



427 COURT ST
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CLAY CENTER, KANSAS 67432
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Tuesday, November 21, 2023
5:30 p.m.

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. MAYOR REPORT

- A. Employee Service Awards
- B. Updates

3. CITY CLERK REPORT

- A. Updates

4. STAFF REPORTS/COMMUNICATIONS

- A. 11/6/2023 PUC Minutes
- B. Appropriation Ordinances 2713 & 2714
- C. October Financial Reports

5. CITY ATTORNEY REPORT

- A. Updates

6. CONSENT AGENDA

- A. 11/7/2023 City Council Meeting Minutes
- B. Appropriation Ordinances 4004 & 4005

7. ORDINANCES

- A. None

8. RESOLUTIONS

- A. None

9. FORMAL ACTIONS

- A. Letter of Support for Community Center Grant

COMMITTEE REPORTS

1. ADMINISTRATIVE

- A. Updates

2. PUBLIC SAFETY

- A. Updates

3. PUBLIC SERVICES

- A. Updates

4. PROPERTY & RECREATION

- A. Updates

5. ADJOURNMENT

Minutes of Meeting
Of
Public Utilities Commission
November 6, 2023

The Public Utilities Commission met in regular session with Commission Chairman Brad Dieckmann presiding. Present were Commissioner Aaron Floersch, Commissioner Bill Callaway and Billing Clerk Lori Willmann.

The minutes of the meeting held October 16, 2023 were presented for approval. There being no objections, they were approved as read.

The Appropriations Ordinance No. 2710 (Payroll) was presented for approval. It was moved by Commissioner Brad Dieckmann and seconded by Commissioner Bill Callaway to pay the claims. The vote was all yeas.

The Appropriations Ordinance No. 2711 (Payroll) was presented for approval. It was moved by Commissioner Aaron Floersch and seconded by Commissioner Brad Dieckmann to pay the claims. The vote was all yeas.

The Appropriations Ordinance No. 2712 (Bills) was presented for approval. It was moved by Commissioner Bill Callaway and seconded by Commissioner Aaron Floersch to pay the claims. The vote was all yeas.

The Commission voted on KPP voting delegates. It was moved by Commissioner Brad Dieckmann to have Supt. Scott Graves as the number one voting delegate with Commissioner Bill Callaway as the second voting delegate. Commissioner Aaron Floersch seconded the motion. The vote was all yeas.

Supt. Graves reported:

- (1.) The status of the water line proposed to furnish water to the Bluestem Warehouse on 17th Rd.
- (2.) Fairbanks Morse continues not to communicate about repairing the MANN engine. He will write a letter of dismay to a top official of Fairbanks Morse if he does not hear something soon. He also conveyed how hard it is to find employees for a Power Plant position and the Commission may want to consider reducing the hours of staff being present at the Plant in the future.

The KPP is working on doing a KPP Energy Solar Project. The Commission discussed the requirements that would need to be met, such as acreage. They discussed how this would help with the customer's bill. Commissioner Brad Dieckmann made a motion to accept the invitation to participate in the KPP Energy Solar Project. Commissioner Bill Callaway seconded the motion. The vote was all yeas.

Supt. Graves told the Commission of the history of #2 Well. It has been many years under remediation from an incident at GT Manufacturing. It is still under remediation today. He presented an engineering proposal from Burns & McDonnell to have them work on bringing #2 Well back into service. Commissioner Bill Callaway made a motion to approve of Burns & McDonnell proposal for moving forward with bringing Well #2 back into service. Commissioner Aaron Floersch seconded the motion. The vote was all yeas.

Supt. Graves reported:

- (1.) CES Engineering has submitted to KDHE the paperwork to update the water line on West Highway 24 to a 8" water service. Supt. Graves is working on easements.
- (2.) The interior plumbing survey is now on CCPUC website. He will get information out on this project through the radio station, Dispatch, Facebook and on next month's bill.
- (3.) He will contact Bruce Wingerd, attorney, to draw up a contract for the sell of the CCPUC house located at 1503 Broughton Rd.
- (4.) Cursti Sorell has accepted the offer of a full-time position at the zoo.
- (5.) Bruce Wingerd, attorney, has been in contact regarding the PFSA settlement. He advised that further testing may need to be done.
- (6.) He has distributed a Health Insurance Questionnaire to all employees. This will provide information on obtaining a quote from Corporate Plan Management for health insurance.

There being no further business, the Commission Meeting adjourned.



Scott Graves, Supt. of Utilities

PUBLIC UTILITIES COMMISSION
City of Clay Center, Kansas

TO THE MAYOR AND THE COUNCIL

Approved by Ord. No.

2713

We hereby certify that the following is a true and correct statement of the amounts due the several individuals, firms and corporations for labor and/or supplies furnished the MUNICIPAL LIGHT AND WATER PLANT. The amounts are correct due and unpaid.

For the period of

NOVEMBER 1, 2023 TO NOVEMBER 14, 2023

Base	Federal	S.S.
67,322.45	4,656.33	4,986.01

State	Other Deduc	Retirement
2,475.80	3,158.30	3,875.44

NET	\$48,137.48
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SS Employers	Retirement Employers
4,986.01	6,090.85

Car Allowance	Dental
-33.09	-664.07

TOTAL	\$77,702.15
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State of Kansas, Clay County ss

Scott Graves

Being duly sworn, says that the above accounts are just, correct and remains due and unpaid.

Superintendent

Subscribed and sworn to before me this

20th day of November 2023

City Clerk



Commissioners

PUBLIC UTILITIES COMMISSION

City of Clay Center, Kansas

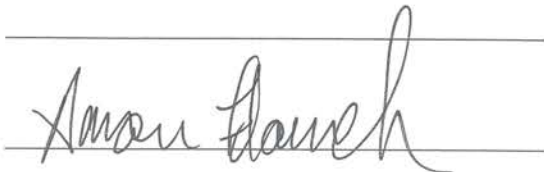
TO THE MAYOR AND COUNCIL:

We hereby certify that the following is a true and correct statement of the amounts due the several individuals, firms and corporations for labor and/or supplies furnished the MUNICIPAL LIGHT & WATER PLANT. The amounts are correct due and unpaid.

For first half of November 2023

Date. November 20, 2023

Approved by Ordinance No. 2714




Commissioners

ACCOUNTS PAYABLE REPORT

THRU

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
BCBS OF KANSAS				
COMMERCIAL AND GENERAL	BLUE CROSS BLUE SHIELD	18860439		31,585.27
COMMERCIAL AND GENERAL	BLUE CROSS BLUE SHIELD	18860439		13,536.54
***** VENDOR TOTAL *****				45,121.81
BORDER STATES INDUSTRIES				
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	927311265	BUCKET HOOKS	82.25
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	927311277	BREAKERS	514.65
***** VENDOR TOTAL *****				596.90
C & M REFUSE, INC.				
PRODUCTION EXPENSES	PLANT MAINTENANCE	11202023		228.00
***** VENDOR TOTAL *****				228.00
CALLAWAY, BILL				
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	11202023	REIMBURSEMENT FOR MILEAGE - KPP & KMU MEETINGS	364.05
***** VENDOR TOTAL *****				364.05
CENTRAL VALLEY AG				
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	11202023	FUEL	1,855.20
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	11202023	FUEL	795.09
***** VENDOR TOTAL *****				2,650.29
CINTAS CORPORATION #451				
PRODUCTION EXPENSES	PLANT MAINTENANCE	4169688686	MATS, MOPS, TOWELS	82.48
PRODUCTION EXPENSES	PLANT MAINTENANCE	4170376416	MATS, MOPS, TOWELS	82.48
PRODUCTION EXPENSES	PLANT MAINTENANCE	4171066692	MATS, MOPS, TOWELS	82.48
PRODUCTION EXPENSES	PLANT MAINTENANCE	4171775081	MATS, MOPS, TOWELS	82.48
PRODUCTION EXPENSES	PLANT MAINTENANCE	4172513846	MATS, MOPS, TOWELS	82.48
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	4169688725	UNIFORMS	109.15
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	4170376547	UNIFORMS	132.38
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	417066855	UNIFORMS	128.06
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	4171775195	UNIFORMS	119.50
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	4172513911	UNIFORMS	119.50
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	4169688725	UNIFORMS	46.78
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	4170376547	UNIFORMS	56.74
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	417066855	UNIFORMS	54.88
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	4171775195	UNIFORMS	51.21
COMMERCIAL AND GENERAL	UNIFORM EXPENSE	4172513911	UNIFORMS	51.21
***** VENDOR TOTAL *****				1,281.81
CITY OF CLAY CENTER				
DISTRIBUTION EXPENSES	STREET REPAIRS	11202023	STREET PATCHES	950.00

ACCOUNTS PAYABLE REPORT

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
CITY OF CLAY CENTER				
***** VENDOR TOTAL *****				950.00
CITY OF CLAY CENTER				
TRANSFER ACCOUNTS	TRANSFER TO CITY SOLID WASTE	11202023		23,289.60
***** VENDOR TOTAL *****				23,289.60
CITY OF CLAY CENTER				
TRANSFER ACCOUNTS	TRANSFER TO CITY SUBSIDY	11202023		15,019.97
***** VENDOR TOTAL *****				15,019.97
CITY OF CLAY CENTER				
TRANSFER ACCOUNTS	TRANSFER TO CITY SUBSIDY	11202023		6,667.42
***** VENDOR TOTAL *****				6,667.42
CITY OF CLAY CENTER				
TRANSFER ACCOUNTS	TRANSFER TO CITY SEWAGE	11202023		58,229.42
***** VENDOR TOTAL *****				58,229.42
CLAY VETERINARY CLINIC				
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	1746	EXAM - PARROT	67.38
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	1778	EXAM - BOBCAT	147.00
***** VENDOR TOTAL *****				214.38
COMPLIANCE ONE				
COMMERCIAL AND GENERAL	DRUG & ALCOHOL TESTING	310358	DRUG & ALCOHOL TESTING	53.55
COMMERCIAL AND GENERAL	DRUG & ALCOHOL TESTING	310358	DRUG & ALCOHOL TESTING	22.95
***** VENDOR TOTAL *****				76.50
CONSTELLATION NEW ENERGY - GAS				
PRODUCTION EXPENSES	GAS	3895393	SERVICE MONTH - OCTOBER 2023	84.84
***** VENDOR TOTAL *****				84.84
DCF - LIEAP				
ACCOUNTS RECEIVABLE	ACCOUNTS RECEIVABLE	11202023	LIEAP REFUND - LINDA GUNTER	611.78
ACCOUNTS RECEIVABLE	ACCOUNTS RECEIVABLE	11202023-1	LIEAP REFUND - DEANA KOMAR	611.78
ACCOUNTS RECEIVABLE	ACCOUNTS RECEIVABLE	11202023-3	LIEAP REFUND - CAITLIN RANGEL	174.16
ACCOUNTS RECEIVABLE	ACCOUNTS RECEIVABLE	112023-2	LIEAP REFUND - STEVEN MCINTYRE	117.53
***** VENDOR TOTAL *****				1,515.25
DOLLAR GENERAL - CHARGED				
PRODUCTION EXPENSES	PLANT MAINTENANCE	1001270430	CLEANING SUPPLIES	61.87
PRODUCTION EXPENSES	PLANT MAINTENANCE	1001272056	CLEANING SUPPLIES	75.39
PRODUCTION EXPENSES	PLANT MAINTENANCE	1001275302	CLEANING SUPPLIES	120.29
PRODUCTION EXPENSES	PLANT MAINTENANCE	1001279171	CLEANING SUPPLIES	52.23

