation	Facility Fee - South Park Grandfathered Civic/Non-Profit	No Charge
Recreation	Facility Fee - South Park One Hour Resident/Non-Resident	$35/$45
Recreation	Facility Fee - South Park One Hour Resident/Nonresident - Deposit	$100 Deposit
Recreation	Facility Fee - South Park Over One Hour Resident/Nonresident	$35/$45
Recreation	Facility Fee - South Park Over One Hour Resident/Nonresident - De	$100 Deposit
Recreation	Facility Fee - South Park-Commercial Resident/Non-Resident	$60/$65
Recreation	Facility Fee - Sponsorship Banners	$250
Recreation	Facility Fee - Sunflower Room Kitchen Deposit	$100
Recreation	Facility Fee - Sunflower Room Kitchen Rental More Than Two Hours	$100
Recreation	Facility Fee - Sunflower Room Kitchen Rental Two Hours	$50
Recreation	Facility Fee - Sunflower Room One Hour Resident/NonResident	$40/$45
Recreation	Facility Fee - Sunflower Room Over One Hour Resident/Non-Reside	$30/$35
Recreation	Facility Fee - Sunflower Room-Commercial Resident/Non-Resident	$60/$65
Recreation	Facility Fee - Volleyball Equipment Use	$15/Rental
Recreation	Facility Fee -NonGrandfather Civic/NonProfit Resident/Non-Resid	$30/$35 - One Hour
Recreation	Facility Fee -NonGrandfather Civic/NonProfit Resident/Non-Resid	$20/$25 - Over One Hour
Recreation	Facility Fee -South Park Rental Deposit	$150
Recreation	Family Dance - Resident/Non-Resident	$15/$20
Recreation	Late Registration Fee	$10
Recreation	Little Chefs Resident/Non-Resident	$35/$40
Recreation	Pool 10-visit Punch Pass	$50
Recreation	Pool Aqua Fitness - Resident/Non-Resident	$35/$40
Recreation	Pool Daily Open Swim-	$6/Day
Recreation	Pool Daily Open Swim-2 Years & Younger	$3/Day
Recreation	Pool Family Season Pass - Additional Members	$5/person
Recreation	Pool Family Season Pass - Resident/Non-Resident (5 Members)	$125/$200
Recreation	Pool GuardStart Resident/Non-Resident	$35/$40
Recreation	Pool Lap Swim/Toddle Time	$3 Mon-Fri 11 to 11:45 a.m.
Recreation	Pool Mid-Season Membership Fee - Individual Resident/ Non-Resid	$25/$37.50
Recreation	Pool Mid-Season Membership Fee - Senior Resident / Senior Non-R	$12.50/$25
Recreation	Pool Mid-Season Membership Fee- Family Resident/Non-Resident (	$50/$75
Recreation	Pool Party Package #1	$80
Recreation	Pool Party Package #2	$120
Recreation	Pool Party Package #3	$160
Recreation	Pool Private Swim Lessons Package (3 30-minute sessions)Resident	$75/$85
Recreation	Pool Private Swim Lessons Resident/Non-Resident	$30/$35
Recreation	Pool Rental 0 Depth Entry Only - 2 Hr	$275
Recreation	Pool Rental Adult Pool & Slides Only - 2 Hr.	$360
Recreation	Pool Rental Full Entire Facility - 2 Hr.	$500
Recreation	Pool Season Individual Child/Adult - Resident/Non-Resident	$65/$125
Recreation	Pool Senior Individ Adult Pass - Resident/Non-Resident	$50/$100
Recreation	Pool Swim Lessons Resident/NonResident	$54/$59
Recreation	Pool Swim Team - Resident/Non-Resident	$90/$100
Recreation	Soccer - Youth Resident/Non-Resident	$55/$65
Recreation	Softball Leagues - Adult Slo-Pitch	$350/Team
Recreation	Summer Ball - Resident/Non-Resident	$55/$70
Recreation	Summer Camp Resident/Non-Resident	$135/$150
Recreation	Volleyball Adult Co-Rec Recreational	$90/Team
Recreation	Volleyball League Girls Resident/NonResident	$55/$65
Recreation	Easter Egg Delivery 25eggs/50eggs/75eggs/100eggs	$20/$30/$40/$50

Department	Fee Type	Current Fee - 2023	Proposed Change - 2024
	No Changes Proposed		
Cemetery	Grave Purchase - Resident or Family Buried in Cemetery	$565	
Cemetery	Opening/Closing - Full Size - M-F before 2:00 p.m.	$565	
Cemetery	Opening/Closing -Full Size - M-F after 2:00 p.m.& Sat.	$840	
Cemetery	Cremation Opening/Closing M-F before 2:00 p.m.	$215	
Cemetery	Cremation Opening/Closing M-F after 2:00 p.m. & Sat.	$340	
Cemetery	Monument Permit	$25	
Cemetery	Transfer Deed	$0	
Cemetery	Duplicate Deed	$0	
Cemetery	Repurchase of Full-Size Grave	1/3 Current Price or $50 if Purchased for $150 or Less	
Cemetery	Grave Purchase -Non Resident No Family Buried in Cemetery	$1,115	
City Clerk	Burning Permit	$0	
City Clerk	Street/Alley Vacation	$100	
City Clerk	Fire Report	$15.00	
City Clerk	Beverage - Mfg of Alcohol & Spirits	$2,500	
City Clerk	Beverage - Mfg of Beer - 001-100 Barrels/Day	$200	
City Clerk	Beverage - Mfg of Beer - 100-150 Barrels/Day	$400	
City Clerk	Beverage - Mfg of Beer - 150-200 Barrels/Day	$700	
City Clerk	Beverage - Mfg of Beer - 200-300 Barrels/Day	$1,000	
City Clerk	Beverage - Mfg of Beer - 300-400 Barrels/Day	$1,300	
City Clerk	Beverage - Mfg of Beer - 400-500 Barrels/Day	$1,400	
City Clerk	Beverage - Mfg of Beer - Over 500 Barrels/Day	$1,600	
City Clerk	Beverage - Mfg of Wines	$500	
City Clerk	Beverage - Micro-Brewery	$250	
City Clerk	Beverage - Farm Winery License	$250	
City Clerk	Beverage - Spirits Distributor	$1,000	
City Clerk	Beverage - Alcoholic Liquor Dist./Ea. Business	$1,250	
City Clerk	Beverage - Beer Dist./Ea. Place of Business	$1,000	
City Clerk	Beverage - Wine Dist./Ea. Place of Business	$1,000	
City Clerk	Beverage - Drinking Establishment	$500-2 year fee	
City Clerk	Beverage - Class A or B Club	$500-2 year fee	
City Clerk	Beverage - Caterers	$1,000-2 Year Fee	
City Clerk	Beverage - Temporary Permits (CMB & Alcohol)	$50	
City Clerk	Beverage - Cereal Malt - Retailer (Consumption on Premises)	$200	
City Clerk	Beverage - Cereal Malt - Ltd. Retailer (Unopened Cont.)	$50	
City Clerk	Beverage - Class 1 Non-Beverage User	$10	
City Clerk	Beverage - Class 2 Non-Beverage User	$50	
City Clerk	Beverage - Class 3 Non-Beverage User	$100	
City Clerk	Beverage - Class 4 Non-Beverage User	$200	
City Clerk	Beverage - Class 5 Non-Beverage User	$500	
City Clerk	Beverage - Alcoholic Liquor	$600-2 Year Fee	
City Clerk	Solicitor's Permit	$15/day + $25 Investigation Fee	
City Clerk	Amusement Public Carnival Permit	$50	
City Clerk	Arcade Permit	$100	
City Clerk	Camping Permit	$10 per day	
City Clerk	Maps - Street	$3 large	
City Clerk	Returned Check	$25	
City Clerk	Comprehensive Master Plan Book	$30	
City Clerk	Zoning Ordinance	.20 per page	
City Clerk	Occup.License- Businesses in City	$80.00	
City Clerk	Occup. License - Renaissance Festival	$60.00	
City Clerk	Maps - Water No. 1	$5.00	
City Clerk	Maps - Chamber	$2.50	
City Clerk	Cereal Malt Beverage License - Change of Location	$50	
City Clerk	Security Officer	$75 + $50 Investigation Fee	
City Clerk	Tiblow Transit - Demand Response (Bonner Trips)	$2.00 per one way	
City Clerk	Tiblow Transit - Deviated Fixed Route (Out of Town Trips)	$5.00 per one way	
City Clerk	Occup. License - Home Occupation	$50.00	
City Clerk	Amusement Party Permit	$10	

