



**Governing Body, City of Garden Plain  
Zoom Meeting  
April 1, 2020 at 6:00 pm**

1. Call to Order by Mayor Kevin Hammond
2. Consent Agenda:
  - a. Approval of March 4, 2020 CC Meeting Minutes:
  - b. Approval of March 2020 bills (checks to include: 39623 - 39691):
  - c. Approval of April 1, 2020 agenda
3. New Business:
  - a. Resignation of Officer Timmothy Day
  - b. Record Destruction – 2 dumpsters @ \$35/each
  - c. Resolution 176 – Emergency Declaration
4. Pardon City Attorney:
5. Police and Personnel:
6. Treasurer Report:
7. Governmental Remarks:
8. Adjournment:

\*NOTE: this agenda is subject to change without notice



Governing Body, City of Garden Plain  
City Building, 507 N Main St  
March 4, 2020 at 6:00 pm

**1. Call to Order by Mayor Kevin Hammond: (6:00)**

Mayor Kevin Hammond called the March 4, 2020 City Council meeting to order. Council members present were Alan Youngers, Tyler Bugner, Pam Weber, Tracy Thul, and Jenny Zoglman. Also present were Shawn Elliott – City Attorney, Darren Haukap – Treasurer, Chief Sharp, Officer Tim Day, Randy Ford – BFR LLC, Donna Simon, Christopher Wyant and parents. Chris Drum – Planning commission chair arrived at 7:05.

**2. Consent Agenda:**

**a. Approval of February 5, 2020 CC Meeting Minutes:**

*Tracy Thul made a motion to approve the February 5, 2020 CC Meeting Minutes, 2<sup>nd</sup> by Pam Weber. Vote: 5-0 motion carries.*

**b. Approval of February 2020 bills (checks to include: 39558 – 39622):**

*Pam Weber made a motion to approve the February 2020 bills, 2<sup>nd</sup> by Tyler Bugner. Vote: 5-0 motion carries*

**c. Approval March 4, 2020 agenda:**

remove item c New Business add item k and l new business

*Tyler Bugner made a motion to approve the March 4, 2020 agenda with changes, 2<sup>nd</sup> by Jenny Zoglman. Vote: 5-0 motion carries.*

**3. Citizens Comments: None**

**4. New Business:**

**a. Fiscal Year 2019 annual audit – Randy Ford:**

Discussion ensued

**b. Fundraising during ball games at park Christopher Wyant:**

Discussion ensued. *Jenny Zoglman made a motion to allow Christopher to sell beefsticks, water and soda at the park during ball games, 2<sup>nd</sup> by Tracy Thul. Vote: 5-0 motion carries.*

**c. Floodway work – John Covey- Wood Environment, Steve Samuelson – KS DWR:**

\*\*\*\*\*ITEM REMOVED\*\*\*\*\*

**d. Tree work/removal bid::**

Discussion ensued. *Tracy Thul made a motion to accept bid for the tree removal/trimming at the gas shed and hold off on the other two bids for now, 2<sup>nd</sup> Jenny Zoglman. Vote: 5-0*

**e. Street sweeping bids:**

Discussion ensued. Table until next month for additional information

**f. Insurance renewal:**

Discussion ensued. *Tracy Thul made a motion to accept insurance renewal from United Insurance Group, 2<sup>nd</sup> by Jenny Zoglman. Vote: 5-0 motion carries.*

**g. Shred event bids:**

Discussion ensued. Check with bank and see if this is something they would be interested in assisting with.

**h. Ordinance 721 – Annexation of Prairie Sunset Trail:**

Discussion ensued. *Tyler Bugner made a motion to adopt Ordinance 721, 2<sup>nd</sup> Tracy Thul.*  
Vote: Youngers – yea, Bugner – yea, Weber – yea, Thul – yea, Zoglman – yea. 5-0 motion carries

**i. Software Usergroup meeting – Bonnie/Kim:**

Discussion ensued. *Jenny Zoglman made a motion to send Bonnie and Kim to the Usergroup meeting, 2<sup>nd</sup> by Alan Youngers.* Vote: 5-0 motion carries

**j. Utility billing e-bills:**

Discussion ensued. Table for more information. Do a survey and see what interest would be.

**k. Murphy tractor bid for backhoe work:**

Discussion ensued. *Tracy Thul made a motion to accept bid of \$2097.88 for the work on the backhoe, 2<sup>nd</sup> Jenny Zoglman.* Vote: 5-0 motion carried.