ACCOUNTS PAYABLE REPORT

THRU

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
DOLLAR GENERAL - CHARGED COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	1001276765	HALLOWEEN CANDY, CHRISTMAS DECOR	49.12
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	1001276765	HALLOWEEN CANDY, CHRISTMAS DECOR	21.04
***** VENDOR TOTAL *****				----- 379.94
FAMILY HEALTH AMERICA, L.C. COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	11202023	ADMIN FEES (2 MONTHS)	140.00
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	11202023	ADMIN FEES (2 MONTHS)	60.00
***** VENDOR TOTAL *****				----- 200.00
GIBSONS PRODUCTS CO. #8259L PRODUCTION EXPENSES	PLANT MAINTENANCE	374835	CLEANER, BATTERIES	19.25
PRODUCTION EXPENSES	PLANT MAINTENANCE	374958	ROPE, LAMP CLAMP	53.61
PRODUCTION EXPENSES	PLANT MAINTENANCE	374972	CLEANING SUPPLIES	34.78
PRODUCTION EXPENSES	PLANT MAINTENANCE	374914	LUBRICANT CHAIN, SPRAYER	24.17
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	374870	MARKING PAINT	54.55
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	374870	MARKING PAINT	23.38
DISTRIBUTION EXPENSES	PARK IMPROVEMENT	374832	VP 50.1 FUEL 1 QT	8.75
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	374868	SOFTLENS250W REDHEAT 2 PK	39.40
***** VENDOR TOTAL *****				----- 257.89
HENDRICKSON, RON COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	11202023	REIMBURSEMENT - MEALS - POWER PLANT WORKSHOP	58.83
***** VENDOR TOTAL *****				----- 58.83
KANSAS GAS SERVICE PRODUCTION EXPENSES	PLANT MAINTENANCE	11202023-3	512427192 1453352 09	117.44
PRODUCTION EXPENSES	PLANT MAINTENANCE	11202023-4	512427192 1453353 27	106.34
PRODUCTION EXPENSES	PLANT MAINTENANCE	11202023-5	512427192 1453354 45	101.45
PRODUCTION EXPENSES	GAS	11202023	510000297 1562841 00	101.43
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	11202023-1	510000297 2041268 45	81.04
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	11202023-2	510000297 2041258 36	200.86
***** VENDOR TOTAL *****				----- 708.56
KANSAS POWER POOL PRODUCTION EXPENSES	PURCHASED POWER	11202023	SERVICE MONTH - OCTOBER 2023	232,678.72
***** VENDOR TOTAL *****				----- 232,678.72
KANSASLAND TIRE DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	33823	BACKHOE	1,454.00

ACCOUNTS PAYABLE REPORT

THRU

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
KANSASLAND TIRE				
***** VENDOR TOTAL *****				1,454.00
KS DEPT OF HEALTH & ENVIRONMEN PRODUCTION EXPENSES	PLANT MAINTENANCE	KS0093351-WWIP-2023	PERMIT FEE 2023 - KS0093351-WWIP-2023	320.00
***** VENDOR TOTAL *****				320.00
MCMaster - CARR PRODUCTION EXPENSES	PLANT MAINTENANCE	16954008	FLEXIBLE DUCT HOSE, SORBENT	236.15
***** VENDOR TOTAL *****				236.15
NAPA AUTO PARTS OF CLAY C DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	8238398	WHEEL BEARING, BRAKE	353.10
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	829759	DOOR HINGE PIN	73.14
***** VENDOR TOTAL *****				426.24
NCS				
COMMERCIAL AND GENERAL	IT - SERVICES	110323	LABOR - SERVER	3,080.00
COMMERCIAL AND GENERAL	IT - SERVICES	118872	IT SERVICES	231.00
COMMERCIAL AND GENERAL	IT - SERVICES	119515	IT SERVICES	1,834.40
COMMERCIAL AND GENERAL	IT - SERVICES	110323	LABOR - SERVER	1,320.00
COMMERCIAL AND GENERAL	IT - SERVICES	118872	IT SERVICES	99.00
COMMERCIAL AND GENERAL	IT - SERVICES	119515	IT SERVICES	786.17
***** VENDOR TOTAL *****				7,350.57
NUTRIEN AG SOLUTIONS PRODUCTION EXPENSES	PLANT MAINTENANCE	52743808	CLEAN AMINE, LIBERATE LECITECH	557.85
***** VENDOR TOTAL *****				557.85
POLSINELLI COMMERCIAL AND GENERAL	LEGAL SERVICES	2366835	LEGAL SERVICES	571.50 ✓
***** VENDOR TOTAL *****				571.50
PRAIRIELAND PARTNERS, LLC PRODUCTION EXPENSES	SYSTEM MAINTENANCE	1000911376	HARDWARE	4.80
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	1000934588	WASHER, NUT, COUPLER SOCKET, COUPLER PLUG	183.85
***** VENDOR TOTAL *****				188.65
SCHULTE SUPPLY, INC DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	S1207167.001	WACHS TORQUE GAUGE	198.97

ACCOUNTS PAYABLE REPORT

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
SCHULTE SUPPLY, INC				
***** VENDOR TOTAL *****				198.97
STANION WHOLESALE ELECTRIC				
PRODUCTION EXPENSES	PLANT MAINTENANCE	5631419-00	POWER PLANT CONTROLS	216.50
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	5624354-01	METER RISER	73.31
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	5607865-01	WRAP SPOOL TIES, MISC	316.46
***** VENDOR TOTAL *****				606.27
THE FEED SHED				
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	39040	FISH FOOD	56.04
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	39172	PARROT BLEND	70.00
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	39590	PINE SHAVINGS	8.99
***** VENDOR TOTAL *****				135.03
BRIAN THOLSTRUP				
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	21768194	EYE GLASSES	183.00
***** VENDOR TOTAL *****				183.00
TRACTOR SUPPLY CREDIT PLAN				
DISTRIBUTION EXPENSES	PARK IMPROVEMENT	142185	ROPE, ROLLER	31.73
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	141915	ANIMAL TREATS	65.67
***** VENDOR TOTAL *****				97.40
UNION STATE BANK				
TC RILEY DEBT SERVICE	TC RILEY DEBT SERVICE	11202023	TRANSCANADA DEBT SERVICE	22,508.51
***** VENDOR TOTAL *****				22,508.51
UPS, INC.				
PRODUCTION EXPENSES	WATER SAMPLE MAILING	5433	LATE FEE	2.19
PRODUCTION EXPENSES	WATER SAMPLE MAILING	5443	WATER SAMPLE MAILING	56.64
PRODUCTION EXPENSES	WATER SAMPLE MAILING	5453	WATER SAMPLE MAILING	27.20
PRODUCTION EXPENSES	WATER SAMPLE MAILING	5463	WATER SAMPLE MAILING	11.64
PRODUCTION EXPENSES	WATER SAMPLE MAILING	5466	LATE FEE	2.19
***** VENDOR TOTAL *****				99.86
VERIZON WIRELESS				
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	9948504763	SUPT. GLAVES - CELL	90.10
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	9948504763	SUPT. GLAVES - CELL	38.62
***** VENDOR TOTAL *****				128.72
VETERINARY HEALTH CENTER				
DISTRIBUTION EXPENSES	ANIMAL MAINTENANCE	240958, 240959	EXAM - CHEETAH'S (2)	585.72

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VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
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VETERINARY HEALTH CENTER

***** VENDOR TOTAL *****

585.72

VISA

PRODUCTION EXPENSES	PLANT MAINTENANCE	11202023-1	KYNAR BALL CHECK VALVE	322.43
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	AB-95758	LED LIGHTS	3,123.45
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	612427	FUEL	38.70
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	693064	FUEL	84.15
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	2858	W-2 FORMS, W2 ENVELOPES	65.72
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	9915439714	LEAD, FLAGS, TONER	50.09
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	1/A-474893	SUBWAY SANDWICHES - PUBLIC	345.59

COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	11202023-2	BEENVERIFIE	29.87
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	3039778769	RETIREMENT GIFT - SHARON HUSE	36.78
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	84281206	INDEED	144.00
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	100503	FUEL - ARKANSAS METER SCHOOL	59.40
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	11202023	MEALS - ARKANSAS METER SCHOOL	60.05
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	3416764952	ROOM - ARKANSAS METER SCHOOL	440.19
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	3419116276	ROOM - ARKANSAS METER SCHOOL	456.78
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	527262	MEALS - ARKANSAS METER SCHOOL	49.23
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	53080	ROOM - KMJ WORKSHOP	257.24
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	53081	ROOM - KMJ WORKSHOP	257.24
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	574	KTA CHARGE - ARKANSAS METER SCHOOL	4.00
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	601755	MEALS - ARKANSAS METER SCHOOL	69.40
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	605222	MEALS - KMJ WORKSHOP	18.62
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	605974	MEALS - ARKANSAS MEATER SCHOOL	26.06
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	630314	MEALS - ARKANSAS MEATER SCHOOL	26.26
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	652911	MEALS - KMJ WORKSHOP	22.44
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	680229	FUEL - ARKANSAS METER SCHOOL	45.60
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	683587	MEALS - ARKANSAS METER SCHOOL	55.68
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	684108	FUEL	83.65
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	2858	W-2 FORMS, W2 ENVELOPES	28.16
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	9915439714	LEAD, FLAGS, TONER	21.46
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	3039778769	RETIREMENT GIFT - SHARON HUSE	15.75

***** VENDOR TOTAL *****

6,237.99

WESTERN AREA POWER ADMIN.
PRODUCTION EXPENSES

PURCHASED POWER	JJPB97431023	SERVICE MONTH - OCTOBER 2023	13,667.31
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***** VENDOR TOTAL *****

13,667.31

WHITE CAP. L.P.

DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	50023949308	WALL TIES, FORMS	249.29
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***** VENDOR TOTAL *****

249.29

***** REPORT TOTAL *****

446,377.21

ACCOUNTS PAYABLE REPORT

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
ACCOUNT	INV	PAYMENTS		
ACCOUNTS RECEIVABLE	4	1,515.25		
TC RILEY DEBT SERVICE	1	22,508.51		
PRODUCTION EXPENSES	32	249,697.11		
DISTRIBUTION EXPENSES	30	11,786.12		
COMMERCIAL AND GENERAL	55	57,663.81		
TRANSFER ACCOUNTS	4	103,206.41		
ACCOUNT TOTALS	126	446,377.21		

BANK#	BANK NAME	CHECK#	DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
1 UNION STATE										
15205	11/20/2023	170	BCBS OF KANSAS			45,121.81				
15206	11/20/2023	204	BORDER STATES INDUSTRIES			596.90				
15207	11/20/2023	2331	C & M REFUSE, INC.			228.00				
15208	11/20/2023	5	CALLAWAY, BILL			364.05				
15209	11/20/2023	193	CENTRAL VALLEY AG			2,650.29				
15210	11/20/2023	3249	CINTAS CORPORATION #451			.00			VOID:	
15211	11/20/2023	3249	CINTAS CORPORATION #451			1,281.81				
15212	11/20/2023	3260	CITY OF CLAY CENTER			950.00				
15213	11/20/2023	1022	CITY OF CLAY CENTER			23,289.60				
15214	11/20/2023	1027	CITY OF CLAY CENTER			15,019.97				
15215	11/20/2023	1028	CITY OF CLAY CENTER			6,667.42				
15216	11/20/2023	1021	CITY OF CLAY CENTER			58,229.42				
15217	11/20/2023	1000206	CLAY VETERINARY CLINIC			214.38				
15218	11/20/2023	263	COMPLIANCE ONE			76.50				
15219	11/20/2023	32	CONSTELLATION NEW ENERGY - GAS			84.84				
15220	11/20/2023	1000113	DCF - LIEAP			1,515.25				
15221	11/20/2023	4155	DOLLAR GENERAL - CHARGED			379.94				
15222	11/20/2023	197	FAMILY HEALTH AMERICA, L.C.			200.00				
15223	11/20/2023	7220	GIBSONS PRODUCTS CO. #8259L			257.89				
15224	11/20/2023	1000208	HENDRICKSON, RON			58.83				
15225	11/20/2023	11074	KANSAS GAS SERVICE			708.56				
15226	11/20/2023	11079	KANSAS POWER POOL			232,678.72				
15227	11/20/2023	205	KANSASLAND TIRE			1,454.00				
15228	11/20/2023	11262	KS DEPT OF HEALTH & ENVIRONMEN			320.00				
15229	11/20/2023	13120	MCMASTER - CARR			236.15				
15230	11/20/2023	1000165	NAPA AUTO PARTS OF CLAY C			426.24				
15231	11/20/2023	171	NCS			7,350.57				
15232	11/20/2023	219	NUTRIEN AG SOLUTIONS			557.85				
15233	11/20/2023	1000189	POLSINELLI			571.50				
15234	11/20/2023	4230	PRAIRIELAND PARTNERS, LLC			188.65				
15235	11/20/2023	1000212	SCHULTE SUPPLY, INC			198.97				
15236	11/20/2023	19426	STANION WHOLESALE ELECTRIC			606.27				
15237	11/20/2023	116	THE FEED SHED			135.03				
15238	11/20/2023	188	BRIAN THOLSTRUP			183.00				
15239	11/20/2023	266	TRACTOR SUPPLY CREDIT PLAN			97.40				
15240	11/20/2023	20980	UNION STATE BANK			22,508.51				
15241	11/20/2023	21016	UPS, INC.			99.86				
15242	11/20/2023	22085	VERIZON WIRELESS			128.72				
15243	11/20/2023	172	VETERINARY HEALTH CENTER			585.72				
15244	11/20/2023	126	VISA			.00			VOID:	
15245	11/20/2023	126	VISA			.00			VOID:	
15246	11/20/2023	126	VISA			6,237.99				
15247	11/20/2023	23208	WESTERN AREA POWER ADMIN.			13,667.31				
15248	11/20/2023	1000211	WHITE CAP. L.P.			249.29				
*	2228									
	2229	11/20/2023	1025	SALES TAX DIVISION		17,164.49		E-PAY		
*	2230		(NOT IN SELECTED DATE RANGE)							
	2231	11/20/2023	11262	KS DEPT OF HEALTH & ENVIRONMEN		320.00		E-PAY		
	2232	11/20/2023	11262	KS DEPT OF HEALTH & ENVIRONMEN		60.00		E-PAY		

BANK#	BANK NAME							
CHECK#	DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID

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

BANK TOTALS:		
OUTSTANDING		463,921.70
CLEARED		.00

BANK 1 TOTAL		463,921.70
VOIDED		.00

FUND		TOTAL	OUTSTANDING	CLEARED	VOIDED
50	ELECTRIC	336,741.98	336,741.98	.00	.00
51	WATER	105,492.33	105,492.33	.00	.00
60	ELECTRIC SUBSIDY	15,019.97	15,019.97	.00	.00
61	WATE SUBSIDY	6,667.42	6,667.42	.00	.00

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

BANK#	BANK NAME		
CHECK#		DESCRIPTION	
1	UNION STATE		
15205 Thru	15248	Accounts Payable Checks	
2229 Thru	2232	Accounts Payable E-Pay	

STATE OF KANSAS, CLAY COUNTY, ss.

Scott Glaves, Being duly sworn, says that the above accounts are just, correct and remains due and unpaid

[Signature], Superintendent

Subscribed and sworn to before me this 20th day of November 2023

[Signature] City Clerk



DRAFT
CLAY CENTER CITY COUNCIL MEETING MINUTES
NOVEMBER 7, 2023

The Clay Center City Council met in regular session on November 7, 2023 in the Council Chambers. Mayor Thatcher called the meeting to order at 5:30 p.m. City Council members in attendance were Elton Hess, Glenn Hoover, Karla Sweet, Mike Schultze, Phil Kasper, Theresa Charbonneau, Mike Peerson and Daton Hess. Also present were City Attorney Dusty Mullin and City Clerk Kerry Rozman.

Mayor Thatcher opened the Public Hearing for the property located at 1235 Lincoln at 5:31 p.m. There was no one in attendance nor were there any comments. The public hearing closed at 5:32 p.m.

A motion was made by Councilor Kasper seconded by Councilor D. Hess to approve Resolution No. 1662 Stating the Condition of the Structures Located at 1235 Lincoln and Legally Described Below, in the City of Clay Center, Clay County, Kansas, are Unsafe or Dangerous and Directing That All Structures be (Repaired or Removed) and Said Premises Made Safe and Secure. Roll call vote: Yeas: Schultze, Charbonneau, Hoover, Peerson, D. Hess, Sweet, E. Hess and Kasper. Nays: None.

The minutes from the Public Utilities Commission meeting on October 16, 2023 and Public Utilities Commission Appropriations Nos. 2710, 2711 and 2712 were presented for review. The October financial reports were also included.

The Consent Agenda consisted of the meeting minutes of October 17, 2023 and Appropriation Ordinances Nos. 4001, 4002 and 4003. A motion was made by Councilor D. Hess seconded by Councilor Schultze to approve the Consent Agenda in its entirety. Roll call vote: Yeas: E. Hess, Peerson, D. Hess, Sweet, Kasper, Schultze, Charbonneau and Hoover. Nays: None.

A motion was made by Councilor Sweet seconded by Councilor Peerson to adopt Ordinance No. 2462 Amending Section 13-210 Providing for Issuance of Outdoor Dining Permits for the Use of a City Street. Allowing Said Area to be Permitted for Use as Outdoor Dining, All in the City of Clay Center, Kansas, and Repealing Sections 13-210 of the Code of the City and Ordinance No. 2462. Roll call vote: Yeas: D. Hess, Hoover, Charbonneau, Sweet, Schultze, E. Hess and Peerson. Nays: None. Councilor Kasper abstained from the vote.

A motion was made by Councilor Kasper seconded by Councilor Schultze to approve Resolution No. 1663 Requesting the Director of Accounts and Reports to Waive the Requirements of K.S.A. 75-1120a(a) and Causing the Annually Required Financial Audit, of the City of Clay Center, for the Accounting Period of 2024, to be Prepared Based on the Cash Basis and Budget Laws of the State of Kansas, All in the City of Clay Center, Kansas, and Pursuant to K.S.A. 75-1120a(c)(1). Roll call vote: Yeas: Peerson, E. Hess, Kasper, Schultze, Sweet, Charbonneau, Hoover and D. Hess. Nays: None. Motion carried 8-0.

A motion was made by Councilor Kasper seconded by Councilor Hoover to approve Resolution No. 1664 Support of an Application for Funding Through the Moderate Income Housing Program Offered Through the Kansas Housing Resources Corporation. This would be for the 12th Street Estates as they want to put in stick built and modular homes affixed to the land, plot out plots and have lots owned by the property owner. Roll vote: Yeas: D. Hess, Charbonneau, Sweet, Kasper, E. Hess, Hoover, Schultze and Peerson. Nays: None.

A motion was made by Councilor Kasper seconded by Councilor Hoover to approve Resolution No. 1665 Support of an Application for Funding Through the Kansas Housing Investor Tax Credit Program Offered Through the Kansas Housing Resources Corporation. Roll call vote: Yeas: Peerson, Hoover, Kasper, Charbonneau, D. Hess, Sweet, E. Hess and Schultze. Nays: None.

A motion was made by Councilor Sweet seconded by Councilor E. Hess to approve the 2023 audit proposal from Gordon CPA in the amount of \$14,550.00. This represents a 3.0% increase over the 2022 audit. Motion carried 8-0.

Committee Reports as follows:

Administrative: Councilor Sweet reported on the following: 1. Staff met with Natalie Muruato with Grow Clay County Director regarding a potential Accelerator Grant through the State of Kansas. This grant opportunity would need to provide childcare, activities for seniors, provide broadband, have a health component, employment training and other components. The grant requires a governmental agency, economic development organizations, community-based organizations, private entities, educational institutions, and tribes and tribal organizations to apply. Letters of support from their Community Champion, one from local partners or community members, and another from financial investors. The governing body will vote on this at the November 21 meeting.