City Clerk	Open Record Charges	$0.10 per B&W Copy; $0.25 per Color copy, $20 per each thumbdrive; & $7.50 for each One-Quarter of an Hour for Labor
City Clerk	Beverage - Mfg of Beer - Undetermined Capacity	$1000
City Clerk	Scrap Metal Dealer Registration Fee	$100
City Clerk	Scrap Metal Dealer Renewal Fee	$50
City Clerk	Private Use of Public Parking Lots - Non-Alcohol Use	$50
City Clerk	Private Use of Public Parking Lots - Alcohol Use	$250
City Clerk	Adult Entertainment Business License	$500
City Clerk	Adult Entertainment Dancing or Other Entertain. Permit	$50
City Clerk	Adult Entertainment Entertainer/Employer	$100
City Clerk	Adult Entertainment Lost or Replacement Permit	$25
City Clerk	Occup. License - All Businesses Not in City	$90.00
City Clerk	Massage-Business Estab or In Office - New	$200
City Clerk	Massage-Business Estab or in Office - Renewal	$150
City Clerk	Massage-Therapist - New	$125
City Clerk	Massage-Therapist - Renewal	$75
City Clerk	Massage-Sole Practioners with Bus Establishment Lic.	$0
City Clerk	Adult Entertainment - Business License Late Renewal	$100
City Clerk	Adult Entertainment - Entertainer/Employee Late Renewal	$50
City Clerk	Sale/Consumption/Possession Permit Fee (CMB & Alcoh Bev)	$75
City Clerk	Amusement Admissions Tax	$.25/Ticket to 1/1/2006 to Increase $.05 Annually
City Clerk	Unlawful Resell of Tickets-Transfer	$250/Jail 5 Days or Both - Within 5 Years $500 or up to Jail 1 Month or Both
City Clerk	Unlawful Resell of Tickets-Admission	$1,000/Jail Up to 1 Month or Both - Withiing 5 Years $2,500 or Jail 6 Months or Both
City Clerk	Tree Removal Assessment	Actual Costs Plus $25 Admin Fee
Municipal Court	Court Fee	$46.50 + $22.50 State Training & $1 Judge Fee = $70.00
Municipal Court	Jail Fee	$91 per day
Municipal Court	Traffic Ordinance Fines Violations	$50 to $500
Municipal Court	State Fee	As imposed by statute
Municipal Court	Warrant Fee	$75
Municipal Court	Fingerprinting Fee	$20

Department	Fee Type	Current Fee - 2023	Proposed Change - 2024
		No Changes Proposed	
Codes Adminstration	Bldg. Permit $1-$500	$23.50	
Codes Adminstration	Driveway Approach or Sidewalk Permit	$25.00	
Codes Adminstration	Satellite Dish Permit	$25.00	
Codes Adminstration	Oil & Gas Operation	$100.00	
Codes Adminstration	Building Permit $501-$2,000 Value	$23.50 1st $500 + $3.05 ea add $100 or Fraction to & Incl. $2,000	
Codes Adminstration	Bldg. Permit $2,001-$25,000 Value	$69.25 1st $2,000 +$14 ea add $1,000 or fraction to & Incl. $25,000	
Codes Adminstration	Bldg. Permit $25,001-$50,000 Value	$391.75 1st $25,000 + $10.10 ea add $1,000 or fraction to & incl. $50,000	
Codes Adminstration	Bldg. Permit $50,001-$100,000 Value	$643.75 1st $50,000 + $7 ea add $1,000 or fraction to & incl. $100,000	
Codes Adminstration	Bldg. Permit $100,001-$500,000 Value	$993.75 1st $100,000 + $5.60 ea add $1,000 or fraction to & incl, $500,000	
Codes Adminstration	Bldg. Permit $500,001-$1,000,000 Value	$3,233.75 1st $500,000 + $4.75 ea add $1,000 or fraction to & incl. $1,000,000	
Codes Adminstration	Bldg. Permit $1,000,001 & Above	$5,608.75 1st $1,000,000 + $3.65 ea add $1,000 or fraction	

Department	Fee Type	Current Fee - 2023	Proposed Change - 2024
	No Changes Proposed		
Community Development	Fence Permit *	$50	
Community Development	Sign Permit	$25-$85	
Community Development	Preliminary Development Plan *	$300	
Community Development	Final Dev. Plan *	$300	
Community Development	Site Plan *	$4,000	
Community Development	Preliminary Plat *	$300	
Community Development	Final Plat *	$300	
Community Development	Rezoning *	$300	
Community Development	BZA*	$200	
Community Development	Special Use Permit *	$300	
Community Development	Lot Split *	$150	
Community Development	Amendments *	$200	
Community Development	Park Fee - All Residential	$500/Unit	
Community Development	GIS Fee - Letter Size Map	$.25/Sheet	
Community Development	GIS Fee - 11X17 Size Map	$.50/Sheet	
Community Development	GIS Fee - 24X36 Size Map	$5/Sheet	
Community Development	Landscape Plan *	$100	
Community Development	Earth Change Permit *	$100	
Community Development	Site Plan Appeal Fee *	$25	
Community Development	Site Plan Sign Posting Fee 1 Sign/Each Additional *	$25.00/$10.00	
Community Development	Public Hearing Notice Sign Fee 1 Sign/Each Add	$25.00/$10.00	
Community Development	New Subdivision Signs	$135 Street Name/$175 Street Name & Stop Sign	
Community Development	Tent Permit	$100	
Community Development	Sign - Temporary	$10	
Community Development	Floodplain Development Permit *	$100	
Community Development	Zoning Verification Letter *	$25	
Community Development	Failed Reinspection Fee	$150	
Community Development	Failed Pre-Court Inspection Fee	$150	
Community Development	Mowing/Eradication of Weeds-Administrative Fee	$50	
Community Development	Mowing/Eradication of Weeds-First Hour Minimum	$125	
Community Development	Mowing/Eradication of Weeds-Per Half Hour Beyond First Hour Minimum	$75	
Community Development	Easements/Street/Alley Vacation	$200	
Community Development	Accessibility Plan Review Only 0-5,000 sq ft	$500	
Community Development	Accessibility Plan Review Only - 5,001 - 25,000 sq ft	$800	
Community Development	Accessibility Plan Review Only - 25,001 - 100,000 sq ft	$1,350	
Community Development	Accessibility Plan Review Only - > 100,000 sq ft	$1,600	
Community Development	Flood Plain Certification - Plan Review Fee	$125	
Community Development	Fire Code - Permit	$1,050	
Community Development	Commercial Construction - Additional Plan Review - Roofing	N/A	
Community Development	Commercial Construction - Roofing - <10.000 sq ft	$200	
Community Development	Commercial Construction - Roofing - 10,001 - 50,000 sq ft	$400	
Community Development	Commercial Construction - Roofing - 50,001 - 250,000 sq ft	$700	
Community Development	Commercial Construction - Roofing - 250,001 - 500,000 sq ft	$1,000	
Community Development	Commercial Construction - Roofing - >500,000 sq ft	$1,500	
Community Development	Commercial Construction - Plan Review & Inspections - Tenant Finish	Quoted	
Community Development	Commercial Construction - Additional Plan Review - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - > 50,000 sq ft	$225	
Community Development	Commercial Construction - Additional Plan Review - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 0- 50,000 sq ft	$150	
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - > 300,000 sq ft	$49,300 + .02/sq ft over 300,000	

Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 150,001 - 300,000 sq ft	$49,300
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 50,001 - 150,000 sq ft	$21,750
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 30,001 - 50,000 sq ft	$13,195
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 10,001 - 30,000 sq ft	$6,480
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 2,501 - 10,000 sq ft	$3,122
Community Development	Commercial Construction - Plan Review & Inspections - Groups R1, R2, R3,R4 & I-1 (Hotels/Dorms/Apartments/Lodging/Rooming/Residential Care Facilities) - 0 -2,500 sq ft	$2,050
Community Development	Commercial Construction - Additional Plan Review - Groups H1, H2, H3, H4 & H5 (High Hazard)	$125
Community Development	Commercial Construction - Plan Review & Inspections - Groups H1, H2, H3, H4 & H5 (High Hazard) - >5,000 sq ft	$2,300 + .02/sq ft over 5,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups H1, H2, H3, H4 & H5 (High Hazard) - 2,001 - 5,000 sq ft	$2,300
Community Development	Commercial Construction - Plan Review & Inspections - Groups H1, H2, H3, H4 & H5 (High Hazard) - 0-2,000 sq ft	$1,725
Community Development	Commercial Construction - Additional Plan Review - Groups F1, F2, S1, S2 & U (Industrial/Storage)	$125
Community Development	Commercial Construction - Plan Review & Inspections - Groups F1, F2, S1, S2 & U (Industrial/Storage) - > 200,000 Sq Ft	$1,800 + .02/sq ft over 200,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups F1, F2, S1, S2 & U (Industrial/Storage) - 0 - 200,000 Sq Ft	$1,300
Community Development	Commercial Construction - Additional Plan Review - Groups E, 1-4 (Educational/Daycare) - > 300,000 Sq Ft	$500
Community Development	Commercial Construction - Additional Plan Review - Groups E, 1-4 (Educational/Daycare) - 30,001 - 300,000 Sq Ft	$300
Community Development	Commercial Construction - Additional Plan Review - Groups E, 1-4 (Educational/Daycare) - 0 - 30,000 Sq Ft	$175
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - > 300,000 Sq Ft	$51,725 + .02/sq.ft. over 300,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 150,001 - 300,000 Sq Ft	$51,725
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 80,001 - 150,000 Sq Ft	$22,450
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 30,001 - 80,000 Sq Ft	$13,095
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 10,001 - 30,000 Sq Ft	$6,265
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 5,001 - 10,000 Sq Ft	$3,025
Community Development	Commercial Construction - Plan Review & Inspections - Groups E, 1-4 (Educational/Daycare) - 0 - 5,000 Sq Ft	$2,150

Community Development	Commercial Construction - Additional Plan Review - Groups M & B (Business/Mercantile) - 0 - 30,000 Sq Ft	$125
Community Development	Commercial Construction - Additional Plan Review - Groups M & B (Business/Mercantile) - >30,000 Sq Ft	$200
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 0 - 3,000 Sq Ft	$1,165
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 3,001 - 10,000 Sq Ft	$2,580
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 10,001 - 30,000 Sq Ft	$4,125
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 30,001 - 80,000 Sq Ft	$6,875
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 80,001 - 150,000 Sq Ft	$12,900
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - 150,001 - 300,000 Sq Ft	$19,750
Community Development	Commercial Construction - Plan Review & Inspections - Groups M & B (Business/Mercantile) - > 300,000 Sq Ft	$19,750 + .02/sq.ft. over 300,000
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 0 - 2,000 Sq Ft	$1,385
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 2,001 - 5,000 Sq Ft	$2,150
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 5,001 - 10,000 Sq Ft	$3,150
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 10,001 - 20,000 Sq Ft	$5,745
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 20,001 - 30,000 Sq Ft	$7,715
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 30,001 - 50,000 Sq Ft	$10,495
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 50,001 - 100,000 Sq Ft	$15,975
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - > 300,000 Sq Ft	$26,500 + .02/sq.ft. over 300,000
Community Development	Commercial Construction - Additional Plan Review - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 0 - 10,000 Sq Ft	$125
Community Development	Commercial Construction - Additional Plan Review - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 10,001 - 100,000 Sq Ft	$200
Community Development	Commercial Construction - Additional Plan Review - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - >100,000 Sq Ft	$325
Community Development	Commercial Construction - Plan Review & Inspections - Groups (Healthcare/Institutional/Detention) 1-2, 1-3 - 100,001 - 300,000 Sq Ft	$26,500
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 0 - 2,500 Sq Ft	$1,635
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 2,501 - 4,500 Sq Ft	$1,900
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 4,501 - 10,000 Sq Ft	$2,800
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 10,001 - 50,000 Sq Ft	$4,650

Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 50,001 - 100,000 Sq Ft	$7,250
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - 100,001 - 300,000 Sq Ft	$13,000
Community Development	Commercial Construction - Plan Review & Inspections - Group A (Assembly) - > 300,000 Sq Ft	$13,000 + .02/sq.ft. over 300,000
Community Development	Commercial Construction - Additional Plan Review - Group A (Assembly) - 0 - 10,000 Sq Ft	$175
Community Development	Commercial Construction - Additional Plan Review - Group A (Assembly) - 10,001 - 300,000 Sq Ft	$300
Community Development	Commercial Construction - Additional Plan Review - Group A (Assembly) - > 300,000 Sq Ft	$500
Community Development	Commercial Construction - Permit Fee	10% of Plan Review and Inspection Fees
Community Development	Miscellaneous - Permit Fee - Utilities Off over 6 Months *	$125
Community Development	Miscellaneous - Permit Fee - Temporary Certificate of Occupancy	$0
Community Development	Miscellaneous - Permit Fee - Permanent Certificate of Occupancy	$0
Community Development	Miscellaneous - Permit Fee - Decks *	$175
Community Development	Miscellaneous - Permit Fee - Temporary Pole	$100
Community Development	Miscellaneous - Permit Fee - All Stop Work Orders	$250
Community Development	Miscellaneous - Permit Fee - Flood Determination Review *	$130
Community Development	Miscellaneous - Permit Fee - Change of Occupancy *	$100
Community Development	Miscellaneous - Permit Fee - Change of Contractor *	$25
Community Development	Miscellaneous - Permit Fee - Permit Extensions	Quoted
Community Development	Miscellaneous - Permit Fee - Demolition *	$100
Community Development	Miscellaneous - Residential Roofing Permit Fee	$125
Community Development	Miscellaneous - Permit Fee - Mechanical Trade *	$100
Community Development	Miscellaneous - Permit Fee - Electrical Trade *	$100
Community Development	Miscellaneous - Permit Fee - Plumbing Trade *	$100
Community Development	Miscellaneous - Permit Fee - 1st Reinspection	N/A
Community Development	Miscellaneous - Permit Fee - 2nd Reinspection	$100
Community Development	Miscellaneous - Permit Fee - 3rd Reinspection	$175
Community Development	^ means to Add Trade Permit Fees when Required	
Community Development	Residential Building - Permit Fee - Swimming Pools (In-Ground) *	$425
Community Development	Residential Building - Permit Fee - Swimming Pools (Above Ground) *	$100
Community Development	Residential Building - Permit Fee - New Portable Building *	$275
Community Development	Residential Building - Permit Fee - Structure Relocation	$485
Community Development	Residential Building - Permit Fee - New Manufactured Home	$175
Community Development	Residential Building - Permit Fee - Manufactured Home Move-in *	$175
Community Development	Residential Building - Permit Fee - New Detached Accessory	$350
Community Development	Residential Building - Alter Repair with Structural Support Modifications^	$400
Community Development	Residential Building - Alter Repair with Structural Support and Egress Changes^	$500
Community Development	Residential Building - New Construction/Additions - 0-3,000 Sq Ft	$1,200
Community Development	Residential Building - New Construction/Additions - 3,001 - 5,000 Sq Ft	$1,340
Community Development	Residential Building - New Construction/Additions - > 5,001 Sq Ft	$1,440
Community Development	Residential Building - Plan Review - New Modular	$500
Community Development	Residential Building - Alter Repair Non Structural ^	$275
Community Development	* means total fees due at application; no additional application fee	
Community Development	Administrative Citation Fee	$150

