427 Court St
P O Box 117
Clay Center, Kansas 67432
Phone: 785-632-5454
Fax: 785-632-3943
www.cityofclaycenter.com

Tuesday, August 4, 2020
5:30 p.m.
******REVISED******

1. CALL TO ORDER
   A. Roll Call
   B. Pledge of Allegiance
2. MAYOR REPORT
   A. Employee Recognition
3. CITY CLERK REPORT
   A. Updates
4. STAFF REPORTS/COMMUNICATIONS
   A. 7/20/2020 PUC Minutes
   B. Appropriation Ordinances 2547, 2548 & 2549
   C. 2nd Quarter Treasurer's Report
5. CITY ATTORNEY REPORT
   A. Updates
6. CONSENT AGENDA
   A. 7/21/2020 City Council Meeting Minutes
   B. Appropriation Ordinances 3839 & 3840
7. ORDINANCES
   A. None
8. RESOLUTIONS
   A. None
9. FORMAL ACTIONS
   A. Public Utilities Commissioner Appointment
   B. 2021 Budget Hearing Publication
   C. Liquor License – Viva La Fiesta Mexican Cantina, Inc.

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
July 20, 2020

The Public Utilities Commission met in regular session with Commission Chairman Brad Dieckmann presiding. Present were Commissioner Bill Callaway, Commissioner Aaron Floersch and Office Manager Liana Hess.

The minutes of the meeting held July 6, 2020 was presented for approval. There being no objections, they were approved as read.

The Appropriations Ordinance No. 2545 (Payroll) was presented for approval. It was moved by Commissioner Bill Callaway and seconded by Aaron Floersch to pay the claims. The vote was all yeas.

The Appropriations Ordinance No. 2546 (Bills) was presented for approval. It was moved by Commissioner Aaron Floersch and seconded by Commissioner Brad Dieckann to pay the claims. The vote was all yeas.

The Commission reviewed a letter from Mark Chesney, CEO Kansas Power Pool.

The Commission received and reviewed zoo logos. A final decision was made.

The Commission discussed the landscaping of rock and fencing at the corner of Crawford and 6th St. for the Leiszler Oil Project.

Supt. Glaves reported:

(1.) The final process of updating information on the Riley Pump Station Project is complete.

(2.) The Kansas Power Pool will hold a workshop to explain the AMI metering technology. There will be three companies present to show their meters.

There being no further business, the Commission Meeting adjourned.

Scott Glaves, Supt. of Utilities

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 July 2020

Date: August 3, 2020

Approved by Ordinance No. 2547

Aaron Hauch

Commissioners

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				UNION STATE				
			170	BCBS OF KANSAS				
10414129	1	7/21/20	7/06/20	07012020 - 07312020	27,405.32	50	50-7000-725	1
	2			07012020 - 07312020	11,745.15	51	51-7000-725	1
				INVOICE TOTAL	39,150.47			
				VENDOR TOTAL	39,150.47			
			1022	CITY OF CLAY CENTER				
#	1	7/21/20	7/21/20		22,414.46	51	51-8000-811	1
				INVOICE TOTAL	22,414.46			
				VENDOR TOTAL	22,414.46			
			1027	CITY OF CLAY CENTER				
#	1	7/21/20	7/21/20		8,254.73	60	60-8000-814	1
				INVOICE TOTAL	8,254.73			
				VENDOR TOTAL	8,254.73			
			1028	CITY OF CLAY CENTER				
#	1	7/21/20	7/21/20		3,963.81	61	61-8000-814	1
				INVOICE TOTAL	3,963.81			
				VENDOR TOTAL	3,963.81			
			1021	CITY OF CLAY CENTER				
#	1	7/21/20	7/21/20		36,338.32	51	51-8000-810	1
				INVOICE TOTAL	36,338.32			
				VENDOR TOTAL	36,338.32			
			1000003	CLAY CENTER PUBLIC UTILITIES				
061820ADD INVOICE	1	6/18/20	6/18/20	ADD TO BAL TO BK STMT	10.94	50	50-7000-706 E-PAYMNT 20169088 6/18/20	1
				INVOICE TOTAL	10.94			
adjustments				VENDOR TOTAL	10.94			
			4110	DIRECTOR OF TAXATION				
#	1	5/01/20	5/01/20	COMP USE TAX - JUNE 2020	730.85	50	50-7000-722 E-PAYMNT 20169089 6/26/20	1
				INVOICE TOTAL	730.85			
				VENDOR TOTAL	730.85			
			8	KANSAS WATER PROTECTION FEE				
#1	1	7/21/20	7/21/20	APRIL MAY JUNE 2020	2,290.97	51	51-7000-707	1
				INVOICE TOTAL	2,290.97			
				VENDOR TOTAL	2,290.97			
			3420	POSTMASTER				
#1	1	7/21/20	7/21/20	REPLENISH BILLING ACCT	645.23	50	50-7000-704	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE		PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			REPLENISH BILLING ACCT		276.53	51	51-7000-704	1
					INVOICE TOTAL	921.76			
					VENDOR TOTAL	921.76			
			1025	SALES TAX DIVISION					
#1	1	7/21/20	7/21/20			14,972.73	50	50-8000-809 E-PAYMNT 20169090 7/21/20	1
	2					1,493.24	51	51-8000-809 E-PAYMNT 20169090 7/21/20	1
					INVOICE TOTAL	16,465.97			
					VENDOR TOTAL	16,465.97			
			20980	UNION STATE BANK					
#7	1	7/21/20	7/21/20	TRANSCANADA DEBT SERVICE		22,508.51	50	50-2478	1
					INVOICE TOTAL	22,508.51			
					VENDOR TOTAL	22,508.51			
				UNION STATE TOTAL		153,050.79			

TOTAL MANUAL CHECKS	.00
TOTAL E-PAYMENTS	17,207.76
TOTAL PURCH CARDS	.00
TOTAL ACH PAYMENTS	.00
TOTAL OPEN PAYMENTS	135,843.03
GRAND TOTALS	153,050.79