**l. Invoice for special prosecutor from Joy Williams Attorney at Law:**

Discussion ensued. *Tyler Bugner made a motion to pay the invoice, 2<sup>nd</sup> by Alan Youngers.* Vote: 5-0 motion carries.

**5. Old Business:**

**a. Land Bank update:** Set a land bank meeting for March 24<sup>th</sup> at 7:00 pm. Clerk stated that the amended lot purchase agreement has been sent to the new title company and we are on the way. Clerk is still waiting to hear on the status of the other lots.

**b. Crack seal 2020 bids:**

Discussion ensued. *Tracy Thul made a motion to accept the bid from South Central Sealing to do crack seal and patch Sedgwick Street at Avenue D, 2<sup>nd</sup> by Jenny Zoglman.*  
Vote: 5-0 motion carried.

**c. Bentwood addition streets & utilities.**

Table until land bank meeting.

**6. Executive Session: 7:27 – 7:50**

*Tracy Thul made a motion to enter executive session under K.S.A. 75-4319(b)(2) attorney client for 10 minutes, 2<sup>nd</sup> Tyler Bugner.* Vote: 5-0 motion carries  
Council returned with no binding action taken

**7. Pardon City Attorney: (7:50)**

**8. Planning Commission Update:** Chris Drum reported that they met with Eco/Devo to be sure that all are on the same page as the work of both committees are very intertwined. Chris also shared with the council that Kelly & Don McElroy will be doing our Comprehensive plan for free with only cost of printing.

**9. Library Board Update:** meeting minutes were included.

**10. Eco/Devo committee update:**

No meeting in February for lack of quorum. Met with Planning commission.

**11. Police and Personnel:**

The third police car is in and it will be about two weeks before TCS will be able to start upfitting.

**12. Treasurer Report:**

None

**13. Departmental Reports:**

**a. Mayor:** Nothing

**b. Parks:** Nothing

**c. Streets:** Nothing for streets that has not already been discussed. We will have about 16 students for the April 23<sup>rd</sup> clean up day from 1-3. Reminder that the community clean up day is April 25<sup>th</sup>.

**d. Gas:** Nothing

**e. Water:** Discussion about quote to service generators. *Alan Youngers made a motion to approve the bid for generator maintenance for water and wastewater, 2<sup>nd</sup> by Tyler Bugner. Vote: 5-0 motion carried*

**f. Sewer:** Discussion about quote for emergency services and cleaning contract for the next three years. *Alan Youngers made a motion to accept the contract with Mayer, 2<sup>nd</sup> by Tyler Bugner. Vote: 5-0 motion carries.*

**14. Governmental Remarks:**

April 18 the 4H will be hosting a shooting competition at the high school and Kevin has a big track meet the same day.

**13. Adjournment: (7:36)**

*Tracy Thul made a motion to adjourn, 2<sup>nd</sup> by Pam Weber. Vote: 5-0 motion carries*