Community Development	Administrative Citation Fee - Subsequent failed inspections within 24 months	1st-$150; 2nd -$350; 3rd -$450, etc. (each additional fee increases in increments of $100 to maximum subsequent fee amount of $5,000)
Community Development	Commercial Permit Application Fee (credited to overall permit fees)	$1,200
Community Development	Commercial Construction - Plan Review & Inspections - Groups F1, F2, S1, S2 & U (Industrial/Storage) - 200,001 - 200,000 Sq Ft	$1,800
Community Development	Fire Code Permit Application Fee (credited to overall permit fees)	$500
Community Development	Trash, Debris, Junk & Limb Removal - Administrative Fee	$50
Community Development	Trash, Debris, Junk & Limb Removal per Hour (minimum of 1 hour)	$150
Community Development	Tree Trimming - Adminstrative Fee	$50
Community Development	Tree Trimming per Hour (minimum of 1 hour)	$300
Community Development	Sidewalk Snow/Ice Removal - Administrative Fee	$50
Community Development	Sidewalk Snow/Ice Removal per Hour (minimum of 1 hour)	$250
Community Development	Residential Application Fee (credited to overall permit fees)	$75
Community Development	Open Flame Permit	$100
Community Development	General Inspection	Quoted

Department	Fee Type	Current Fee - 2023	Proposed Change - 2024
Fire/EMS	Treatment No-Transport	$250 Per Incident	
Fire/EMS	SCT - Specialty Care Transport	$1,500	
Fire/EMS	BLS - Basic Life Support - Emergency	$900	
Fire/EMS	Mileage	$17.50/Loaded Mile per Patient	
Fire/EMS	Ambulance Report	$35	
Fire/EMS	Supplies-Charged as Used per Call	Charged Per Use Per Call	
Fire/EMS	BLS - Basic Life Support - Non-Emergency	$900	
Fire/EMS	False Fire Alarm Fee - 3rd occurrence	$100	
Fire/EMS	ALS - Advanced Life Support - Level 1, Emergency	$1,000	
Fire/EMS	ALS - Advanced Life Support - Level 1, Non-Emergency	$1,000	
Fire/EMS	ALS - Advanced Life Support - Level 2	$1,250	
Fire/EMS	Specialty Transport (Bariatric) Rate	$1,500	
Fire/EMS	Fire Code Violation Fine	Not Less than $500 or More Than $1,000	
Fire/EMS	Blood Draw (Police Requested)	$100	
Fire/EMS	Fire Code Permit	$25	
Fire/EMS	Fireworks Permit - Sales	$1,000	
Fire/EMS	Fireworks Display Permit - Class C	$75	
Fire/EMS	Blasting Permit	$250	
Fire/EMS	Fuel Gas Permit	$35	
Fire/EMS	ALS - Advanced Life Support - Level 2 - Non-Resident	$1,500	
Fire/EMS	ALS - Advanced Life Support - Level 1, Non-Emergency - Non-Resident	$1,250	
Fire/EMS	ALS - Advanced Life Support - Level 1, Emergency - Non-Resident	$1,250	
Fire/EMS	BLS - Basic Life Support - Non-Emergency - Non-Resident	$900	
Fire/EMS	False Fire Alarm Fee - 4th occurrence	$250	
Fire/EMS	False Fire Alarm Fee -5th & subsequent occurrences	$500	
Fire/EMS	Hazmat Level 1	New fee	$881
Fire/EMS	Hazmat Level 2	New fee	$3,146
Fire/EMS	Hazmat Level 3	New fee	$7,426
Fire/EMS	Additonal Hourly	New fee	$365/hr.

Department	Fee Type	Current Fee - 2023	Proposed Change - 2024
	No Changes Proposed		
Animal Control	Animal Kennel - Private License	$25	
Animal Control	Animal Kennel - Commercial License	$100	
Animal Control	Animal Tag - Unaltered Dog or Cat	$30	
Animal Control	Animal Tag - Spayed/Neutered Dog or Cat	$10	
Animal Control	Animal Tag Penalty After March 1	$10	
Animal Control	Animal Tag Duplicate	$2	
Animal Control	Animal Adoption Fee	$50	
Animal Control	Animal Impoundment - 1st	$50	
Animal Control	Animal Impoundment - 2nd	$100	
Animal Control	Animal Impoundment - 3rd	$150	
Animal Control	Animal Impoundment - 4th or more	$200	
Animal Control	Animal Boarding Fee	$25 per day	
Animal Control	Breeder License Fee	$100	
Animal Control	Nuisance Violation - 1st	$25 to $100	
Animal Control	Nuisance Violation - 2nd	$50 to $200	
Animal Control	Nuisance Violation - 3rd	$100 to $350	
Animal Control	Nuisance Violation- 4th	$200 to $500	
Animal Control	Vicious Animal Violation - 1st	$250 to $500	
Animal Control	Rabies Vaccination Fee	$20	
Police	Police Report	$15	
Police	Vehicle Weight Violation Penalty	First 1,000 Pounds $50 Plus $10 Each Pound Over 1,000 Pounds	
Police	Vehicle Height/Length/Width Over Limit	$30 Plus $1 Per Inch	
Police	Vehicle Violation Fine	Not to Exceed $500	
Police	Federal Motor Carrier Violation Fine	Not to Exceed $500	
Police	Fingerprinting - Resident with proof of residence/ID	$0	
Police	Fingerprinting - Non-Resident	$20	

Department	Fee Type	Current Fee - 2023	Proposed Change - 2024
Public Works	Mini-Excavator	$50/hr	
Public Works	Labor	$45/hr	
Public Works	Backhoe	$70/hr	
Public Works	Loader	$75/hr	
Public Works	Tractor, Mower & Labor	$100/hr + $25 Admin. Fee	
Public Works	Grader	$80/hr	
Public Works	Pickup	$30/hr	
Public Works	1 Ton Truck	$40/hr	
Public Works	Utility Van	$40/hr	
Public Works	2 1/2 Ton Truck	$60/hr	
Public Works	Air Compressor	$30/hr	
Public Works	Uni-Loader	$50/hr	
Public Works	Air Mole (Boring)	$900	
Public Works	Trenching	$5/foot	
Public Works	Bucket Truck	$75/hr	
Public Works	Wood Chipper	$40/hr	
Public Works	Riding Mower	$40/hr	
Public Works	Street Sweeper	$125/hr	
Public Works	Right of Way Permit - Construction in ROW	$100	
Public Works	ROW After Hours Inspection	$300	
Public Works	Moving Building	$500	
Public Works	Driveway/Sidewalk Permit (fee can be waived for sidewalk replacement)	$100	
Utilities - Refuse	Refuse Rates - Residential	$14.50	$15.80
Utilities - Refuse	Penalty	7.5%	5.00%
Utilities - Refuse	Refuse Hauler	$200 Plus $10 per Vehicle	
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 5/8" (Residential)	$24.12	$25.33
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 1"	$27.54	$28.92
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 2"	$64.27	$67.48
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 3"	$139.15	$146.11
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 4"	$224.92	$236.17
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 6"	$456.32	$479.14
Utilities - Sewer	Sewer Monthly Service Charge (Minimum No Usage) - 8"	$783.04	$822.19
Utilities - Sewer	Sewer Rate per 1,000 gallons-Winter Average Residential or Max 6,000 Gal.	$9.80	$10.29
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 5/8" (Residential)	$36.18	$37.99
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 1" (150% of In City Charge)	$41.31	$43.38
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 2" (150% of In City Charge)	$96.40	$101.22
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 3" (150% of In City Charge)	$208.73	$219.17
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 4" (150% of In City Charge)	$337.38	$354.25
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 6" (150% of In City Charge)	$684.48	$718.70
Utilities - Sewer	Out of City Sewer Monthly Service Charge (Minimum No Usage) - 8" (150% of In City Charge)	$1174.56	$1,233.29
Utilities - Sewer	Out of City Sewer Rate per 1,000 gallons-Winter Average Residential or Max 6,000 Gal. (150% of In City Rate)	$14.70	$15.44
Utilities - Sewer	Penalty	7.5%	5.00%
Utilities - Sewer	Sewer Rate Surcharge	.3000/lb. for BOD	.3300/lb. for BOD
Utilities - Sewer	Sewer Rate Surcharge	.3000/lb. for SS	.3300/lb. for TSS
Utilities - Sewer	Onsite Waste Water System Permit & Inspect Fee	$35	
Utilities - Sewer	Wastewater Backup Inspection Fee	$75	
Utilities - Sewer	System Impact Fee-Simplex Grinder Pump	$3,855	
Utilities - Sewer	System Impact Fee-Duplex Grinder Pump	$7,705	
Utilities - Sewer	System Impact Fee-Triplex Grinder Pump	$9,635	
Utilities - Sewer	System Impact Fee - 5/8"	$4,326	
Utilities - Sewer	System Impact Fee - 1"	$10,403	
Utilities - Sewer	System Impact Fee - 2"	$33,291	
Utilities - Sewer	System Impact Fee - 3"	$72,824	
Utilities - Sewer	System Impact Fee - 4"	$129,002	
Utilities - Sewer	System Impact Fee - 6"	$270,489	
Utilities - Sewer	System Impact Fee - 8"	$332,909	