VENDOR NAME		REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ELECTRIC						
BCBS OF KANSAS		07012020 - 07312020		27,405.32		
POSTMASTER		REPLENISH BILLING ACCT		645.23		
UNION STATE BANK		TRANSCANADA DEBT SERVICE		22,508.51		
	50	ELECTRIC TOTAL		50,559.06		
WATER						
BCBS OF KANSAS		07012020 - 07312020		11,745.15		
CITY OF CLAY CENTER				22,414.46		
CITY OF CLAY CENTER				36,338.32		
KANSAS WATER PROTECTION FEE		APRIL MAY JUNE 2020		2,290.97		
POSTMASTER		REPLENISH BILLING ACCT		276.53		
	51	WATER TOTAL		73,065.43		
ELECTRIC SUBSIDY						
CITY OF CLAY CENTER				8,254.73		
	60	ELECTRIC SUBSIDY TOTAL		8,254.73		
WATE SUBSIDY						
CITY OF CLAY CENTER				3,963.81		
	61	WATE SUBSIDY TOTAL		3,963.81		
		Accounts Payable Total		135,843.03		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
50	ELECTRIC	50,559.06
51	WATER	73,065.43
60	ELECTRIC SUBSIDY	8,254.73
61	WATE SUBSIDY	3,963.81
	TOTAL FUNDS	135,843.03

STATE OF KANSAS, CLAY COUNTY, ss.

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

Scott, Superintendent

Subscribed and sworn to before me this 3rd day of August 2020

[signature], City Clerk

PUBLIC UTILITIES COMMISSION
City of Clay Center, Kansas

TO THE MAYOR AND THE COUNCIL

Approved by Ord. No. 2548

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.

Commissioners

For the period of JUL 15 TO JUL 28, 2020

Base	Federal	S.S.	State	Other Deduc	Retirement		
57,354.22	4,016.65	4,268.90	1897.45	1738.64	3,265.99	**NET**	**$42,137.57**

SS Employers	Retirement Employers	Car Allowance
4,268.90	5,231.03	-29.02

TOTAL $66,825.13

State of Kansas, Clay County ss

Scott Glaves

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

Superintendent

Subscribed and sworn to before me this 3rd day of August 2020

, City Clerk

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 last half of July 2020

Date: August 3, 2020

Approved by Ordinance No. 2549

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____

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Commissioners

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
AVERY AUTO PARTS INC				
PRODUCTION EXPENSES	PLANT MAINTENANCE	7	BEARING	33.77
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	7	TRANS FILTER KIT - 365707	584.88
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	7	PWR TAKEOUFF PIN, HITCH PIN	16.78
***** VENDOR TOTAL *****				635.43
BARB AGNEW				
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	197	ZOO LOGO CONDEPT & DESIGN	750.00
***** VENDOR TOTAL *****				750.00
BORDER STATES INDUSTRIES				
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	920322270	LED LIGHTS	1,356.48
***** VENDOR TOTAL *****				1,356.48
C & M REFUSE, INC.				
PRODUCTION EXPENSES	PLANT MAINTENANCE	72020		210.00
***** VENDOR TOTAL *****				210.00
CLAY CENTER AUTO PARTS				
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	72020	RELAY	29.53
***** VENDOR TOTAL *****				29.53
CONSTELLATION NEW ENERGY - GAS				
PRODUCTION EXPENSES	GAS	2957118	SERVICE MONTH - JUNE 2020	69.88
***** VENDOR TOTAL *****				69.88
CORE & MAIN LP				
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	M654620	VALVE BOX RISERS	435.71
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	M672475	VALVE BOX RISERS	78.55
***** VENDOR TOTAL *****				514.26
CSG FORTE PAYMENTS, INC.				
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	37772	CREDIT CARD MACHINE	241.78
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	37772	CREDIT CARD MACHINE	103.61
***** VENDOR TOTAL *****				345.39
FAMILY HEALTH AMERICA, L.C.				
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	072020	ANNUAL RENEWAL - ADMIN SERVICE JULY 2020	420.00
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	072020	ANNUAL RENEWAL - ADMIN SERVICE JULY 2020	180.00

VENDOR NAME / ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
FAMILY HEALTH AMERICA, L.C.				
***** VENDOR TOTAL *****				600.00
GWORKS				
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	14475	PAYROLL	414.53
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	14514	UTILITY BILLING	504.15
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	14475	PAYROLL	177.65
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	14514	UTILITY BILLING	216.06
***** VENDOR TOTAL *****				1,312.39
HAWKINS, INC.				
PRODUCTION EXPENSES	WTP CHEMICALS	4754638	SODIUM HYDROXIDE	7,530.60
PRODUCTION EXPENSES	WTP CHEMICALS	4754680	SODIUM PERMANGANATE	3,288.70
PRODUCTION EXPENSES	WTP CHEMICALS	4755915...	SODIUM BISULFITE	1,123.60
***** VENDOR TOTAL *****				11,942.90
KANSAS MUNICIPAL UTILITIES INC				
COMMERCIAL AND GENERAL	WORKSHOPS / CONFERENCES	5019	UNDERGROUND WORKSHOP	375.00
***** VENDOR TOTAL *****				375.00
KANSAS RURAL WATER ASSN.				
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	1	MEMBERSHIP RENEWAL	920.00
***** VENDOR TOTAL *****				920.00
KELLER FIRE & SAFETY				
PRODUCTION EXPENSES	PLANT MAINTENANCE	251185	ANNUAL INSPECTION	1,130.99
***** VENDOR TOTAL *****				1,130.99
MCKESSON MEDICAL				
PRODUCTION EXPENSES	PLANT MAINTENANCE	72020	ASPIRIN - 09920355	430.61
***** VENDOR TOTAL *****				430.61
MCMASTER - CARR				
PRODUCTION EXPENSES	PLANT MAINTENANCE	42521151	SORBENT FOR CHEMICALS, PVC ROD	151.00
***** VENDOR TOTAL *****				151.00
MELLIES, CHRIS				
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	72020	REIMBURSEMENT - MEALS	31.15
COMMERCIAL AND GENERAL	MISCELLANEOUS EXPENSE	72020-1	REIMBURSEMENT - MEALS	73.50
***** VENDOR TOTAL *****				104.65
MIDWEST ELECTRIC TRANSFORMERS,				
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	15554	FIELD SERVICE	6,460.50