Respectfully submitted by City Clerk, Kimberly C McCormick, CMC

**ACCOUNTS PAYABLE CHECK REGISTER**

BANK#	BANK NAME	CHECK#	DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
1 GARDEN PLAIN STATE BANK										
*		39623	Thru	39626						
		39627	3/06/2020	251	CITY OF GARDEN PLAIN	25.00				
		39628	3/06/2020	599	CARL B DAVIS TRUSTEE	253.85				
		39629	3/06/2020	631	ALLEN TRENCHING INC	2,675.25				
		39630	3/06/2020	779	CORE & MAIN	768.80				
		39631	3/06/2020	35	FARMERS COOP ELEVATOR CO	541.12				
		39632	3/06/2020	9	FISHER LUMBER COMPANY INC	303.34				
		39633	3/06/2020	15	GATEWAY OF GARDEN PLAIN	200.00				
		39634	3/06/2020	720	KANOKLA NETWORKS	65.95				
		39635	3/06/2020	37	KANSAS ONE-CALL SYSTEM INC	45.60				
		39636	3/06/2020	859	NAT'L ASSOC CHIEFS OF POLICE	60.00				
		39637	3/06/2020	841	PAM WEBER	51.25				
		39638	3/06/2020	114	SEDGWICK COUNTY FINANCE	58.65				
		39639	3/06/2020	496	SHAWN ELLIOTT	2,700.00				
		39640	3/06/2020	855	ST MONICA ENRICHMENT CTR	200.00				
		39641	3/06/2020	29	STUHLSTZ SERVICE INC	236.46				
		39642	3/06/2020	54	U.S. POST OFFICE	120.00				
		39643	3/06/2020	726	UNIFIRST CORPORATION	133.02				
		39644	3/06/2020	594	VISA	1,020.34				
		39645	3/06/2020	487	VISION CARE DIRECT	194.06				
*		39646	Thru	39647						
		39648	3/20/2020	251	CITY OF GARDEN PLAIN	50.00				
		39649	3/20/2020	599	CARL B DAVIS TRUSTEE	253.85				
		39650	3/20/2020	814	AXIOM INSTRUMENTATION SERVICES	700.00				
		39651	3/20/2020	33	BLACK HILLS ENERGY	2,528.30				
		39652	3/20/2020	2	BCBS OF KANSAS	7,858.70				
		39653	3/20/2020	488	BONNIE KOPPER	179.99				
		39654	3/20/2020	760	CENTERPOINT ENERGY	9,938.88				
		39655	3/20/2020	757	CIT	53.48				
		39656	3/20/2020	258	CITY OF WICHITA/TREASURY DIV	210.00				
		39657	3/20/2020	38	gWORKS	198.00				
		39658	3/20/2020	845	EVERGY	963.03				
		39659	3/20/2020	66	GALLS INCORPORATED	319.43				
		39660	3/20/2020	199	GODDARD ACE HARDWARE	24.99				
		39661	3/20/2020	836	GREEN SERVICES LLC	1,200.00				
		39662	3/20/2020	466	IMAGE QUEST (2)	51.30				
		39663	3/20/2020	861	JOY K WILLIAMS ATTY AT LAW	553.20				
		39664	3/20/2020	700	KIMBERLY MCCORMICK	219.77				
		39665	3/20/2020	551	M6 CONCRETE ACCESSORIES	299.32				
		39666	3/20/2020	139	MAYER SPECIALTY SERVICES LLC	6,909.84				
		39667	3/20/2020	777	R K BLACK INC	163.23				
		39668	3/20/2020	25	ROBERTS HUTCH-LINE	190.12				
		39669	3/20/2020	24	SEDGWICK COUNTY ELECTRIC COOP	462.75				
		39670	3/20/2020	862	TEAM LAB	313.00				
		39671	3/20/2020	795	TIAA BANK	169.98				
		39672	3/20/2020	17	TIMES-SENTINEL NEWSPAPERS	147.00				
		39673	3/20/2020	407	U.S POSTAL SERVICE (CMRS-FP)	500.00				
		39674	3/20/2020	565	VERIZON WIRELESS	340.11				
		39675	3/20/2020	45	WASTE CONNECTIONS OF KS INC	4,578.25				
		39676	3/20/2020	311	WATERWISE ENTERPRISES LLC	1,144.20				
		39677	3/20/2020	860	ZACHARIAH MABE	52.28				

**ACCOUNTS PAYABLE CHECK REGISTER**

BANK#	BANK NAME	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
39678	3/20/2020	143	COX COMMUNICATIONS	278.82				
39679	3/27/2020	47	BRENNTAG SOUTHWEST INC	199.53				
39680	3/27/2020	405	CNA SURETY	100.00				
39681	3/27/2020	779	CORE & MAIN	276.15				
39682	3/27/2020	845	EVERGY	2,416.64				
39683	3/27/2020	308	GARDEN PLAIN LIBRARY	15,000.00				
39684	3/27/2020	15	GATEWAY OF GARDEN PLAIN	200.00				
39685	3/27/2020	737	MERIDIAN ANALYTICAL LABS	360.00				
39686	3/27/2020	290	MURPHY TRACTOR & EQUIPMENT CO	2,359.15				
39687	3/27/2020	841	PAM WEBER	9.89				
39688	3/27/2020	263	PINK PEST CONTROL	92.00				
39689	3/27/2020	804	SCHULTE SUPPLY	516.08				
39690	3/27/2020	284	STAPLES	26.46				
39691	3/27/2020	565	VERIZON WIRELESS	509.88				
*	39692							
	924	3/04/2020	79 SALES & EXCISE TAX	773.84				E-PAY
	925	3/06/2020	1 KPERS	2,122.82				E-PAY
	926	3/06/2020	6 KS DEPARTMENT OF REVENUE	405.77				E-PAY
	927	3/06/2020	562 EFTPS	3,140.17				E-PAY
	928	3/20/2020	1 KPERS	2,287.79				E-PAY
	929	3/20/2020	6 KS DEPARTMENT OF REVENUE	452.63				E-PAY
	930	3/20/2020	562 EFTPS	3,093.77				E-PAY
	931	3/20/2020	725 KPERS-OGLI	30.15				E-PAY
	932	3/20/2020	710 STATE OF KANSAS DEPT OF ADMIN	156.37				E-PAY

\* See Check Summary below for detail on gaps and checks from other modules.