Utilities - Sewer	Out-of-City System Impact Fee-Simplex Grinder Pump	$8,000	
Utilities - Sewer	Out-of-City System Impact Fee-Duplex Grinder Pump	$16,180	
Utilities - Sewer	Out-of-City System Impact Fee-Triplex Grinder Pump	$20,240	
Utilities - Sewer	Out of City System Impact Fee - 5/8" Meter (200% of In City Fee)	$8,652	
Utilities - Sewer	Out of City System Impact Fee - 1" Meter (200% of In City Fee)	$20,806	
Utilities - Sewer	Out of City System Impact Fee - 2" Meter (200% of In City Fee)	$66,582	
Utilities - Sewer	Out of City System Impact Fee - 3" Meter (200% of In City Fee)	$145,648	
Utilities - Sewer	Out of City System Impact Fee - 4" Meter (200% of In City Fee)	$258,004	
Utilities - Sewer	Out of City System Impact Fee - 6" Meter (200% of In City Fee)	$540,978	
Utilities - Sewer	Out of City System Impact Fee - 8" Meter (200% of In City Fee)	$665,818	
Utilities - Storm Water	Residential Fee	$6.00/Month	
Utilities - Storm Water	Non-Residential Fee	$11.00/Month	
Utilities - Storm Water	Penalty	7.5%	5.00%
Utilities - Water	Water Rate - Reconnection Fee After Hours	$300	
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 5/8"	$23.75	$24.94
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 1"	$26.30	$27.62
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 2"	$53.76	$56.45
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 3"	$109.74	$115.23
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 4"	$173.81	$182.50
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 6"	$346.80	$364.14
Utilities - Water	Water Monthly Service Charge (Minimum No Usage) - 8"	$590.97	$620.52
Utilities - Water	Water Rate Per 1,000 Gallons	$8.83	$9.27
Utilities - Water	Temporary Water Service Rate for Fire Hydrant Usage per 1,000 gallons	$10.23	$10.74
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 5/8" (Residential)	$35.62	$37.40
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 1" (150% of In City Charge)	$39.45	$41.42
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 2" (150% of In City Charge)	$80.65	$84.68
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 3" (150% of In City Charge)	$164.61	$172.84
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 4" (150% of In City Charge)	$260.72	$273.76
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 6" (150% of In City Charge)	$520.20	$546.21
Utilities - Water	Out of City Water Monthly Service Charge (Minimum No Usage) - 8" (150% of In City Charge)	$886.46	$930.78
Utilities - Water	Out of City Water Rate per 1,000 gallons (150% of in-City rate)	$13.26	$13.92
Utilities - Water	Penalty	7.5%	5.00%
Utilities - Water	Water Rate Termination Fee	$15	
Utilities - Water	Water Rate - Connection Fee	$30	
Utilities - Water	Security Deposit - Residential	$75	
Utilities - Water	Security Deposit - Commercial & Industrial	1 Month estimated bill but not less than $75	
Utilities - Water	Unmetered Sprinkler Service 6 Inch Line	$20/month	
Utilities - Water	Water Rate - Reconnection Fee	$45	
Utilities - Water	Meter Setter & Tap Fee 5/8"	$1,510	
Utilities - Water	Meter Setter & Tap Fee 1"	$2,511	
Utilities - Water	Meter Setter & Tap Fee 2"	$3,929	
Utilities - Water	Meter Setter & Tap Fee 3" & Larger	Quoted by Utility Dept	
Utilities - Water	Meter Setter Upgrade Fee	$500	
Utilities - Water	Street Opening	$45/sq. ft.	
Utilities - Water	Street Boring	$900	
Utilities - Water	Fire Hydrant Meter Deposit	$6,000	
Utilities - Water	Meter Inspection Request Fee	$35	
Utilities - Water	Water Rate - Connection Fee After Hours	$300	
Utilities - Water	Meter Removal Fee	$60	
Utilities - Water	Water Meter Relocation	$80 Permit Fee	
Utilities - Water	Fire Hydrant Meter Deposit no Backflow	$2,400 + $50 Admin Fee	

Utilities - Water	Fire Hydrant Meter Deposit with Backflow	$2,900 + $50 Admin Fee
Utilities - Water	Bulk Water Sales	$3,000
Utilities - Water	Unmetered Sprinkler Service 4 Inch Line	$10/month
Utilities - Water	System Impact Fee - 5/8" Meter	$2,704
Utilities - Water	System Impact Fee - 1" Meter	$6,504
Utilities - Water	System Impact Fee - 2" Meter	$20,813
Utilities - Water	System Impact Fee - 3" Meter	$45,528
Utilities - Water	System Impact Fee - 4" Meter	$80,650
Utilities - Water	System Impact Fee - 6" Meter	$169,104
Utilities - Water	System Impact Fee - 8" Meter	$208,128
Utilities - Water	Out of City System Impact Fee - 5/8" Meter (200% of In City Fee)	$5,408
Utilities - Water	Out of City System Impact Fee - 1" Meter (200% of In City Fee)	$13,008
Utilities - Water	Out of City System Impact Fee - 2" Meter (200% of In City Fee)	$41,626
Utilities - Water	Out of City System Impact Fee - 3" Meter (200% of In City Fee)	$91,056
Utilities - Water	Out of City System Impact Fee - 4" Meter (200% of In City Fee)	$161,300
Utilities - Water	Out of City System Impact Fee - 6" Meter (200% of In City Fee)	$338,208
Utilities - Water	Out of City System Impact Fee - 8" Meter (200% of In City Fee)	$416,256
Utilities - Water	Lake Forest Additional New Connection Fee-After 10/25/2007	$3,400
Utilities - Water	Utility Credit Discount	$15,600
Utilities - Water	Violation Water Conservation Reconnect - First Offense	$50
Utilities - Water	Violation Water Conservation Reconnect - Second Offense	$200
Utilities - Water	Violation Water Conservation Reconnect - All Subsequent Offenses	$300
Utilities - Water	Violation Water Conservation Conviction First Offense	$100 Plus Jail Sentence Not to Exceed 30 Days
Utilities - Water	Violation Water Conservation Conviction Second & Subsequent Offense	$200 Plus Jail Sentence Not to Exceed 30 Days