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
MIDWEST ELECTRIC TRANSFORMERS,				
***** VENDOR TOTAL *****				6,460.50
MIDWEST PRODUCTS, LLC				
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	25886	CONCRETE, FILL SAND	459.50
DISTRIBUTION EXPENSES	PARK IMPROVEMENT	25886	CONCRETE, FILL SAND	2,829.00
***** VENDOR TOTAL *****				3,288.50
NCS				
COMMERCIAL AND GENERAL	IT - SERVICES	92375	IT SERVICES	69.99
COMMERCIAL AND GENERAL	IT - SERVICES	92521	IT SERVICES	440.03
COMMERCIAL AND GENERAL	IT - SERVICES	92375	IT SERVICES	30.00
COMMERCIAL AND GENERAL	IT - SERVICES	92521	IT SERVICES	188.59
***** VENDOR TOTAL *****				728.61
OLSSON				
TRANSCANADA - ENGINEERING	TRANSCANADA-ENGINEERING	362601	RILEY PUMP STATION PROJECT	4,517.68
***** VENDOR TOTAL *****				4,517.68
PACE ANALYTICAL SERVICES, INC.				
PRODUCTION EXPENSES	ANALYTICAL SERVICES	2060110256	ANALYTICAL SERVICES	125.00
PRODUCTION EXPENSES	ANALYTICAL SERVICES	2060110295	ANALYTICAL SERVICES	96.00
***** VENDOR TOTAL *****				221.00
POWER SYSTEM DIAGNOSTICS				
DISTRIBUTION EXPENSES	SYSTEM MAINTENANCE	338C	TROUBLESHOOTING	542.00
***** VENDOR TOTAL *****				542.00
PROFESSIONAL WATER TECHNOL				
PRODUCTION EXPENSES	WTP CHEMICALS	CD116106	SPECTRAGUARD	2,725.00
***** VENDOR TOTAL *****				2,725.00
RAM EXTERMINATORS, LLC				
PRODUCTION EXPENSES	PLANT MAINTENANCE	380168	SPRAYING OF ZOO	24.09
***** VENDOR TOTAL *****				24.09
SAGE PRODUCTS, INC.				
PRODUCTION EXPENSES	PLANT MAINTENANCE	0082182-IN	MUNTIFOLD TOWELS, TISSUE, BAGS	539.04
***** VENDOR TOTAL *****				539.04
SALINA STEEL SUPPLY, INC.				
PRODUCTION EXPENSES	PLANT MAINTENANCE	01352984	REBAR	845.89

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
SALINA STEEL SUPPLY, INC.				
***** VENDOR TOTAL *****				845.89
SAMPLE BROTHERS				
PRODUCTION EXPENSES	PLANT MAINTENANCE	220472001	SF-718 HILCO FILTER CARTRIDGE	2,130.10
***** VENDOR TOTAL *****				2,130.10
STANION WHOLESALE ELECTRIC				
PRODUCTION EXPENSES	PLANT MAINTENANCE	4973680-00	LED BULBS	445.45
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	2463725-00	METERS	607.73
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	4942778-00	CLAD CENTER COVER, TAPE	90.80
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	4960991-00	CONCUIT, PVC, COUPLING	263.99
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	4963672-00	ELECTRICAL TAPE	59.46
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	4963672-01	TRM VINYL RNG	25.21
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	4973318-01	HTYPE COMP CONN	153.51
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	4974557-00	WIRE HOLDER	76.98
DISTRIBUTION EXPENSES	ELECTRIC METER MAINTENANCE	4974557-01	FLUOR PEDESTAL SLIM PLUNGER, FLUOR PEDESTAL SLIM FIXE	226.23
DISTRIBUTION EXPENSES	PARK IMPROVEMENT	4968553-00	WIRE, CONDUIT, COUP, CONN	610.39
DISTRIBUTION EXPENSES	PARK IMPROVEMENT	4968553-01	ZINC PLATED SCREWS	8.44
***** VENDOR TOTAL *****				2,568.19
STAPLES CREDIT PLAN				
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	72020	TONER	122.85
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	72020		52.67
***** VENDOR TOTAL *****				175.52
STEWART REPAIR & TOWING				
DISTRIBUTION EXPENSES	AUTO AND TRUCK EXPENSE	3497	TOWING CHARGES	280.00
***** VENDOR TOTAL *****				280.00
STOREY KENWORTHY/MATT PARROTT				
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	PINV821118	DELINQUENT NOTICES	212.54
COMMERCIAL AND GENERAL	OFFICE SUPPLIES	PINV821118	DELINQUENT NOTICES	91.10
***** VENDOR TOTAL *****				303.64
TOTAL FILTRATION SERVICES, INC				
PRODUCTION EXPENSES	PLANT MAINTENANCE	PSV2049932	FILTERS	577.17
***** VENDOR TOTAL *****				577.17
UNION STATE BANK				
MORGANVILE WAT LINE LOC	MORGANVILLE WATER LINE LOC	7	MORGANVILLE DEBT SVC	2,633.12

VENDOR NAME ACCOUNT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
UNION STATE BANK				
***** VENDOR TOTAL *****				2,633.12
UPS, INC.				
PRODUCTION EXPENSES	PLANT MAINTENANCE	5290	MAILING WATER SAMPLES,	13.39
PRODUCTION EXPENSES	WATER SAMPLE MAILING	5280	WATER SAMPLE MAILINGS	51.86
PRODUCTION EXPENSES	WATER SAMPLE MAILING	5290	MAILING WATER SAMPLES,	10.72
PRODUCTION EXPENSES	WATER SAMPLE MAILING	5300	WATER SAMPLE MAILING	10.72
***** VENDOR TOTAL *****				86.69
VAN DIEST SUPPLY COMPANY				
PRODUCTION EXPENSES	PLANT MAINTENANCE	69672	BIOMIST	821.25
***** VENDOR TOTAL *****				821.25
WOODS & DURHAM CPA'S				
COMMERCIAL AND GENERAL	AUDIT	54560	ACCOUNTING SERVICES	2,506.00
COMMERCIAL AND GENERAL	AUDIT	54560	ACCOUNTING SERVICES	1,074.00
***** VENDOR TOTAL *****				3,580.00
***** REPORT TOTAL *****				53,926.50

ACCOUNT	INV	PAYMENTS
TRANSCANADA - ENGINEERING	1	4,517.68
MORGANVILE WAT LINE LOC	1	2,633.12
PRODUCTION EXPENSES	23	22,384.83
DISTRIBUTION EXPENSES	21	15,195.67
COMMERCIAL AND GENERAL	23	9,195.20
ACCOUNT TOTALS	69	53,926.50