BANK TOTALS:	
OUTSTANDING	85,033.60
CLEARED	.00
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BANK 1 TOTAL	85,033.60
**VOIDED**	.00

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
10 GENERAL FUND	26,503.27	26,503.27	.00	.00
55 SOLID WASTE	4,578.25	4,578.25	.00	.00
60 GAS FUND	18,068.35	18,068.35	.00	.00
70 SEWER FUND	13,963.57	13,963.57	.00	.00
80 WATER FUND	6,790.14	6,790.14	.00	.00
98 LIBRARY FUND	15,130.02	15,130.02	.00	.00

**ACCOUNTS PAYABLE CHECK REGISTER**  
**\*\*\* CHECK SUMMARY \*\*\***

**BANK# BANK NAME**  
**CHECK# DESCRIPTION**

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1 GARDEN PLAIN STATE BANK

39623 Thru	39626	Payroll Checks
39627 Thru	39645	Accounts Payable Checks
39646 Thru	39647	Payroll Checks
39648 Thru	39691	Accounts Payable Checks
924 Thru	932	Accounts Payable E-Pay

Resolution No. 176

**A RESOLUTION OF THE CITY OF GARDEN PLAIN, KANSAS DECLARING A LOCAL STATE OF EMERGENCY; TEMPORARILY EXPANDING THE AUTHORITY OF THE MAYOR TO ACT ON BEHALF OF THE CITY; AND RATIFYING PREVIOUS DECISIONS REGARDING THE COVID-19 EMERGENCY.**

**WHEREAS**, COVID-19, a respiratory disease that spreads easily from person to person and may result in serious illness or death has been confirmed in Kansas; and

**WHEREAS**, a State of Disaster Emergency was proclaimed by the Governor for the State of Kansas in its entirety on March 12, 2020; and

**WHEREAS**, the President of the United States declared a national emergency on March 13, 2020 regarding the COVID-19 pandemic; and

**WHEREAS**, The Chairman of the Board of County Commissioners of Sedgwick County, Kansas declared a State of Local Disaster Emergency within the county on March 16, 2020); and

**WHEREAS**, the health, safety, and welfare of persons within the City of Garden Plain are of critical importance and have been endangered by the threat and spread of COVID-19; and

**WHEREAS**, the Governing Body of the City of Garden Plain, in response to the COVID-19 pandemic desires to protect the public health, safety, and welfare by declaring a local state of emergency and by temporarily expanding the authority of the Mayor to act on behalf of the city during such time of emergency.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GARDEN PLAIN:**

**Section 1.** A Local State of Emergency is declared regarding the COVID-19 Pandemic. All local ordinances and resolutions pertaining to times of emergency passed under the Home Rule Authority of the City of Garden Plain, granted by Art. 5 Sec. 12 of the Kansas Constitution, are now in effect to the extent that they do not contradict or conflict with the State Emergency Plan or Emergency Plan of Sedgwick County.

**Section 2.**

- A. The Mayor is hereby vested, temporarily, with the authority to make all decisions in regard to personnel and City operations without the need to obtain Council approval for said action. This grant includes the authority to close City Facilities or suspend City operations; the authority to temporarily amend, extend, or suspend policies and procedures, including purchasing and personnel policies, of the City in response to the emergency; the authority and discretion to make decisions concerning the grant of additional leave and/or benefits to City employees; the authority to make decisions and purchases exceeding previously



established purchasing authority granted by the Council; and the authority to make other decisions deemed necessary to continue city operations and secure the well-being and safety of City employees and the public at large in response to the COVID-19 pandemic.

- B. The Mayor shall keep the Governing Body informed of the actions taken pursuant to this grant of authority by reporting them to the Governing Body at the next meeting after the action was taken.

**Section 3.** The Governing Body hereby ratifies the emergency decisions made by the Mayor in response to COVID-19 prior to the date of this Resolution.

**Section 4.** This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body or the State of Disaster Emergency Declared by Sedgwick County has expired.