Department	Fee Type	Current Fee - 2023	Proposed Change - 2024
Recreation	Basketball - Youth Resident/NonResident	$45/$55	
Recreation	Breakfast with Santa - Resident/Non-Resident	$5/$7	
Recreation	Cancellation Fee-All Programs	$10 Unless Dr. Medical Release	
Recreation	CPR/First Aid Class Resident/Non-Resident	$75/$80	
Recreation	Discount for Youth Camp Sessions Paid in Full	10%	
Recreation	Dog Swim	$10	
Recreation	Facility Cancellation Fee	$10	
Recreation	Facility Fee - Alcohol Rental at Community Center Resident/Non-Resident	$650/$750	
Recreation	Facility Fee - Alcohol Rental at South Park Building Resident/Non-Resident	$500/$600	
Recreation	Facility Fee - Alcohol Rental Deposit	$250	
Recreation	Facility Fee - Baseball/Softball Field Rental W/O Lights	$45 - 2 Hours	
Recreation	Facility Fee - Baseball/Softball Field Rental With Lights	$55 - 2 Hours	
Recreation	Facility Fee - Community Center Rental Deposit	$100	
Recreation	Facility Fee - Cottonwood Room One Hour Resident/Non-Resident	$35/40	
Recreation	Facility Fee - Cottonwood Room Over One Hour Resident/Non-Resid	$25/$30	
Recreation	Facility Fee - Cottonwood Room-Commercial Resident/Non-Resident	$50/$55	
Recreation	Facility Fee - Disc Golf Course Rental Tournament	$150/day	
Recreation	Facility Fee - Gym - Commercial Resident/Non-Resident	$60/$65	
Recreation	Facility Fee - Gym One Hour Resident/Non Resident	$40/$45	
Recreation	Facility Fee - Gym Over One Hour Resident/Non-Resident	$30/$35	
Recreation	Facility Fee - Honeybee Room - Commercial Resident/Non-Resident	$50/$55	
Recreation	Facility Fee - Honeybee Room One Hour Resident/Non-Resident	$35/$40	
Recreation	Facility Fee - Honeybee Room Over One Hour Resident/Non-Resident	$25/$30	
Recreation	Facility Fee - Lion's Park Shelter - 1/2 Day Resident/Non-Resident	$35/$60	
Recreation	Facility Fee - Lion's Park Shelter - Commercial Resident/Non-Resident - Any Time Slot	$100/$125	
Recreation	Facility Fee - Lion's Park Shelter - Full Day Resident/Non-Resident	$65/$90	
Recreation	Facility Fee - Park Shelter - 1/2 Day Resident/Non-Resident	$30/$55	
Recreation	Facility Fee - Park Shelter - Commercial Resident/Non-Resident - Any Time Slot	$100/$125	
Recreation	Facility Fee - Park Shelter - Full Day Resident/Non-Resident	$60/$85	
Recreation	Facility Fee - Single Use Gym Fee	$2	
Recreation	Facility Fee - South Park Grandfathered Civic/Non-Profit	No Charge	
Recreation	Facility Fee - South Park One Hour Resident/Non-Resident	$35/$45	
Recreation	Facility Fee - South Park One Hour Resident/Nonresident - Deposit	$100 Deposit	
Recreation	Facility Fee - South Park Over One Hour Resident/Nonresident	$35/$45	
Recreation	Facility Fee - South Park Over One Hour Resident/Nonresident - Deposit	$100 Deposit	
Recreation	Facility Fee - South Park-Commercial Resident/Non-Resident	$60/$65	
Recreation	Facility Fee - Sponsorship Banners	$250	
Recreation	Facility Fee - Sunflower Room Kitchen Deposit	$100	
Recreation	Facility Fee - Sunflower Room Kitchen Rental More Than Two Hours	$100	
Recreation	Facility Fee - Sunflower Room Kitchen Rental Two Hours	$50	
Recreation	Facility Fee - Sunflower Room One Hour Resident/NonResident	$40/$45	
Recreation	Facility Fee - Sunflower Room Over One Hour Resident/Non-Resident	$30/$35	
Recreation	Facility Fee - Sunflower Room-Commercial Resident/Non-Resident	$60/$65	
Recreation	Facility Fee - Volleyball Equipment Use	$15/Rental	
Recreation	Facility Fee -NonGrandfather Civic/NonProfit Resident/Non-Resid	$30/$35 - One Hour	
Recreation	Facility Fee -NonGrandfather Civic/NonProfit Resident/Non-Resid	$20/$25 - Over One Hour	
Recreation	Facility Fee -South Park Rental Deposit	$150	
Recreation	Family Dance - Resident/Non-Resident	$15/$20	
Recreation	Late Registration Fee	$10	
Recreation	Little Chefs Resident/Non-Resident	$32/$37	$35/$40
Recreation	Pool 10-visit Punch Pass	$50	
Recreation	Pool Aqua Fitness - Resident/Non-Resident	$35/$40	
Recreation	Pool Daily Open Swim-	$6/Day	
Recreation	Pool Daily Open Swim-2 Years & Younger	$3/Day	
Recreation	Pool Family Season Pass - Additional Members	$5/person	
Recreation	Pool Family Season Pass - Resident/Non-Resident (5 Members)	$125/$200	
Recreation	Pool GuardStart Resident/Non-Resident	$35/$40	
Recreation	Pool Lap Swim/Toddle Time	$3 Mon-Fri 11 to 11:45 a.m.	
Recreation	Pool Mid-Season Membership Fee - Individual Resident/ Non-Resident	$25/$37.50	
Recreation	Pool Mid-Season Membership Fee - Senior Resident / Senior Non-Resident	$12.50/$25	
Recreation	Pool Mid-Season Membership Fee- Family Resident/Non-Resident (5 members)	$50/$75	
Recreation	Pool Party Package #1	$80	
Recreation	Pool Party Package #2	$120	
Recreation	Pool Party Package #3	$160	
Recreation	Pool Private Swim Lessons Package (3 30-minute sessions)Resident/Non-Resident	$55/$65	$75/$85
Recreation	Pool Private Swim Lessons Resident/Non-Resident	$22/$27	$30/$35
Recreation	Pool Rental 0 Depth Entry Only - 2 Hr	$275	
Recreation	Pool Rental Adult Pool & Slides Only - 2 Hr.	$360	
Recreation	Pool Rental Full Entire Facility - 2 Hr.	$500	
Recreation	Pool Season Individual Child/Adult - Resident/Non-Resident	$65/$125	
Recreation	Pool Senior Individ Adult Pass - Resident/Non-Resident	$50/$100	
Recreation	Pool Swim Lessons Resident/NonResident	$46/$52	$54/$59
Recreation	Pool Swim Team - Resident/Non-Resident	$90/$100	
Recreation	Soccer - Youth Resident/Non-Resident	$55/$65	
Recreation	Softball Leagues - Adult Slo-Pitch	$350/Team	
~~Recreation~~	~~Summer Ball - Maximum Family Resident/Non-Resident~~	~~$105/$180~~	Remove
Recreation	Summer Ball - Resident/Non-Resident	$50/$70	$55/$70
Recreation	Summer Camp Resident/Non-Resident	$135/$150	
Recreation	Volleyball Adult Co-Rec Recreational	$80/Team	$90/Team
Recreation	Volleyball League Girls Resident/NonResident	$65/$125	$55/$65

Recreation	Easter Egg Delivery 25eggs/50eggs/75eggs/100eggs	$20/$30/$40/$50

Memorandum

Date: December 18, 2023
To: Mayor and City Council
From: Christina Brake

Subject: Resolution to Declare Official City Cookie

Recommendation: The Mayor emphatically recommends approval

Action: Make a motion to adopt a resolution declaring snickerdoodle cookies the official cookie of the City of Bonner Springs

Background:

Discussion:

Financial Impact:

RESOLUTION NO. 2023-__

A Resolution Declaring Snickerdoodle Cookies the Official Cookie of the City of Bonner Springs, Kansas

WHEREAS, the City of Bonner Springs, Kansas values the contributions of our residents; and

WHEREAS, Jeff Harrington, out-going Mayor, has served the community Bonner Springs for more than 25 years on various boards and commissions, as Councilmember and then Mayor, and

WHEREAS, Jeff's preference for snickerdoodle cookies is known by his family and friends; and

WHEREAS, In appreciation of Jeff Harrington's many years of service to Bonner Springs

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Bonner Springs, Kansas:

Section I. That snickerdoodle cookies be considered the official cookie of the City of Bonner Springs.

Section II. The recommended recipe for snickerdoodle cookies is as follows:

Ingredients:

Cookies:

1 ½ cups white sugar
½ cup butter, softened
½ cup shortening
2 large eggs
2 teaspoons vanilla extract
2 ¾ cups all-purpose flour
2 teaspoons cream of tartar
1 teaspoon baking soda
¼ teaspoon salt

Cinnamon-Sugar Coating:

2 tablespoons white sugar
2 teaspoons ground cinnamon

Directions:

Preheat oven to 400 degrees F
Beat sugar, butter, shortening, eggs, and vanilla in a large bowl until smooth and creamy.
Whisk flour, cream of tartar, baking soda, and salt together in a separate bowl.
Gradually mix dry ingredients mixture into the wet ingredients just until combined.
Shape dough into walnut-sized balls.
Combine sugar and cinnamon in a small bowl.
Place dough balls in cinnamon-sugar mix and roll until coated.
Place 2 inches apart on ungreased baking sheets.
Bake in the preheated oven until set, 8 to 10 minutes, switching racks halfway through.
Remove from the oven and immediately transfer to wire racks to cool.

Passed and adopted by the Governing Body of the City of Bonner Springs and Signed by the Mayor on December 18, 2023.