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AVERY AUTO PARTS INC	TRANS FILTER KIT - 365707		635.43		
BARB AGNEW	ZOO LOGO CONDEPT & DESIGN		750.00		
BORDER STATES INDUSTRIES	LED LIGHTS		1,356.48		
C & M REFUSE, INC.			210.00		
CLAY CENTER AUTO PARTS	RELAY		29.53		
CONSTELLATION NEW ENERGY - GAS	SERVICE MONTH - JUNE 2020		69.88		
CORE & MAIN LP	VALVE BOX RISERS		514.26		
CSG FORTE PAYMENTS, INC.	CREDIT CARD MACHINE		345.39		
FAMILY HEALTH AMERICA, L.C.	ANNUAL RENEWAL - ADMIN SERVICE		600.00		
GWORKS	UTILITY BILLING		1,312.39		
HAWKINS, INC.	SODIUM HYDROXIDE		11,942.90		
KANSAS MUNICIPAL UTILITIES INC	UNDERGROUND WORKSHOP		375.00		
KANSAS RURAL WATER ASSN.	MEMBERSHIP RENEWAL		920.00		
KELLER FIRE & SAFETY	ANNUAL INSPECTION		1,130.99		
MCKESSON MEDICAL	MEDICAL SUPPLIES		430.61		
MCMASTER - CARR	SORBENT FOR CHEMICALS, PVC ROD		151.00		
MELLIES, CHRIS	REIMBURSEMENT - MEALS		104.65		
MIDWEST ELECTRIC TRANSFORMERS,	FIELD SERVICE		6,460.50		
MIDWEST PRODUCTS, LLC	CONCRETE, FILL SAND		3,288.50		
NCS	IT SERVICES		728.61		
OLSSON	RILEY PUMP STATION PROJECT		4,517.68		
PACE ANALYTICAL SERVICES, INC.	ANALYTICAL SERVICES		221.00		
POWER SYSTEM DIAGNOSTICS	TROUBLESHOOTING		542.00		
PROFESSIONAL WATER TECHNOL	SPECTRAGUARD		2,725.00		
RAM EXTERMINATORS, LLC	SPRAYING OF ZOO		24.09		
SAGE PRODUCTS, INC.	MUNTIFOLD TOWELS, TISSUE, BAGS		539.04		
SALINA STEEL SUPPLY, INC.	REBAR		845.89		
SAMPLE BROTHERS	SF-718 HILCO FILTER CARTRIDGE		2,130.10		
STANION WHOLESALE ELECTRIC	WIRE, CONDUIT, COUP, CONN		2,568.19		
STAPLES CREDIT PLAN	TONER		175.52		
STEWART REPAIR & TOWING	TOWING CHARGES		280.00		
STOREY KENWORTHY/MATT PARROTT	DELINQUENT NOTICES		303.64		
TOTAL FILTRATION SERVICES, INC	FILTERS		577.17		
UNION STATE BANK	MORGANVILLE DEBT SVC		2,633.12		
UPS, INC.	WATER SAMPLE MAILINGS		86.69		
VAN DIEST SUPPLY COMPANY	BIOMIST		821.25		
WOODS & DURHAM CPA'S	ACCOUNTING SERVICES		3,580.00		
			==============		
	Accounts Payable Total		53,926.50		

FUND	NAME	AMOUNT
50	ELECTRIC	27,531.96
51	WATER	23,761.42
62	DEBT SERVICE/ MORGANVILLE	2,633.12
	TOTAL FUNDS	53,926.50

STATE OF KANSAS, CLAY COUNTY, ss.

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

_____, Superintendent

Subscribed and sworn to before me this 3rd day of August 2020

_____, City Clerk

ACCOUNTS PAYABLE CHECK REGISTER

BANK# CHECK#	BANK NAME DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
1	UNION STATE							
11877	8/04/2020	1460	AVERY AUTO PARTS INC	635.43				
11878	8/04/2020	1000070	BARB AGNEW	750.00				
11879	8/04/2020	204	BORDER STATES INDUSTRIES	1,356.48				
11880	8/04/2020	2331	C & M REFUSE, INC.	210.00				
11881	8/04/2020	3310	CLAY CENTER AUTO PARTS	29.53				
11882	8/04/2020	32	CONSTELLATION NEW ENERGY - GAS	69.88				
11883	8/04/2020	194	CORE & MAIN LP	514.26				
11884	8/04/2020	1000066	CSG FORTE PAYMENTS, INC.	345.39				
11885	8/04/2020	197	FAMILY HEALTH AMERICA, L.C.	600.00				
11886	8/04/2020	256	GWORKS	1,312.39				
11887	8/04/2020	57	HAWKINS, INC.	11,942.90				
11888	8/04/2020	11310	KANSAS MUNICIPAL UTILITIES INC	375.00				
11889	8/04/2020	11080	KANSAS RURAL WATER ASSN.	920.00				
11890	8/04/2020	212	KELLER FIRE & SAFETY	1,130.99				
11891	8/04/2020	1000068	MCKESSON MEDICAL	430.61				
11892	8/04/2020	13120	MCMASTER - CARR	151.00				
11893	8/04/2020	13190	MELLIES, CHRIS	104.65				
11894	8/04/2020	163	MIDWEST ELECTRIC TRANSFORMERS,	6,460.50				
11895	8/04/2020	13292	MIDWEST PRODUCTS, LLC	3,288.50				
11896	8/04/2020	171	NCS	728.61				
11897	8/04/2020	15068	OLSSON	4,517.68				
11898	8/04/2020	152	PACE ANALYTICAL SERVICES, INC.	221.00				
11899	8/04/2020	1000069	POWER SYSTEM DIAGNOSTICS	542.00				
11900	8/04/2020	16214	PROFESSIONAL WATER TECHNOL	2,725.00				
11901	8/04/2020	18	RAM EXTERMINATORS, LLC	24.09				
11902	8/04/2020	19052	SAGE PRODUCTS, INC.	539.04				
11903	8/04/2020	19085	SALINA STEEL SUPPLY, INC.	845.89				
11904	8/04/2020	1000067	SAMPLE BROTHERS	2,130.10				
11905	8/04/2020	19426	STANION WHOLESALE ELECTRIC	2,568.19				
11906	8/04/2020	19428	STAPLES CREDIT PLAN	175.52				
11907	8/04/2020	1000071	STEWART REPAIR & TOWING	280.00				
11908	8/04/2020	1000072	STOREY KENWORTHY/MATT PARROTT	303.64				
11909	8/04/2020	16	TOTAL FILTRATION SERVICES, INC	577.17				
11910	8/04/2020	20980	UNION STATE BANK	2,633.12				
11911	8/04/2020	21016	UPS, INC.	86.69				
11912	8/04/2020	22054	VAN DIEST SUPPLY COMPANY	821.25				
11913	8/04/2020	23360	WOODS & DURHAM CPA'S	3,580.00				