**ADOPTED BY THE GOVERNING BODY OF THE CITY OF GARDEN PLAIN,  
KANSAS this 1<sup>st</sup> day of April, 2020.**

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Kevin Hammond, Mayor

Attested:

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Kimberly McCormick, City Clerk

The City of Garden Plain  
**RECORDS DESTRUCTION FORM**

Dept.	Description of Records	Date Range	Retention Period	Medium
	Traffic Ticket	2009	3 years	
	Traffic Ticket	2007	3 years	
	Traffic Ticket	2015	3 years	
	Check Stubs	2008-2009	10 years	
	Utility receipt stubs	2012	3 years	
	Utility receipt stubs	2015-2016	3 years	
	GL entries, balance sheets, GL history	2009	5 years	
	Meter sensus reports	2003	3 years	
	Accounts Payable	2013	5 years	
	Accounts Payable	2010	5 years	
	Accounts Payable A-S	2014	5 years	
	GL History report	2012	5 years	
	Utility Records Jan – Oct	2013	3 years	
	Utility records	2014	3 years	

**Certification/Request for Destruction:**

I certify that these records are past the retention period specified by Retention Policy approved by the City Council of the City of Garden Plain, Kansas and that all audit and administrative requirements have been satisfied.

I certify that at the time of destruction no city record being destroyed is involved in any litigation, claim, negotiation, audit, open records request, administrative review, or any other action involving the record was initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period.

\_\_\_\_\_  
 Kimberly C McCormick, City Clerk

\_\_\_\_\_  
 Date

		DESTRUCTION CERTIFICATION
Council Approval	Date	Date of Records Destruction
		Destruction Method Shredding _____ Electronic _____
		Destruction Witness



**Water and Wastewater Divisions**

**MEMO:**

**RE: Update on non-routine work and upcoming projects. April 2020 council meeting**

**Water**

Nitrates sampling at the water wells completed.

The 2020 Lead and Copper sampling plan is submitted to KDHE and waiting for approval. Sampling starts in June.

Consumer Confidence Reports (CCR) is going out in April.

**Wastewater**

February 2020 No permit exceedances.

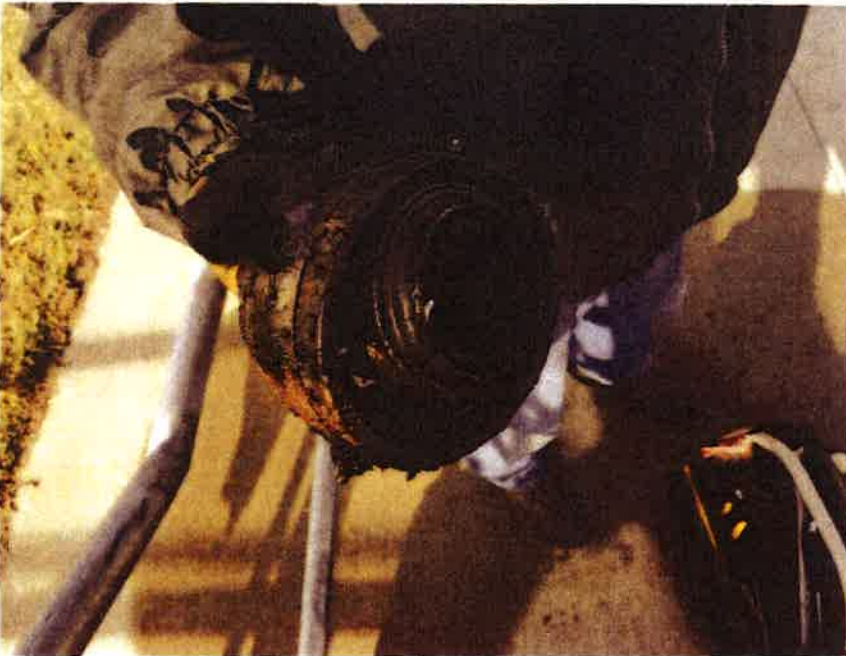
Inside bearing failed on aerator on the activated sludge basin. It is my understanding that this bearing was not replaced last time the aerator was worked on (the outside bearing was replaced in 2019). (Attachment).

**If you have any questions feel free to call,**

**Michael Bader @ 316-833-2595, or Zach Mabe @ 316-558-4567**



Inside bearing before removing, you can see where it is starting to fail.



Inside bearing and race after removing, it has totally failed.