Public Safety: Mayor Thatcher reported on the following: 1. Building permit for James and Betina Peeler for a garage at 714 Arthur Street. 2. Building permit for Todd Anderson for a storage building at 934 McBrathney Street. 3. Building permit for Larry and Joy Lund for a shop at 1009 Lady Greyhound Street. 4. Building permit for Susan Thomas for a porch at 2409 7th Street. 5. Andrew Askew at 1405 Court Street for a storage facility.

Public Services: Councilor D. Hess report on the following: 1. The sales tax received for August was \$59,292.71. 2. The city-wide cleanup is now complete. The cleanup started on October 10 and was completed on October 25 with staff from the Wastewater Department, Parks Department and Cemetery Department. The Clay County Commissioners set a maximum charge to the city of \$4,500 and the county paid \$1,275.32. The city received \$1,572.60 from the sale of the steel to Don's Recycling Service. Councilor Hess thanked the County for helping defray the cost at the landfill. 3. A seminar put on by H K Solutions regarding manhole rehabilitation. This seminar was held on November 8 & 9. There were 16 entities represented. Following the presentation, participants went to the worksite to observe this process.

Property and Recreation: Councilor Kasper reported on the following: 1. The sales tax received for August was \$59,292.71. 2. Rundle-Brown is Concession/Bathroom facility project is progressing nicely and the project should be complete by mid-December.

A motion was made by Councilor D. Hess seconded by Councilor Kasper to adjourn the meeting. Motion carried 8-0.

JAMES R THATCHER, Mayor

ATTEST:

KERRY ROZMAN, City Clerk

APPROPRIATION ORDINANCE
And
WARRANT REGISTER

No. 4004

November 17, 2023

An Ordinance making appropriation for the payment of certain claims. Be it ordained by the Mayor and the Council of the City of Clay Center, Kansas:

Sec. 1. That in order to pay claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the city treasury the following amounts to-wit:

Payroll period November 1st thru November 14th, 2023

<u>Base</u>	<u>Emp/Ben</u>	<u>W/H Taxes</u>	<u>B/C</u>	<u>Net</u>	<u>Vouchers</u>
<u>\$72,533.38</u>	<u>\$9,214.83</u>	<u>\$7,072.26</u>	<u>\$1,778.94</u>	<u>\$54,467.35</u>	

Sec. 2. That this Ordinance shall take effect and be in force from and after its passage.

Passed and Signed this 17th day of November, 2023.

(SEAL)

Mayor

Attested:

City Clerk

APPROPRIATIONS NO. 4005

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL OPERATING FUND						
NON DEPARTMENT						
PR20210629	EMPOWER RETIREMENT	457- AFTER TAX				
PR20210727	EMPOWER RETIREMENT	457- AFTER TAX				
7/19/22	RETAILERS SALES TAX	POOL SALES TAX				
11/3/23	TRACTOR SUPPLY	RESTITUTION CASE#23-71-COURT		80.86		
00 NON DEPARTMENT TOTAL				80.86		
GENERAL						
OCT'23GG	BIG LAKES DEVELOPMENTAL CENTER	JANITORIAL SERVICE-GG		550.00		
4166668962GG	CINTAS CORPORATION	MAT/SUPPLY SERVICE-GG		167.71		
79/81	COLUMN SOFTWARE	RES.1662,ORD.2462-GG		268.72		
OCT'23GG	GIBSON PRODUCTS CO #8259L	PADLOCK-GG		18.99		
OCTOBER 2023	KANSAS GAS SERVICE	GG		382.67		
OCT'23MAYOR	LEISZLER OIL CO.	FUEL-MAYOR-GG		404.24		
OCT'23GG	MSC-410526 DOLLAR GENERAL	SUPPLIES-GG		414.40		
119285	NETWORK COMPUTER SOLUTIONS	EMAIL,SECURITY ISSUES-GG		536.25		
11/14/23	PETTY CASH	CHECKS-GG	9.00			
11/15/23	PETTY CASH	POSTAGE-SC-GG	6.74	15.74		
1057	RYAN & MULLIN LLC	CITY ATTORNEY-GG		3,005.04		
OCT'23VISA	UNITED BANK & TRUST	W2 ENVELOPES,COFFEE POT-GG		433.30		
OCT'23GG	VERIZON WIRELESS	BLDG INSPECTOR PHONE-GG		41.46		
01 GENERAL TOTAL				6,238.52		
POLICE						
OCT'23POLICE	CENTRAL VALLEY AG	FUEL-POLICE		1,450.23		
11/6/23	CLAY CENTER POLICE DEPT/	NOV'23 CLOTHING ALLOW-POLICE		60.00		
025513727/973495	GALLS, LLC	DUTY EQUIPMENT-POLICE		362.79		
OCT'23POLICE	GIBSON PRODUCTS CO #8259L	AMMO-POLICE		95.94		
OCT'23POLICE	MSC-410526 DOLLAR GENERAL	SUPPLIES-POLICE		47.10		
NOV 14 2023	PETTY CASH	KBI POSTAGE-BR-POLICE		17.45		
0616890-IN	SIRCHIE	TEST KIT-POLICE		76.77		
OCT'23POLICE	VERIZON WIRELESS	PHONES-POLICE		288.76		
02 POLICE TOTAL				2,399.04		
FIRE						
J7811	ADI SYSTEMS INC	INK CARTRIDGES-FIRE		65.48		
9245896644	CINTAS CORPORATION #451	AED AGREEMENT-FIRE		120.00		
OCT'23FIRE	CLAY CENTER AUTO PARTS	BATTERIES,BLOWER,CHARGER-FIRE		1,178.11		
025953127	GALLS, LLC	UNIFORMS-FIRE		375.36		
OCT'23FIRE	GIBSON PRODUCTS CO #8259L	CLEANING SUPPLIES-FIRE		25.98		
OCTOBER 2023	KANSAS GAS SERVICE	FIRE		168.85		
OCT'23FIRE	LEISZLER OIL CO.	FUEL-FIRE		806.28		
OCT'23FIRE	MSC-410526 DOLLAR GENERAL	SUPPLIES-FIRE		201.10		
OCT'23FIRE	PRAIRIELAND PARTNERS LLC	STIHL MOTOMIX-FIRE		67.50		
OCT'23FIRE	RAY'S APPLE MARKET	HALLOWEEN SUPPLIES-FIRE		92.97		
OCT'23FIRE	UNIFIRST CORPORATION	MOPS,TOWELS,WIPERS-FIRE		140.79		
41273P	VALLEYWIDE SALES INC	METAL-FIRE		81.00		
OCT'23FIRE	VERIZON WIRELESS	PHONES-FIRE		120.03		

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE

		03 FIRE TOTAL		3,443.45		

HIGHWAY						
OCT'23STREET	CENTRAL VALLEY AG	FUEL-STREET		3,749.22		
OCT'23ST	CLAY CENTER AUTO PARTS	BATTERIES,ALTERNATOR-STREET		1,280.22		
4096069	DULTMEIER SALES	SALT BRINE MOTOR-STREET		1,502.00		
0136465	ENVISION	RECYCLE BAGS-STREET		2,286.00		
KSCON97654	FASTENAL	BOLTS FOR SPREADER BEARING-ST		35.11		
OCT'23STREET	GIBSON PRODUCTS CO #8259L	SAFETY VESTS-STREET		67.96		
11-561369	KAN-EQUIP INC.	SKID LOADER SERVICE-STREET		356.54		
OCTOBER 2023	KANSAS GAS SERVICE	STREET		119.39		
11/6/23	L&M L&M LLC	CARWASH TOKENS-STREET		30.00		
2127247	MURPHY TRACTOR &	TEST KIT-STREET		112.60		
IN-205448	NATIONAL SIGN CO. INC.	STOP SIGNS-STREET		1,348.50		
OCT'23ST	NKC TIRE	TIRE REPAIR-STREET		60.50		
11/14/STREET	PETTY CASH	POSTAGE-KS-STREET		11.00		
OCT'23ST	PRAIRIELAND PARTNERS LLC	HOSE/ELBOW FITTINGS-STREET		374.98		
0097005-IN	SAGE PRODUCTS,INC.	TOWELS-STREET		45.00		
310230	TMHC SERVICES, INC.	5 STREET PARTICIPANTS		30.25		
2021989	TSI KANSAS, INC.	DUMP TRUCK REPAIRS-STREET		8,534.60		
OCT'23ST	UNIFIRST CORPORATION	JEANS-STREET		248.36		
41273P STREET	VALLEYWIDE SALES INC	TUBING-STREET		22.00		
OCT'23ST	VERIZON WIRELESS	PHONES-STREET		82.92		

		04 HIGHWAY TOTAL		20,297.15		

PARK						
OCT'23PARKS	CENTRAL VALLEY AG	FUEL-PARKS		536.24		
4173224034	CINTAS CORPORATION	JEANS-PARKS		51.76		
OCT'23PARKS	CLAY CENTER AUTO PARTS	BATTERIES-PARKS		176.99		
OCT'23PARKS	CLAY COUNTY SANITARY LANDFILL	SOLID WASTE FEE-PARKS		20.50		
OCT'23PARKS	GIBSON PRODUCTS CO #8259L	ANTI-FREEZE,BATTERIES-PARKS		106.48		
OCTOBER 2023	KANSAS GAS SERVICE	PARKS		150.95		
OCT'23 PARKS	NKC TIRE	ROTATE TIRES-PARKS		30.00		
OCT'23VISA	UNITED BANK & TRUST	LIGHT BAR-PARKS		46.83		
OCT'23PARKS	VERIZON WIRELESS	PHONES-PARKS		41.46		

		06 PARK TOTAL		1,161.21		

POOL						
OCTOBER 2023	KANSAS GAS SERVICE	POOL		93.72		

		07 POOL TOTAL		93.72		

CEMETERY						
OCT'23CEMETERY	CENTRAL VALLEY AG	FUEL-CEMETERY		307.98		
OCT'23CEM	GIBSON PRODUCTS CO #8259L	HEATERS,HUMIDIFIER-CEMETERY		270.98		
OCTOBER 2023	KANSAS GAS SERVICE	CEMETERY		61.31		
OCT'23 CEM	PRODUCTIVITY PLUS ACCOUNT	FILTER,SPARKPLUG-CEMETERY		63.39		
OCT'23CEM	VERIZON WIRELESS	PHONES-CEMETERY		41.46		