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

BANK TOTALS:	
OUTSTANDING	53,926.50
CLEARED	.00

BANK 1 TOTAL	53,926.50
VOIDED	.00

FUND		TOTAL	OUTSTANDING	CLEARED	VOIDED
50	ELECTRIC	27,531.96	27,531.96	.00	.00
51	WATER	23,761.42	23,761.42	.00	.00

BANK# BANK NAME CHECK# DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID	
	62	DEBT SERVICE/ MORGANVILLE	2,633.12		2,633.12		.00	.00

*** CHECK SUMMARY ***

BANK# / CHECK#	BANK NAME / DESCRIPTION
1	UNION STATE
11877 Thru 11913	Accounts Payable Checks

CITY OF CLAY CENTER

2ND QUARTER 2020 TREASURER'S REPORT

ACCOUNT TITLE	LAST QUARTER END BALANCE	REVENUES	EXPENSES	CHANGE IN LIABILITY	ENDING BALANCE
GENERAL OPERATING FUND	890,273.70	1,003,975.62	738,751.50	3,619.73	1,159,117.55
AIRPORT	19,932.01	7,785.02	14,162.63	-	13,554.40
CONNECTING LINK IMPROVEMENT	47,953.41	12,128.36	(700.06)	-	60,781.83
INDUSTRIAL	9,454.15	8,915.56	6,250.00	-	12,119.71
LIBRARY	7,048.90	66,926.06	73,974.96	-	(0.00)
PUBLIC RECREATION	43,987.77	14,585.18	8,175.47	-	50,397.48
SPECIAL GAS TAX	211,329.49	26,333.50	62,702.17	-	174,960.82
SPECIAL IMPROVEMENT	39,791.72	-	-	-	39,791.72
SPECIAL PARKS & REC	15,734.50	2,373.61	1,638.06	-	16,470.05
STREET BLDG, MACH & EQUIPMENT	470,390.42	26,195.59	7,975.00	-	488,611.01
BOND & INTEREST	149,588.57	33,268.23	15,307.23	-	167,549.57
POOL SALES TAX	438,711.57	105,179.19	-	-	543,890.76
POOL CAPITAL IMPR PROJECT	41,407.71	-	-	-	41,407.71
AIRPORT REPAIRS	(23,041.58)	-	700.06	-	(23,741.64)
2010 STREET BOND PROJECT	46,223.33	-	-	-	46,223.33
STREET SALES TAX	89,374.49	105,179.19	-	-	194,553.68
BLUE CROSS	133,245.61	217.86	217.47	-	133,246.00
CEMETERY PERPETUAL CARE	172,395.00	210.00	-	-	172,605.00
COMMUNITY DEVELOPMENT	-	-	-	-	-
CRIMESTOPPERS	24.24	25.00	-	-	49.24
BALL DIAMOND IMPROVEMENT	139.95	-	129.22	-	10.73
ANIMAL SHELTER TRUST	2,446.30	-	-	-	2,446.30
REFUSE DISPOSAL	336,400.13	67,416.54	43,395.20	2.78	360,424.25
WASTE WATER	127,265.48	108,488.98	76,106.65	-	159,647.81
PUBLIC UTILITIES	6,558,383.80	2,473,801.62	2,770,187.46	-	6,261,997.96
REPORT TOTAL	**9,828,460.67**	**4,063,005.11**	**3,818,973.02**	**3,622.51**	**10,076,115.27**

DRAFT
CLAY CENTER CITY COUNCIL MEETING MINUTES
JULY 21, 2020

The Clay Center City Council met in regular session on July 21 in the Council Chambers. Mayor Thatcher called the meeting to order at 5:30 p.m. City Council members in attendance were Shannon Stark, Elton Hess, Glenn Hoover, Mike Schultze, Daton Hess, Randy Rundle, James Brown and Dennis Ouellette. Also present were City Attorney Joel Mason and City Clerk Kerry Rozman.

Copies of the minutes from the July 6, 2020 Public Utilities Commission meeting and Public Utilities Commission Appropriations Nos. 2545 and 2546 were presented for review. The June financial reports were also included.

The Consent Agenda consisted of the meeting minutes of July 7, 2020 and Appropriation Ordinances Nos. 3837 and 3838. A motion was made by Councilor Brown seconded by Councilor D. Hess to approve the Consent Agenda in its entirety. Roll call vote: Yeas: D. Hess, Brown, Ouellette, Hoover, Schultze, E. Hess, Rundle and Stark. Nays: None.

A motion was made by Councilor Brown seconded by Councilor Rundle to approve the Temporary Easement Settlement with Evergy Kansas Central Inc., that will grant them access only to the road at the Wastewater Treatment Plant. This was executed originally on December 18, 2018. However, the project did not occur when expected and they are asking for an extension for the time period 7-21-2020 to 6-30-2021. Motion carried 8-0.

Committee Reports as follows:

Administrative: Councilor Brown reported on the following: No report.

Public Safety: Councilor Rundle reported on the following: Building permits issued for the following: 1. MACKIR, LLC for a metal building located at 206 6th Street. 2. Jeffrey & Marcia Newell for a carport located at 1322 Grant Street.

Public Services: Councilor D. Hess reported on the following: 1. The street department has pavers for sale. There are 33 pallets with 40 on each pallet and they are $20.00 per pallet. 2. The requested funding for the CCLIP project has been denied for this round. The city will continue to apply for this grant.

Property and Recreation: Councilor Ouellette reported on the following: 1. The baseball and softball season went well. Those involved were appreciative of the fact that they were able to be involved. 2. The assistant pool manager indicated that attendance at the pool has averaged 300 attendees. This is down slightly from previous years. 3. Flag football and volleyball is next on the schedule for Publication Recreation.

Motion was made by Councilor Brown seconded by Councilor Rundle to adjourn the meeting. Motion carried 8-0.