Attest:

____
Jeff Harrington, Mayor

____
Christina Brake, City Clerk

City Manager's Update

Date: Dec 15, 2023

To: Mayor and City Council

General

- On behalf of all of us with the City of Bonner Springs, we wish you a happy and safe Holiday Season and New Year! **Remember: All City offices will be closed on December 25th, 2023 and January 1st, 2024.**

- The City Manager recently took part in a panel discussion alongside other Federal, State, and Local government officials as part of Leadership 2000's Governance Day, discussing major topics and themes affecting government. He will also take part in the program's Economic Development Day, discussing development and planning process in our county. Thank you to **Leadership 2000**.

- The City recently held our annual staff Holiday Party. This year we switched it up a bit and in addition to sharing a meal together, we had a fun team building event at Dave and Buster's. Thank you to all City staff for everything you do and for another great year of public service to the Bonner Springs community!

- At the 2023 Conference for the Kansas Association of Code Enforcement Officers, (KACE) Barb Bille was recognized for her "Outstanding Leadership and Dedication" for over two decades of exceptional service to the KACE organization. Congrats Barb!

Library

- There are several events coming up at the Bonner Springs Library. Please visit the library official website **HERE** for more details.

Recreation

- Looking for a good activity for your kids when they are out of school for the holiday break? The City has two winter camps available! Crafts, sports, movies, and games for ages 6-12! Week 1: Dec 18-22 and Week 2: 26-29 from 7:30am to 5:30 pm daily. Please call 422-7010 for more details!

- Trips:
  - New Dinner Theatre: Catch Me If You Can | Jan. 3rd | $49
  - Travel Show 2024 | Jan. 17th | Free | A showcase of all of the exciting trips we have planned for 2024!
    - Sneak preview of some 2024 trips: New Orleans, St. Louis, Omaha, and Wisconsin!

Case No.	Application Date	Project Name	Address	Project Type	Project Status	Board of Zoning Appeals	Approved/ Denied	Planning Commission	Approved/ Denied	Governing Body	Approved/ Denied	Applicant	Current Zoning or Future Land Use	Requested Zoning	No. Lots	Total Acres
COMPLETED PLANNING PROJECTS - 2023																
NOVEMBER 2022 SUBMITTALS - CUT OFF DATE 11/14 FOR 1/17 PC MEETING																
BSCP-02-22	November 14, 2022	Bonner Springs Industrial	720 N. 118th Street	Comp Plan Change	PC APPROVED			*January 17, 2023*	APPROVED	*February 13, 2023*	APPROVED	VanTrust Real Estates	MX	I-1	1	80+/-
BSRZ-03-22	November 14, 2022	Bonner Springs Industrial	720 N. 118th Street	Rezoning	PC APPROVED			*January 17, 2023*	APPROVED	*February 13, 2023*	APPROVED	VanTrust Real Estates	MX	I-1	1	80+/-
DECEMBER 2022 SUBMITTALS - CUT OFF DATE 12/19 FOR 2/21 PC MEETING																
FP-01-22	December 7, 2022	Ensign Storage	399 N. 130th St	Final Plat	APPROVED			*February 28, 2023*	*APPROVED*	***March 27, 2023***	*APPROVED*	Triangle Self Storage LLC	C-S and A-1	NA	1	13.11
RP- 01-23	January 6, 2023	LOF Lot 242	524 Lake Forest Drive	Replat	APPROVED			*February 28, 2023*	*APPROVED*	***March 27, 2023***	*APPROVED*	Atlas Land Consulting on behalf of Gayleene Sander	R-1	NA	1	0.35
JANUARY 2023 SUBMITTALS - CUT OFF DATE 1/16 FOR 3/21 PC MEETING																
ST-01-23	January 25, 2023	Built to Fit, Inc. - New Building	11733 Kaw drive	Site/Landscape Plan Review	APPROVED			*March 21, 2023*	*APPROVED*			Bond/Hoffine	C-S	NA	1	.554+/-
SUP-01-23	January 13, 2023	Multifamily SUP - Emerald Homes	212 W. Kump Ave	Special Use Permit	APPROVED			*March 21, 2023*	*APPROVED*	***April 10, 2023***	*APPROVED*	Emerald Homes Inc	R-1A	NA	1	0.24
SUP-02-23	January 13, 2023	Multifamily SUP - Emerald Homes	209 Shadyside Ave	Special Use Permit	APPROVED			*March 21, 2023*	*APPROVED*	***April 10, 2023***	*APPROVED*	Emerald Homes Inc	R-1A	NA	1	0.23
SUP-03-23	January 13, 2023	Multifamily SUP - Emerald Homes	224 Coronado Rd	Special Use Permit	APPROVED			*March 21, 2023*	*APPROVED*	***April 10, 2023***	*APPROVED*	Emerald Homes Inc	R-1A	NA	1	0.28
BSZO-01-23	January 16, 2023	Accessory Building Zoning Ord. Amendment	City Wide	Zoning Ord. Amendment	APPROVED			*March 21, 2023*	*APPROVED*	***April 10, 2023***	*APPROVED*	City of Bonner Springs	NA	NA	NA	NA
LS-01-23	February 3, 2023	Spencer Lot Split	13901 Archer Road	Lot Split	APPROVED			*Aprli 18, 2023*	*APPROVED*			Sharon Spencer	AG	NA	2	20+/- each
FEBRUARY 2023 SUBMITTALS - CUT OFF DATE 2/13 FOR 4/18 PC MEETING																
SUP-04-23	February 10, 2023	Brian Walters	11845 Kaw Drive	Special Use Permit	APPROVED			*April 18, 2023*	*APPROVED*	***May 8, 2023***	*APPROVED*	Redpoint Properties; Brian Walters	I-1	NA	1	4.8
BZA-01-23	March 13, 2023	Jerry Lee Jarrett Life Center	143 W. Insley	Sign Variance	APPROVED	*May 16, 2023*	APPROVED					Marti Palmer - View Sign and Light	R-1-A	NA	1	
MARCH 2023 SUBMITTALS - CUT OFF DATE 2/13 FOR 4/18 PC MEETING																
EV-01-23	*March 17, 2023*	*Guy Tiner*	*518 N. Nettleton Ave*	*Right of way vacation*	*DENIED*			*May 16, 2023*	*DENIED*	*June 12, 2023*	*DENIED*	*Guy Tiner*	*R-1*	*NA*	*1*	
MAY 2023 SUBMITTALS - CUT OFF DATE 5/15 FOR 7/18 PC MEETING																
ST-02-23	May 17, 2023	Olde Mill Properties Garage Addition	611 W. 2nd Street	Site and Landscape Plan Review	APPROVED			*June 20, 2023*	APPROVED			Olde Mill Properties - Hunter Salsbury	C-2	NA	1	6.89
JUNE 2023 SUBMITTALS - CUT OFF DATE 6/12 FOR 8/15 PC MEETING																
BZA-03-23	March 17, 2023	Guy Tiner	518 N. Nettleton Ave	Sideyard Setback Variance	APPROVED	August 15, 2023	APPROVED					Guy Tiner	R-1	NA	1	
BZA-02-23	June 2, 2023	The 120 on Oak	120 Oak Street	Variance(s)	APPROVED	August 15, 2023	APPROVED					Chad Schimke	C-1	NA	1	1.9+/-
BSZO-01-23		Comprehensive Plan Update	City Wide	Comp Plan	APPROVED			August 15, 2023	APPROVED	September 25, 2023	APPROVED					
JULY 2023 SUBMITTALS - CUT OFF DATE 7/17 FOR 9/19 PC MEETING																
BSRZ-01-23	July 17, 2023	Cornerstone Apartments	300 S. 130th Street	Rezoning	APPROVED			*September 19, 2023*	APPROVED	October 23, 2023	APPROVED	Cornerstone - Bonner Springs K7 Partners, LP	A-1	R-3	1	21.3984
BZA-04-23	September 18, 2023	Brett Lynn	740 Linda Lane	Variance	APPROVED	November 21, 2023	APPROVED					Brett Lynn	R-1	NA	1	23,156sqft