CLAIMS REPORT
Check Range: 11/21/2023-11/21/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
		08 CEMETERY TOTAL		745.12		
00681/2 1059	MUNICIPAL COURT BRENDA JORDAN LAW OFFICE RYAN & MULLIN LLC	CASE#22-236/23-195-COURT CITY PROSECUTOR-COURT		378.00 5,460.00		
		09 MUNICIPAL COURT TOTAL		5,838.00		
		100 GENERAL OPERATING FUND TOTAL		40,297.07		
2552490/2 11/6/23 OCTOBER 2023 11/2/23 MAY 2021 OCT'23VISA	AIRPORT NON DEPARTMENT DBT TRANSPORTATION SERVICES HEINEN BROS AGRA SERVICES KANSAS GAS SERVICE RETAILERS SALES TAX UNITED BANK & TRUST UNITED BANK & TRUST	AWOS,SENSOR-AIRPORT 2ND HALF ANNUAL PMT-AIRPORT AIRPORT FUEL SALES TAX-AIRPORT AIRPORT CREDIT CARD CHARGES EKOS-AIRPORT		4,451.14 6,250.00 67.39 105.28 284.52	11072046	11/21/23
		00 NON DEPARTMENT TOTAL		11,158.33		
		210 AIRPORT TOTAL		11,158.33		
AUGUST 2020 OCT'23VISA	PUBLIC RECREATION NON DEPARTMENT CLAY CENTER PUBLIC UTILITIES UNITED BANK & TRUST	PUBLIC RECREATION FIELD MARKERS-PUBLIC REC		372.91		
		00 NON DEPARTMENT TOTAL		372.91		
		235 PUBLIC RECREATION TOTAL		372.91		
8484 1386	ARPA FUND NON DEPARTMENT BHS CONSTRUCTION INC LOYD GROUP LLC	RUNDLE-BROWN BUILDING-ARPA ARPA CONSULTING FINAL PMT-ARPA		73,400.13 19,529.80		
		00 NON DEPARTMENT TOTAL		92,929.93		
		240 ARPA FUND TOTAL		92,929.93		
1523 322	RESERVE FUNDS NON DEPARTMENT COREY JOHNSTON PAUL BILLINGS	1/2 SIDEWALK PROJ-STREET RES. 1/2 SIDEWALK PROJ-STREET RES		1,064.76 1,153.49		
		00 NON DEPARTMENT TOTAL		2,218.25		

CLAIMS REPORT
Check Range: 11/21/2023-11/21/2023

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
		260 RESERVE FUNDS TOTAL		2,218.25		
	REFUSE DISPOSAL NON DEPARTMENT					
7252	CLAY CENTER PUBLISHING CO INC	VETS DAY SCHEDULE-REFUSE		18.00		
'23 FALL CLEAN UP	CLAY COUNTY SANITARY LANDFILL	'23 FALL CLEAN-UP-REFUSE	4,500.00			
SEPT/OCT'23 REFUSE	CLAY COUNTY SANITARY LANDFILL	SEPT/OCT'23 SOLID WASTE-REFUSE	10,550.44	15,050.44		
PR20210629	EMPOWER RETIREMENT	457- AFTER TAX				
PR20210727	EMPOWER RETIREMENT	457- AFTER TAX				
11/1/23	KCLY	LABOR DAY TRASH SCHEDULE-REFUS		240.00		
OCT'23 REFUSE	LEISZLER OIL CO.	FUEL-REFUSE		1,179.44		
PC115214017:01	SIOUX CITY TRUCK SALES	VALVE ASSEMBLY-REFUSE		127.72		
310230	TMHC SERVICES, INC.	2 REFUSE PARTICIPANTS		12.10		
OCT'23ST	UNIFIRST CORPORATION	JEANS-REFUSE		60.06		
		00 NON DEPARTMENT TOTAL		16,687.76		
		905 REFUSE DISPOSAL TOTAL		16,687.76		
	WASTE WATER NON DEPARTMENT					
OCT'23WW	CENTRAL VALLEY AG	FUEL-WASTEWATER		361.25		
48173	DOUBLE L MANUFACTURING LLC	TRACTOR HITCH REPAIR-WW		516.00		
OCT'23 WW	GIBSON PRODUCTS CO #8259L	PAINT,BOOTS-WASTEWATER		273.51		
0050392	HESS SALVAGE	RECEIVER HITCH-WASTEWATER		10.00		
OCTOBER 2023	KANSAS GAS SERVICE	WASTEWATER		189.99		
3100197	KANSAS ONE-CALL SYSTEM	46 LOCATES-WASTEWATER		55.20		
0803942-IN	MARC	SEWER TREATMENT-WASTEWATER		1,074.16		
OCT'23WW	PRAIRIELAND PARTNERS LLC	HYDRAULIC CONNECTION-WW		84.90		
OCT'23WW	PRODUCTIVITY PLUS ACCOUNT	HYDRAULIC CONNECTOR-WASTEWATER		40.20		
OCT'23WW	TRACTOR SUPPLY	TRAILER HITCH/BALL-WASTEWATER		194.98		
OCT'23WW	UNIFIRST CORPORATION	JEANS-WASTEWATER		246.05		
05210305	UNIVERSAL LLC	GLOVES-WASTEWATER		59.00		
OCT'23WW	VERIZON WIRELESS	PHONES-WASTEWATER		148.68		
		00 NON DEPARTMENT TOTAL		3,253.92		
		910 WASTE WATER TOTAL		3,253.92		
		Accounts Payable Total		166,918.17		
		Invoices: Paid		105.28		
		Invoices: Scheduled		166,812.89		



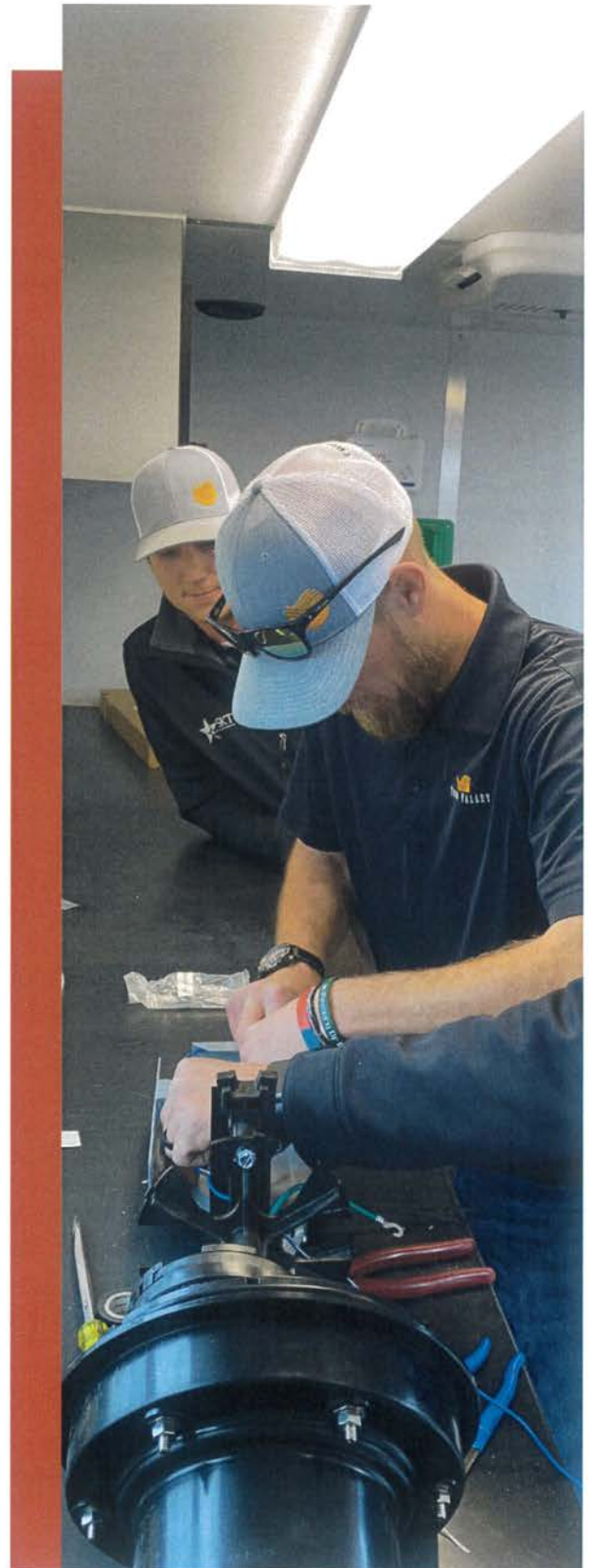
2024-2027 STRATEGIC PLAN

BY Natalie Muruato



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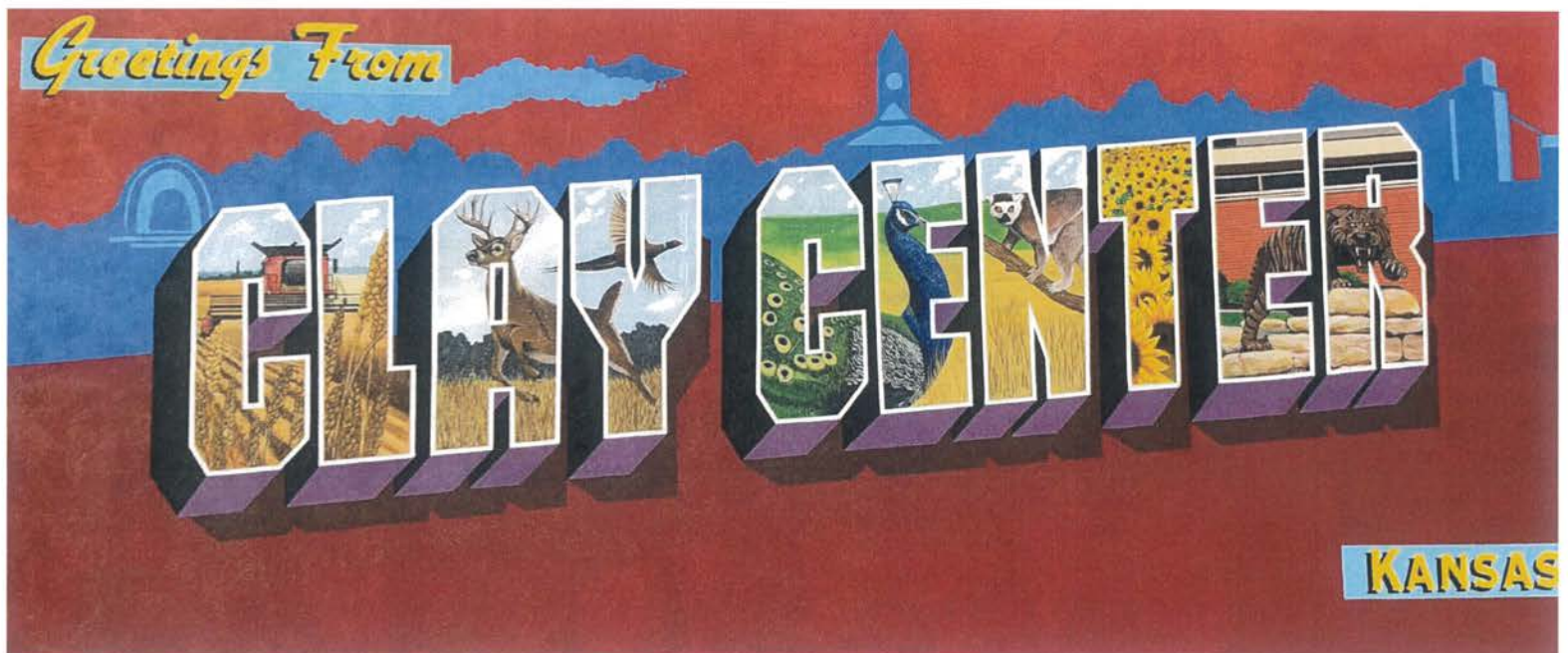