____
JAMES R THATCHER, Mayor

ATTEST:

____
KERRY ROZMAN, City Clerk

APPROPRIATION ORDINANCE
And
WARRANT REGISTER

No. 3839

July 31, 2020

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 **July 15th thru July 28th 2020**

Base	Emp/Ben	W/H Taxes	B/C	Net	Vouchers
$71,345.83	$8,396.18	$6,581.94	$2,124.60	$54,243.11	

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

Passed and Signed this **31st** day of **July 2020.**

(SEAL)

Mayor

Attested:

City Clerk

APPROPRIATIONS NO. 3840

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
	GENERAL OPERATING FUND					
	NON DEPARTMENT					
7/28/20	ABRIL VALENCIA	RESTITUTION FOR CASE#20-101		120.00		
JULY 2020	AFLAC	ACCT#:OCUF4-GG		891.98		
AUGUST 2020	BLUE CROSS/BLUE SHIELD	CITY GROUP#:5744102-GG		706.04	11071438	8/04/20
7/27/20	PETTY CASH	BLDG PERMIT TAYLOR RENTAL-GG		310.00		
AUGUST 2020	VISION SERVICE PLAN -	ACCT#:30-020920-0001-GG		384.51		

	00	NON DEPARTMENT TOTAL		2,412.53		
	GENERAL					
AUGUST 2020	BLUE CROSS/BLUE SHIELD	ADMINISTRATIVE		3,088.78	11071438	8/04/20
6/21-7/18	CLAY COUNTY GENERAL	EMERGENCY PREPAREDNESS-GG		100.00		
33948	MEL'S PUMP & PLUMBING	REPLACE STRAINER IN RESTROOM		580.26		
7/23/20	SJ CONSULTING	CITY WEBSITE-GG		1,426.00		
7/16/20	UNION STATE BANK	AUG'20 PRINTER LEASE-GG		169.02		
JULY'20GG	WALL'S TRUE VALUE INC	SCRAPER,BATTERIES-GG		18.98		

	01	GENERAL TOTAL		5,383.04		
	POLICE					
7/15/20	AT&T	TELEPHONES-POLICE		375.75		
SI-1669584/70320	TASER INTERNATIONAL	CABLE-POLICE		108.30		
AUGUST 2020	BLUE CROSS/BLUE SHIELD	POLICE		10,049.86	11071438	8/04/20
7/16/20	CCARE	AUG'20 MONTHLY PMT-POLICE		1,666.67		
6/21-7/18	CLAY COUNTY GENERAL	DISPATCHERS-POLICE		8,262.50		
I-0S005875	INFORMATION TECHNOLOGIES INC	2020 RECORDS SOFTWARE-POLICE		8,517.61		
0451700-IN	SIRCHIE	EVIDENCE SUPPLIES-POLICE		251.30		
10555	THE FEED SHED	K9 SUPPLIES-POLICE		91.30		

	02	POLICE TOTAL		29,323.29		
	FIRE					
JULY'20 FIRE	AVERY AUTO PARTS INC	BRAKE CLEANER,SWITCH-FIRE		131.96		
40408	BAND BOX CLEANERS	UNIFORM SERVICE-FIRE		44.00		
AUGUST 2020	BLUE CROSS/BLUE SHIELD	FIRE		10,138.29	11071438	8/04/20
5020404546	CINTAS CORPORATION #451	REFILL E-KIT-FIRE		194.12		
12014	GATE 9 GRAPHICS	SHIRTS-FIRE		546.00		
7/25/20	PATTERSON HEALTH MART	BATTERIES-FIRE		49.98		
05200757/21	UNIVERSAL LLC	COVERALLS,BATTERIES-FIRE		813.34		
JULY'20 FIRE	WALL'S TRUE VALUE INC	SPRAYER,DRIVE BELT-FIRE		137.98		
182185	WFE FIRE & SAFETY EQUIPMENT	REFLECTIVE HELMET-FIRE		9.08		

	03	FIRE TOTAL		12,064.75		
	HIGHWAY					
63058	ABILENE RENT-ALL & SALES	CONCRETE SAW BELT-STREET		89.35		
JULY'20 STREET	AVERY AUTO PARTS INC	PLUG,TIRE GAUGE-STREET		39.07		
AUGUST 2020	BLUE CROSS/BLUE SHIELD	STREET		10,195.51	11071438	8/04/20
JULY'20 STREET	CLAY CENTER AUTO PARTS	PAINT-STREET		47.13		
9402298461	CRAFCO, INC.	TIP RACS-STREET		125.34		
3714650	DULTMEIER SALES	SALT BRINE PARTS-STREET		49.98		
PS220031108	FOLEY INDUSTRIES, INC.	SEALS-STREET		52.61		
P34768	LOGAN CONTRACTORS SUPPLY	CRACK CUTTER REPAIRS-STREET		1,531.38		

INVOICE#	VENDOR NAME		INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
2019724	TSI KANSAS, INC.		AC REPAIR-STREET		998.36		
JULY'20 STREET	WALL'S TRUE VALUE INC		SPRAYER-STREET		65.47		
		04	HIGHWAY TOTAL		13,194.20		
	PARK						
AUGUST 2020	BLUE CROSS/BLUE SHIELD		PARKS		4,427.31	11071438	8/04/20
4057074616/5741050/6	CINTAS CORPORATION		JEANS-PARKS		114.56		
JULY'20 PARKS	CLAY CENTER AUTO PARTS		OIL-PARKS		57.45		
JULY'20 PARKS	PRODUCTIVITY PLUS ACCOUNT		FILTERS,STEERING MOUNT-PARKS		1,034.50		
JULY'20 PARKS	WALL'S TRUE VALUE INC		STOPS,LOCKSET-PARKS		49.15		
		06	PARK TOTAL		5,682.97		
	POOL						
12543721	CASH-WA DISTRIBUTING		CONCESSION SUPPLIES-POOL		715.03		
12008/5	GATE 9 GRAPHICS		POOL SHIRTS-POOL		635.00		
4750437	HAWKINS, INC.		POOL CHEMICALS/SUPPLIES		931.82		
		07	POOL TOTAL		2,281.85		
	CEMETERY						
AUGUST 2020	BLUE CROSS/BLUE SHIELD		CEMETERY		2,167.62	11071438	8/04/20
275191	BLUEVILLE NURSERY INC.		BAG WORM CONTROL-CEMETERY		200.00		
JULY'20 CEMETERY	PRODUCTIVITY PLUS ACCOUNT		FILTERS,OIL-CEMETERY		180.08		
JULY'20 CEM	WALL'S TRUE VALUE INC		TUBING,PAINT,BIT-CEMETERY		71.29		
		08	CEMETERY TOTAL		2,618.99		
	MUNICIPAL COURT						
AUGUST 2020	BLUE CROSS/BLUE SHIELD		COURT		782.21	11071438	8/04/20
JULY 21 2020	BRENDA JORDAN LAW OFFICE		COURT APPOINTED ATTORNEY-COURT		1,212.40		
JULY 2020	BOLTON & MCNISH LLC		MUNICIPAL JUDGE SERVICES-COURT		600.00		
		09	MUNICIPAL COURT TOTAL		2,594.61		
		100	GENERAL OPERATING FUND TOTAL		75,556.23		
	PUBLIC RECREATION						
	NON DEPARTMENT						
I6152	CAT CANS PORTABLE SERVICES		1 UNIT-PUBLIC REC		22.50		
JULY'20 REC	WALL'S TRUE VALUE INC		PAINT,SUPPLIES-PUBLIC REC		38.93		
		00	NON DEPARTMENT TOTAL		61.43		
		235	PUBLIC RECREATION TOTAL		61.43		
	SPECIAL GAS TAX						
	NON DEPARTMENT						
SMS623954/4251/4338	BAYER CONSTRUCTION CO INC		ROAD MATERIAL-STREET		4,100.99		