Case No.	Application Date	Project Name	Address	Project Type	Project Status	Board of Zoning Appeals	Approved/ Denied	Planning Commission	Approved/ Denied	Governing Body	Approved/ Denied	Applicant	Current Zoning or Future Land Use	Requested Zoning	No. Lots	Total Acres
Pending Planning Projects List																
FDP-02-22	*November 15, 2022*	*APAC*	*1800 S. 122nd Street*	*Floodplain Development Permit*	*PENDING FEMA APPROVAL*							*Dan Jones, APAC-Kansas, Inc*	*I-2*	*NA*	*1*	*745+/-*
SEPTEMBER 2023 SUBMITTALS - CUT OFF DATE 9/18 FOR 11/21 PC MEETING																
SUP-05-23	October 2, 2023	14110 Minnesota Ave Billboard	14110 Minnesota	Special Use Permit	PENDING			November 21, 2023	APPROVED	December 18, 2023	PENDING	Ad Trend Inc.	I-1	NA	1	1.7
BSZO-02-23	NA	Bonner Springs Unified Development Ordinance	City Wide	Zoning Amendment	PENDING			November 21, 2023	APPROVED	December 18, 2023	PENDING	City	NA	NA		
OCTOBER 2023 SUBMITTALS - CUT OFF DATE 11/15/2023 FOR 1/16/2024 PC MEETING																
NO SUBMITTALS																
NOVEMBER 2023 SUBMITTALS - CUT OFF DATE 11/15/2023 FOR 1/16/2024 PC MEETING																
NO SUBMITTALS																
NOVEMBER 2023 SUBMITTALS - CUT OFF DATE 12/20/2023 FOR 2/20/2024 PC MEETING																
SUP-06-23	November 21, 2023	Daycare - First Pentecostal Church	224 W. Morse Ave	Special Use Permit	PENDING			February 20, 2024	PENDING	March 11, 2024	PENDING	First Pentecostal Church of Bonner Springs	R-1	NA	1	1.25ac
BSRZ-02-23	November 27, 2023		300 S. 129th St	Rezoning	PENDING			February 20, 2024	PENDING	March 11, 2024	PENDING		A-1	C-2	1	
ST-03-23	November 27, 2023		300 S. 129th St	Site and Landscape Plan Review	PENDING			February 20, 2024	PENDING	March 11, 2024	PENDING		C-2	NA	1	

PC = Planning Commission
CC = City Council
BZA = Board of Zoning Appeals

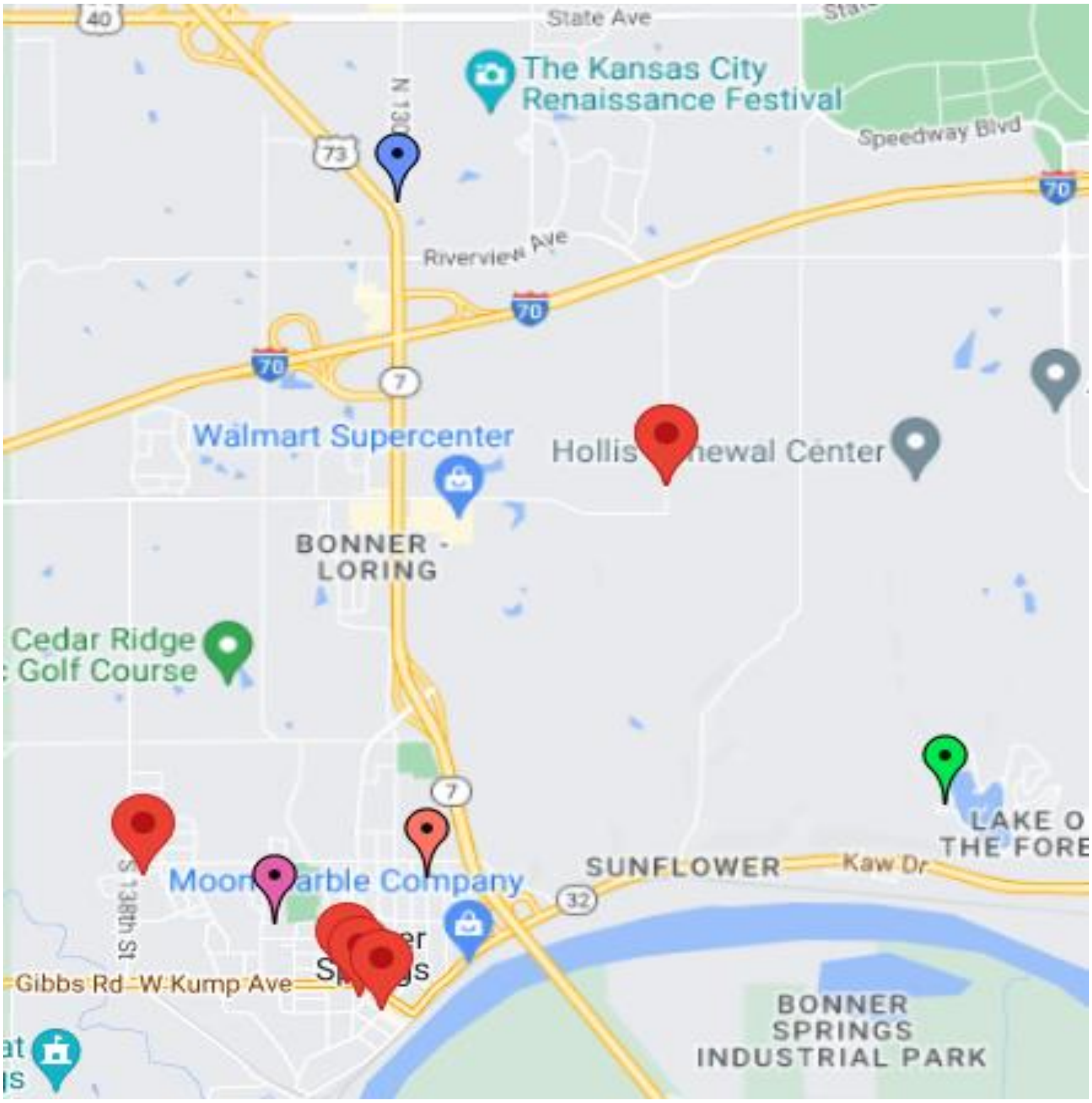
REPORT OF BUILDING PERMITS ISSUED

ISSUED DATES: 11/20/2023 THRU 12/10/2023

STATUS: OPENED, COMPLETED

****

TYPE OF PERMIT	NUMBER OF PERMITS
COMMERCIAL NEW/ADDITION	1
COMMERCIAL REMODEL	0
COMMERCIAL ROOF	0
DECK	1
DRIVEWAY	1
DEMOLITION	0
ELECTRICAL	0
FENCE	1
FIREWORKS	0
GENERAL INSPECTION	0
MECHANICAL	1
OPEN FLAME	0
PLUMBING	0
POOL, ABOVE GROUND	0
POOL, IN GROUND	0
RESIDENTIAL ACCESSORY STRUCTURE	0
RESIDENTIAL MANUFACTURED MOVE-IN	0
RESIDENTIAL NEW/ADDITION	0
RESIDENTIAL REMODEL	2
RESIDENTIAL ROOF	0
RIGHT OF WAY	1
SIGN	0
TENT	0
UTILITIES OFF	0
TOTAL NEW PERMITS	**8**
TOTAL ACTIVE PERMITS	**87**



40
State Ave
The Kansas City
Renaissance Festival
Speedway Blvd
73
70
Riverview Ave
7
Walmart Supercenter
Cedar Ridge
Golf Course
BONNER -
LORING
SUNFLOWER
Kaw Dr
LAKE O
THE FORE
32
S 138th St
Gibbs Rd W Kump Ave
BONNER
SPRINGS
INDUSTRIAL PARK

2

CODE ENFORCEMENT INCIDENT ACTIVITY REPORT

INCIDENT CODE: *-All **USER: mstites**

DATES: 11/20/2023 THRU 12/10/2023

****

	NEW INCIDENTS	RESOLVED/ CLOSED	CUMULATIVE ACTIVE CASES
BRUSH	0	11	9
GENERAL	2	118	61
INOPERABLE/UNLICENSED/ON-GRASS	8	146	180
OUTSIDE STORAGE	1	147	112
PERMIT CHECK	3	269	0
PROPERTY MAINTENANCE	1	93	44
SIGNS	7	447	0
SNOW & ICE	0	7	0
TALL GRASS/WEEDS	0	280	4
TOTALS	**22**	**1518**	**410**

Report shows number of locations with multiple violations at many locations; does not include site re-inspections.