STRATEGIC PLANNING SUMMARY

From March 2023 through _____, the City of Clay Center engaged in a strategic planning process. The process resulted in a strategic plan covering 2024-2027. The plan consists of _____ strategic priorities—the issues of greatest importance to the City over the next four years. Associated with each priority is a set of desired outcomes, key outcome indicators, and performance targets, describing expected results and how the results will be measured. The plan also includes strategic initiatives that will be undertaken to achieve the targeted outcomes.

In early April 2023, surveys were sent to council members and department supervisors to gather data and feedback. On April 13, 2023, the City held a Strategic planning retreat that consisted of Council members and Department Supervisors, known as the leadership team. The survey results were presented, and those present participated in an exercise to develop a mission, vision, and values that the City of Clay Center did not currently have. The leadership team identified what was going well (strengths), what was missing (threats/opportunities), and challenges (weaknesses) which are listed in the SWOT analysis. With the time left, the team began to identify goals (strategic priorities).

There is still more work to be done to complete and implement the strategic plan, and recommendations can be found at the end of this draft.



STRATEGIC PLANNING SUMMARY

City of Clay Center

STRATEGIC PLAN SUMMARY 2024-2027

Strategic Priority	Desired Outcome	Key Outcome Indicator	Target	Strategic Initiatives	Ownership	Timeline
Housing to Support Economic Goals	Adequate Housing to support job base	No of new/updated housing units	# -- Affordable housing units by 2025 Jobs filled	Identify Funding for affordable housing in partnership with GCC. Provide rapid response to Developers and Builders	Council/Clerk Grow Clay County	1 year
	The SE Quarter becomes a more desirable and cleaner neighborhood	Investment in the SE quarter	Less debris/Junk in Yards Available Building Lots	Identify houses in SE Quarter needing improvement and utilize a land bank for empty lots	Council/Clerk Building Inspector	1 year
City Sustainability						
Economic Development						
Quality of Life						

STRATEGIC PLANNING PROCESS

Strategic planning is a process that helps leaders examine the current state of the organization, determine a desired future state, establish priorities, and define a set of actions to achieve specific outcomes. The process followed by the City of Clay Center was designed to answer four key questions: (1) Where are we now? (2) Where are we going? (3) How will we get there? (4) What will we do? The process is divided into a development phase and an implementation phase. The full process is depicted to the right, and where the City is in its process is shown below.

Strategic Planning Road Map



Strategic Planning Process



MISSION, VISION, VALUES

A key component of understanding “Where Are You Going?” is to have a clear vision, mission, and set of core values. The City’s mission, vision, and values are listed below.

MISSION

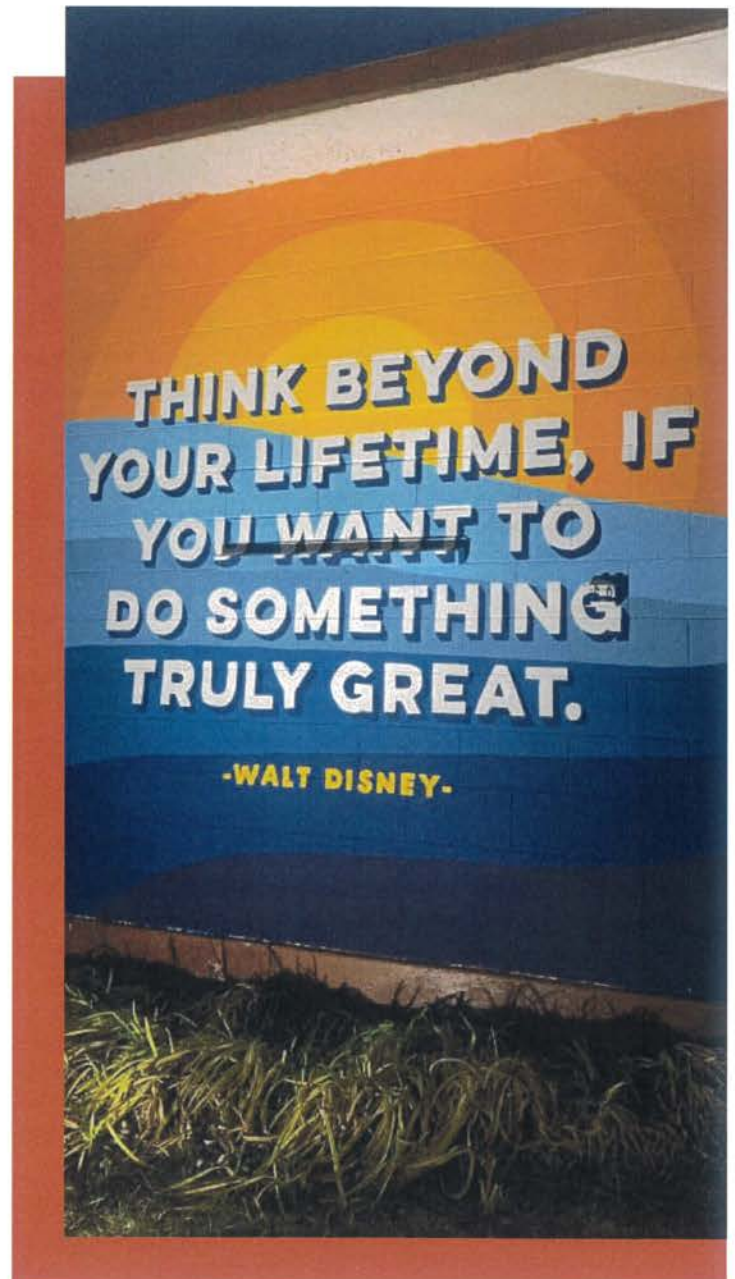
The City of Clay Center’s mission is to create, maintain, and enhance the quality of life of all citizens and visitors.

VISION

We envision Clay Center as a vibrant community inspiring growth and sustainability for future generations...
A place to come home to!

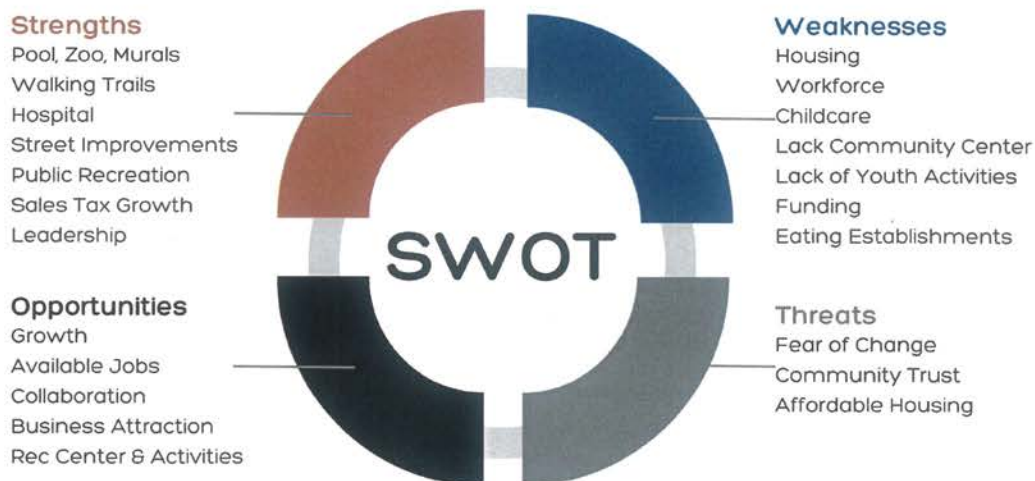
VALUES

Progressive
Innovative
Ethical
Dedicated
Openminded



REVIEWING THE ENVIRONMENT

The leadership team continued the process of assessing the environment via a SWOT (Strengths, Weaknesses, Opportunities, and Threats) both in-person and via Council and Staff surveys. Analysis is a process that examines the strengths and weaknesses, opportunities and threats in the external environment. The process revealed each area's most frequently mentioned characteristics using the SWOT data. This information is good for assessing the City as a whole, but I recommend that the council perform an organizational (internal) SWOT analysis. To help identify priorities needed within the organization itself.



The following question was presented to the leadership team: What trends are affecting or will soon be affecting local government that the City of Clay Center should be prepared to address or take advantage of (consider regional, state, national, and global)?

- Grants
- Momentum
- Inflation
- Drugs
- Continued Workforce Shortages
- Loss of Local Businesses
- Tax Increases
- Higher Operating Costs

STRATEGIC PRIORITIES (GOALS)

In the strategic planning retreat, there were many goals identified. I took the goals and grouped those listed in the retreat into four main categories. Please keep in mind that a strategic plan spans a four-year period and your goals should be actionable within that time. Not complete, but progress made.

HOUSING TO SUPPORT ECONOMIC GOALS

- Affordable Housing Options
- Explore Forming a Land Bank
- Improve the SE Quarter of Clay Center
-

CITY SUSTAINABILITY

- Explore Funding and Sustainability Options
- Work on a Capital Improvement Plan (CIP)
-
-

ECONOMIC DEVELOPMENT

- Work Force Attraction and Development
- Business Attraction
- Continue to Develop the 15/24 Corridor

QUALITY OF LIFE

- Community/Recreation Center
- Reduce Crime and Drugs
- Continue to Improve Recreational Offerings For All Ages
- Citizen Engagement and Communication

DEFINING PRIORITIES, OUTCOMES, TARGETS

Defining the Priorities

Clarify the meaning of each priority, identify key concepts that can be used to create guidance, and ultimately to create definitions.