INVOICE#	VENDOR NAME		INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
		00	NON DEPARTMENT TOTAL		4,100.99		
		245	SPECIAL GAS TAX TOTAL		4,100.99		
	POOL SALES TAX						
	NON DEPARTMENT						
R1200901108285	PUBLIC BUILDING COMM.		POOL BOND PRINCIPAL-POOL TAX		278,387.30		
		00	NON DEPARTMENT TOTAL		278,387.30		
		400	POOL SALES TAX TOTAL		278,387.30		
	BLUE CROSS						
	NON DEPARTMENT						
JULY 2020	AFLAC		HOUSING AUTHORITY		54.86		
AUGUST 2020	VISION SERVICE PLAN -		HOUSING AUTHORITY		17.63		
		00	NON DEPARTMENT TOTAL		72.49		
		510	BLUE CROSS TOTAL		72.49		
	REFUSE DISPOSAL						
	NON DEPARTMENT						
AUGUST 2020	BLUE CROSS/BLUE SHIELD		REFUSE		2,792.44	11071438	8/04/20
924	CLAY CENTER PUBLISHING CO INC		4TH OF JULY SCHEDULE-REFUSE		30.60		
6/30/20	CLAY COUNTY SANITARY LANDFILL		JUNE'20 SOLID WASTE DISPOS-REF		5,675.44		
6/29/20	KCLY		RECYCLING SCHEDULE-REFUSE		140.00		
518884F	TRUCK CENTER COMPANIES		TRASHTRUCK FILTERS-REFUSE		249.00		
AUGUST 2020	VISION SERVICE PLAN -		REFUSE		24.31		
		00	NON DEPARTMENT TOTAL		8,911.79		
		905	REFUSE DISPOSAL TOTAL		8,911.79		
	WASTE WATER						
	NON DEPARTMENT						
JULY 2020	AFLAC		WASTEWATER		178.38		
JULY'20 WW	AVERY AUTO PARTS INC		POWER STEERING FLUID,PLUG-WW		12.73		
AUGUST 2020	BLUE CROSS/BLUE SHIELD		WASTEWATER		7,301.28	11071438	8/04/20
45581900	BLUETARP FINANCIAL		METAL CUTTER,DUST MASKS-WW		128.37		
1130	CHEMQUEST, INC.		CQ 2050LB,BELT PRESS-WW		1,332.00		
10744/3	FIVE CREEK AUTOMOTIVE		TIRES-WASTEWATER		226.38		
0704644-IN	MARC		PAINT,GLOVES-WASTEWATER		181.46		
2060107747/8743/1072	PACE ANALYTICAL SERVICES, INC.		PROJ#:60338648/6461-WASTEWATER		552.00		
05200763	UNIVERSAL LLC		WASP SPRAY-WASTEWATER		409.46		

INVOICE#	VENDOR NAME		INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
AUGUST 2020	VISION SERVICE PLAN -		WASTEWATER		89.64		
		00	NON DEPARTMENT TOTAL		10,411.70		
		910	WASTE WATER TOTAL		10,411.70		
			Accounts Payable Total		377,501.93		
			Invoices: Paid		51,649.34		
			Invoices: Scheduled		325,852.59		

NOTICE OF BUDGET HEARING

2021

The governing body of

City of Clay Center

will meet on August 18, 2020 at 5:30 p.m. at City Hall, 427 Court, Clay Center, Kansas 67432 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at City Hall, 427 Court, Clay Center, Kansas 67432 and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2021 Expenditures and Amount of 2020 Ad Valorem Tax establish the maximum limits of the 2021 budget.

Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual for 2019		Current Year Estimate for 2020		Proposed Budget for 2021		
FUND	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	Estimate Tax Rate *
General	3,422,278	55.648	3,573,890	55.608	3,778,800	1,580,699	56.091
Debt Service		3.099	101,982	3.132	181,100	81,024	2.875
Library	191,933	6.279	196,396	6.280	206,000	175,131	6.214
Industrial	25,000	0.823	25,000	0.838	25,000	19,838	0.704
Special Highway	89,668		175,000		212,051		
Airport	79,742		77,000		92,464		
Connecting Link	363,806		500,000		536,358		
Special Improvement					39,791		
Special Park & Rec	4,807		11,000		20,213		
Wastewater	513,020		498,815		573,201		
Solid Waste/Recycling	214,756		318,650		553,433		
Street Sales Tax	363,583		450,000		552,670		
Pool Sales Tax	355,847		359,560		359,560		
Electric System	7,911,291		7,071,822		14,651,500		
Water System	2,920,820		2,967,135		3,713,000		
Non-Budgeted Funds-A	108,403						
Non-Budgeted Funds-B	13,567						
Non-Budgeted Funds-C	2,351,162						
Totals for City	18,929,682	65.849	16,326,250	65.858	25,495,141	1,856,693	65.884
Recreation	50,937	0.955	78,250	0.999	83,250	28,055	0.996
Totals Includes Recreation	18,980,620	66.804	16,404,500	66.857	25,578,391	1,884,749	66.880
Less: Transfers	150,000		135,000		195,000		
Net Expenditure	18,830,620		16,269,500		25,383,391		
Total Tax Levied	1,800,774		1,826,846		xxxxxxxxxxxxxxxxx		
Assessed Valuation	27,347,714		27,739,676		28,181,208		