Key Outcomes, Indicators, and Targets

Once priorities are in place, determine the most important outcomes to be achieved for each priority, defined Key Outcome Indicators (KOI's), and develop Performance Targets. KOI's define progress toward desired outcomes. Performance Targets define successful outcomes, expressed in measurable terms. The alignment created between priorities, outcomes, and targets is essential, not only for clarity but also for maintaining a disciplined focus on the desired results.

Example

HOUSING TO SUPPORT ECONOMIC GOALS

- Outcome: Adequate Housing to support job base
- KOI: ____ No. of Workforce housing units
- Target: Reduce the workforce housing gap identified in the Clay Center Housing Assessment.

Strategic Planning Process



IMPLEMENTING THE VISION: STRATEGIC INITIATIVES

To successfully address the strategic priorities and achieve the intended outcomes expressed in the performance targets, it is necessary to have a focused set of actions, including detailed implementation steps to guide organizational effort. The City of Clay Center will need to accomplish this through a set of strategic initiatives. Strategic initiatives are broadly described, but narrowly focused activities that are aligned with the priorities and targeted to the achievement of outcomes expressed in the Targets. This will be what is communicated to your constituents.

EXAMPLE

Housing to Support Economic Goals

- Articulate objectives for workforce housing
- Collaborate with others to identify funding sources
- Establish a land bank
- Identify ways to improve homes in the SE quarter

Identify who will be responsible for working on the initiative and what the timeline will be.



STRATEGIC PLANNING PARTICIPANTS

CITY COUNCIL MEMBERS

- Mayor Jimmy Thatcher
- Mike Peerson, Ward 1
- Phil Casper, Ward 1
- Karla Sweet, Ward 3
- Daton Hess, Ward 3
- Theresa Charboneau, Ward 4
- Glen Hoover, Ward 4

DEPARTMENT SUPERVISORS

- Kerry Rozman, City Clerk
- Amelia Blackwood, Deputy City Clerk
- John Ihnen, Fire Cheif
- Bill Robinson, Police Cheif
- Ken Shivers, Street Superintendent
- Kent Hessling, Waste Water Superintendent
- Patrick Hayes, Parks & Rec Superintendent

STAKEHOLDERS



RECOMMENDATIONS/NEXT STEPS

In order to complete the Strategic Plan there is still more work to do. Below are some recommendations and next steps for the City of Clay Center.

- Define/elaborate on your Values and how they fit into your work, then put them into a statement.
- Perform an internal SWOT Analysis to determine the course for the organization itself.
- Identify those opportunities that can be leveraged through strengths.
- Perform community, business, and other stakeholder surveys to gather additional data and determine if the City's goals align with the citizens and meet their needs.
- Hold another Strategic Planning Retreat to work on the items below and discuss the above data and how it fits into the plan.
- Develop and refine the Strategic Priorities (goals).
- Determine the most important outcomes to be achieved with each priority, define Key Outcome Indicators (KOIs), and determine Targets.
- Develop an action plan and assign it to the appropriate department for execution.
- Finalize and adopt the plan.
- Communicate goals to the public by posting on your website.

LETTER FROM THE AUTHOR

September 28, 2023

City of Clay Center
417 Court Street
Clay Center, KS 67432

RE: City of Clay Center Strategic Plan

Dear City Council Members,

I am pleased to present the draft of the City of Clay Center Strategic Plan 2024-2027, which includes the work completed up to the date of this letter. There are a few more necessary steps to complete to finalize the plan, and I would be glad to help as needed.

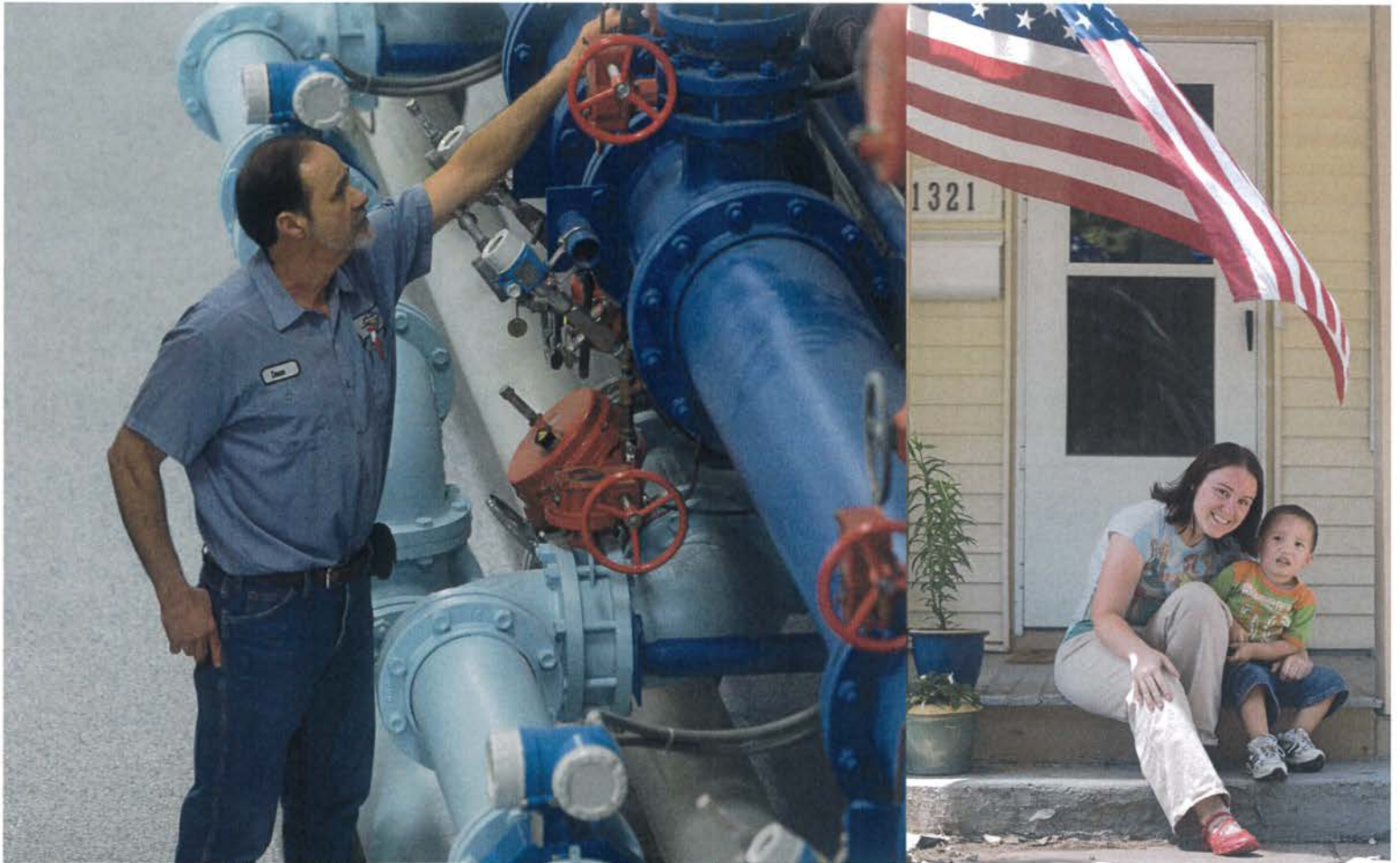
It was a pleasure to facilitate this process. Both the council members and supervisors displayed forward thinking, dedication, and focused effort in the plan development.

I want to thank Kerry Rozman and Karla Sweet for their help in moving things forward. Edwin Louis Cole once said, "A goal without a plan is just a wish." "There are dreamers and there are planners; the planners make their dreams come true."

I encourage you to continue to identify your strategic goals and how you plan to achieve them. Then, put the plan into action, and Clay Center will be where people want to come home to!

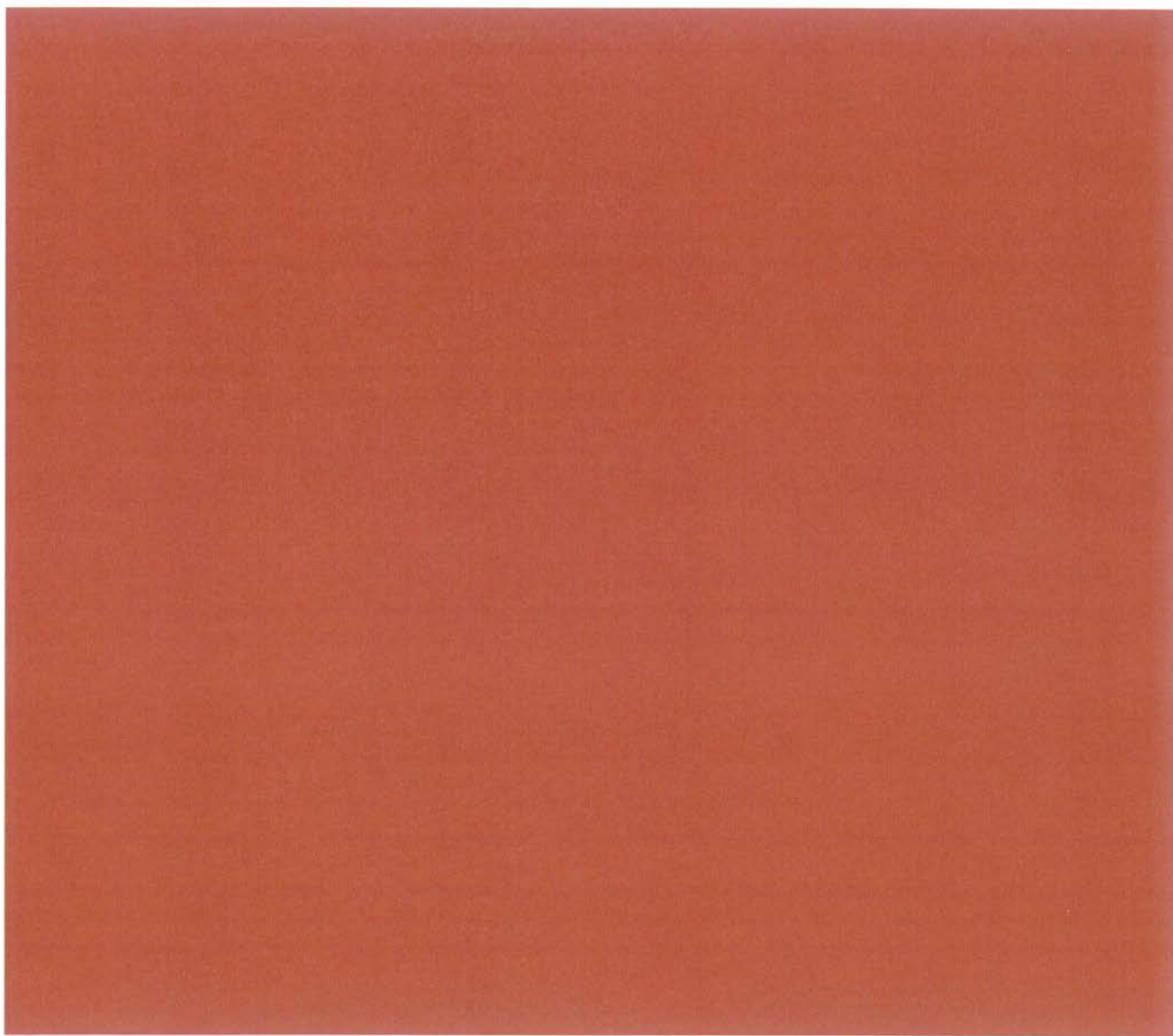
With appreciation,

Natalie Muruato



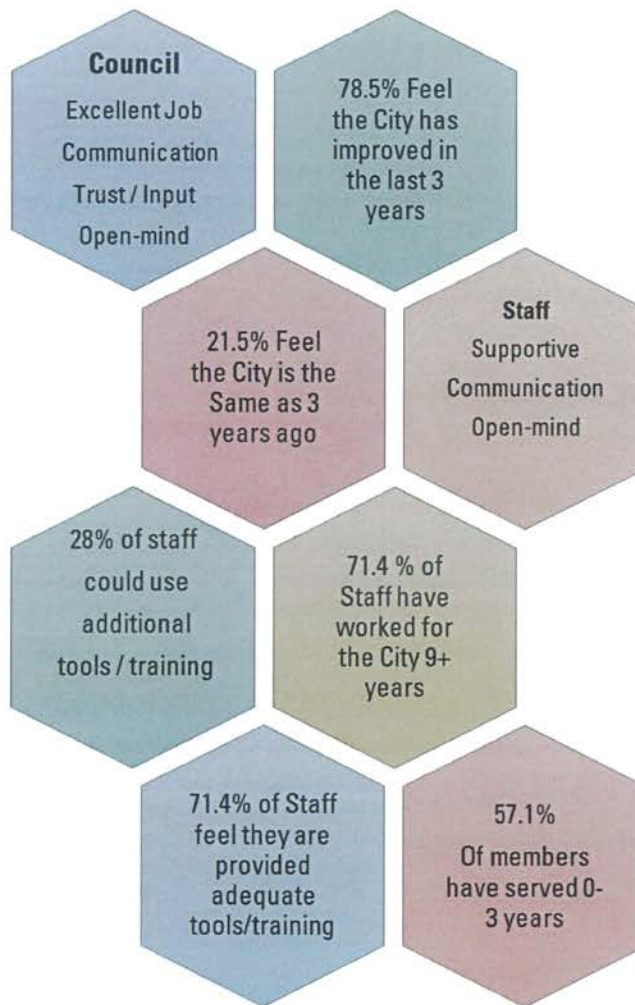
Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

Margaret Mead



Appendix

Survey Results



What do you expect to get out of the Council Retreat?

Ideas for improving the City

0-5 year CIP plan. Setting an achievable goal and implementing it.

I hope to work with other city administrators to develop some plans for the future.

Since i have never been to one I have no expectations.

we are all working toward the same goal...making Clay Center the best we can

A better understanding of what is important to the Council members and what their vision is for the city in regards to what my department can provide for the citizens of Clay Center.

Brainstorming on ways to bring more to Clay Center to benefit all of our citizens.
Information.

Knowledge of needs and wants of the different departments. Determine which needs and wants can be accomplished and make action steps to begin.

Team building and getting to know the other council members since I am so new. Listen and learn what the other council members' ideas are.

To see what other leaders' ideas are so we can work together.

Unsure

knowledge of options

Why do you feel the City of Clay Center should develop a 3–5-year Strategic Plan?

Large capital expenses need time and sometimes years to plan for

We have had one at Wastewater for over 15 years, helps with our future needs.

This is your main guiding tool for budgeting purposes.

It would keep us on track and help with budgeting.

The crumbling infrastructure.

So our budgets match the goals

I'm not sure when the last plan was done (or if one has ever been done). A strategic plan would provide a better understanding of what the goals/hopes/dreams of the City are and allow the department heads to develop a plan of their own to help accomplish those goals.

Without a destination, you are just aimlessly driving around.

To have a planning guide.

To have goals that all are aware of to work towards as a whole.

It's important to always have a plan with goals to follow to make improvements or to maintain what is needed to keep us going even if it gets changed over the years. I feel we need a direction to keep us going forward. Without a strategic plan for the community, we will be left in the dark to only put out fires.

So we can budget for big ticket items. I think we need to be careful about putting out a detailed strategic plan as people in this community do not like change. Things are working great now.

3-5 year plans are the best way to keep the city moving in the right direction to stay on track of growth and goals.

What is your favorite thing about Clay Center?



The growing momentum we have had over the last 5-10 years.

It's inhabitants

Size

The willingness the community has to help each other.

Friendliness of the people and the willingness to help others.

Small town living

Great people.

Great place to raise children

Small Town Atmosphere

The momentum of which projects are getting done to improve the quality of life.

The small-town atmosphere. A sense of community.

The Aquatic Park

safe place to raise our children and grandchildren

The support of community and how many people go out of there way to show appreciation.

What would you change about Clay Center?



An increase in population and more industry
Improve communications internally and externally. Recognizing employees for their efforts above and beyond their job duties. `

Update infrastructure. Increase work and housing opportunities.

Drug Use Filling open jobs

The "that's they way we have always done it" mentality and the occasional resistance to change.

I would like to see growth in residential housing and a business or two to come in and anchor growth for other services and businesses.

More sit in restaurants. Cleaner private lots.

I will have to think more on this subject.

More activities for youth and more places to eat.

Not sure I'd change anything right now

more of an open mind to change.

What do you see as the City's greatest opportunities in the next few years?

Growth from continually thinking forward and not living in the past. The more opportunities that are available, the more people want to move her and /or spend their money here.

Population growth.

Growth - Keep applying for grants to see if we can continue to grow, enhance & improve our community.

The wiliness of current leaders to work together, like City Council, Public Utilities, County Commissioners, Grow Clay County.

Growing business opportunities

Growth, I feel there have been great improvements and opportunity. House and Jobs might be the biggest obstacle. Housing probably more so.

Available jobs

N/A

Continuing to expand on the recreational programs. Working with other governmental entities on various projects and growing that relationship.

I think improvements such as the, murals, zoo, walking trail, school infrastructure, and hospital, need to continue. We need to keep families from leaving town and attract new residents to our community. We must take advantage of what we have to offer instead of dreaming about what we could have.

to capture some of the growth of Manhattan tech businesses

Continue to develop opportunities/events/facilities to draw/keep people in Clay Center to generate growth.

What do you see as the City's greatest challenges in the next few years?

Finding a reliable workforce
Infrastructure Deterioration
Keeping the property tax level while budgeting for equipment and building upgrades.
Updating the code book.
Attracting large employers or more businesses. We don't have the workforce or the housing to support them.
The infrastructure
keeping our businesses open
Coming up with/providing funding to develop the previously mentioned opportunities/facilities. Allowing growth to happen.
Fear of change. Not having housing and childcare to get an anchor business and not having an anchor business to need housing and childcare.
Economic growth
Keeping tax dollars here
Growth, housing, day care, places for our elderly and new businesses. Funds to help keep us going forward to meet the community needs.
Keeping our current business open, attracting new business's and finding the personnel to fill the jobs along with housing.
Infrastructure improvements
Housing, getting people and business wanting to move here.

How would you describe the work culture?

A word cloud of various adjectives describing a work culture. The words are arranged in a cluster, with 'flexible' and 'transparent' at the top, 'collaborative' below them, 'progressive' and 'welcoming' in the middle, and 'passionate' and 'respectful' at the bottom. Other smaller words include 'casual', 'fun', 'motivating', 'stressful', 'autonomous', and 'challenging'.

flexible
casual transparent
collaborative
progressive welcoming
passionate fun respectful
stressful motivating
autonomous challenging

What tools or training do you need to be successful in your position?

Excavation tools/Trenching tools

It is hard to keep up with all the changes pertaining to municipal government with a small staff. Training is extremely important to make sure we comply with

My department could use some larger equipment (compact tractor, bucket truck, etc.) to be fully independent and do all the things I'd like to be able to do.

Other Comments

Many storms are hitting different states causing mass destruction and would like to make sure the disaster plan is up to date. We are a very small community and if we were hit it could be devastating.

The importance of the governing body and staff communicating with each other in planning processes. Taking advantage of training opportunities to help employees grow and offering League training sessions so the governing body can enhance their processes and expand on resources to help with policies and procedures.

Looking forward to this event and to see what comes from it.

Strategic Planning Retreat

Mission Development

The City of Clay Center's mission is to create, maintain and enhance the quality of life of all the citizens and visitors.

Clay Center's Mission is to continue to improve the quality of life for all the people who live and visit our community and to find ways to grow and increase our population.

Our mission is to serve the public of Clay Center and bettering the quality of life for residence through bi-weekly meetings.

Vision Development

We envision Clay Center as a vibrant community inspiring growth and sustainability for future generations... A place to come home to!

We envision Clay Center as a collaborative, vibrant, safe, value-centered community.

Values Development

Progressive, Openminded, Motivated, Dedicated, determined, compassionate, Innovative, Trust, Ethical, Unity, Equality

Retreat SWOT Analysis

What are the Weaknesses?

Housing

More Workforce

Daycare

Funding

Places to eat and shop

Youth Activities

Fear of Change

Senior Citizen Activities

Youth/Community Center

Continued Growth, walking trails and other community events

Business Hours- More time open on the weekend and number of open businesses

What is missing?

Community Center

Workforce

Community Trust

Education/Communicating with the Public

Resources/Funding

Affordable Housing

What is going great?

Pool, Zoo, Murals

Walking Trails, Street Improvements, Public Rec

Sales Tax Growth

Goal Development

Affordable Housing

Explore Land Bank

Attract New Businesses

Continue to Develop the 15/24 Corridor

Workforce Attraction

Explore Funding and Sustainability Options

Work on a Capital Improvement Plan (CIP)

Continue to Improve the Quality of Life

Community/Rec Center

Reduce Drugs and Crime

Improve Rec Facilities

Improve SE Quarter of Clay Center

Continued Economic and Workforce Development