Outstanding Indebtedness, January 1,	2018	2019	2020
G.O. Bonds	8,785,000	7,830,000	7,794,000
Revenue Bonds	0	0	0
Other	576,400	566,764	510,285
Lease Purchase Principal	5,269,363	5,014,587	4,762,721
Total	14,630,763	13,411,351	13,067,006

*Tax rates are expressed in mills

Kerry Rozman

City Official Title: City Clerk

CHAPTER 5
BUSINESS REGULATIONS

ARTICLE 1
SOLICITORS, CANVASSERS, PEDDLERS

5-101 DEFINITIONS. For the purpose of this article, the following words shall be considered to have the following meanings:

(a) Soliciting shall mean and include any one or more of the following activities:

(1) Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services, of any kind, character or description whatever, for any kind of consideration whatever; or

(2) Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or

(3) Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication.

(b) Residence shall mean and include every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.

(c) Canvasser or Solicitor shall mean any individual, whether resident of the city or not, whose business is mainly or principally carried on by traveling either by foot, automobile, motor truck, or any other type of conveyance, from place to place, from house to house, or from street to street, taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries, or exposes for sale a sample of the subject of such sale or whether he or she is collecting advance payments on such sales or not. Such definition shall include any person, who, for himself, herself or for another person, hires, leases, uses, or occupies any building, structure, tent, railroad boxcar, boat, hotel room, lodging house, apartment, shop or any other place within the city for the sole purpose of exhibiting samples and taking orders for future delivery.

(d) Peddler shall mean any person, whether a resident of the city or not, traveling by foot, automotive vehicle, or any other type of conveyance, from place to place, from house to house, or from street to street, carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck, farm products or provisions, offering and exposing the same for sale, or making sales and delivering articles to purchasers, or who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, railroad boxcar or other vehicle or conveyance, and further provided, that one who solicits orders and as a separate transaction makes deliveries to purchasers as a part of a scheme or design to evade the provisions of this article shall be deemed a peddler.

(e) Transient merchant, itinerant merchant or itinerant vendor are defined as any person, whether as owner, agent, consignee or employee, whether a resident of the city or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within such city, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad boxcar, or boat, public room in hotels, lodging houses, apartments, shops or any street, alley or other place within the city, for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction. Such definition shall not be construed to include any person who, while occupying such temporary location, does not sell from stock, but exhibits samples only for the purpose of securing orders for future delivery only. The person so engaged shall not be relieved from complying with the provisions of this article merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such transient business in connection with, as a part of, or in the name of any local dealer, trader, merchant or auctioneer.

(f) Street salesman shall mean any person engaged in any manner in selling merchandise of any kind from a vehicle or stand temporarily located on the public streets or sidewalks of this city.

(g) Mobile Food Vending shall mean to conduct, hold, carry on, pursue or operate a business of vending, peddling, hawking and/or selling any food and/or beverage from a Mobile Food Unit stopped in one location for a period of more than five (5) minutes.

(h) Mobile Food Vendor shall mean any person, corporation, association, or other entity, however organized, that offers any food or beverage for sale from a Mobile Food Unit to conduct Mobile Food Vending.

(i) Mobile Food Unit shall mean any self-contained vehicle, trailer, cart, wagon, or other type of conveyance from which any food and/or beverage is offered for sale.

5-102 LICENSE REQUIRED.

(a) It shall be unlawful for any person to engage in any of the activities defined in the preceding sections of this article, within the corporate limits of the city without then having an un-revoked and unexpired license therefor in his or her possession and issued by the City Clerk.

(b) The governing body may waive the license requirements of this section for any person, firm or corporation exempt from the payment of a license fee under section 5-107(d). (Ord. 2022, Sec. 1; Code 1999)

5-103 SAME; APPLICATION REQUIRED. Before the City Clerk may issue any license required by this article, he or she shall require at least 30 days in advance of the date of solicitation, a sworn application in writing prepared in duplicate on a form to be supplied by the City Clerk which shall give the following information:

(a) Name and description of applicant;

(b) Permanent home address and full local address of applicant;

(c) Identification of applicant including valid drivers license number, date of birth, expiration date of license and description of applicant;

(d) Identification of vehicle used by applicant including license therefor used by applicant in conducting his or her business;

(e) A brief description of the nature of the business to be carried on or the goods to be sold and the length of time such applicant has been engaged in the business;

(f) If employed, the name and address of the employer, together with credentials establishing such relationship, including the authority by the employer authorizing the applicant to represent the employer in conducting business;
(g) The length of time which business is proposed to be carried on;
(h) The place where services are to be performed or where the goods or property proposed to be sold or orders taken for the sale thereof are manufactured or produced, where such goods or products are located at the time the application is filed, and the proposed method of delivery;
(i) A photograph of the applicant, taken within 90 days prior to the date of making application which picture shall be at least two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner; or in lieu thereof, the fingerprints of the applicant may be taken by the Chief of Police and filed with the application;
(j) A statement as to whether or not the applicant has within two (2) years prior to the date of the application been convicted of any crime, misdemeanor (other than minor traffic violations) or violation of any municipal law regulating peddlers, solicitors or canvassers and giving the nature of the offenses, the punishment assessed therefor, if any, and the city and state where conviction occurred.
(k) The applicant's Kansas Sales Tax number. (Ord. 2022, Sec. 1; Code 1999)

5-104 ISSUANCE; COUNTY RESIDENTS.

(a) Except as provided in section 5-109, if the applicant is a current resident of Clay County, Kansas, upon receipt of an application for a license and payment of the license fee, the City Clerk shall issue the license. Such license shall contain the signature and seal of the issuing officer and shall show the name and address of the licensee, the date of issuance and length of time the license shall be operative, and the nature of the business involved. The City Clerk shall keep a permanent record of all such licenses issued and submit a copy of such license to the Chief of Police. The licensee shall carry the license certificate at all times.
(b) If the applicant is not a current resident of Clay County, Kansas, a license will not be issued until after investigation and payment of the investigation fee as provided in sections 5-105. (Ord. 2022, Sec. 1; Code 1999)

5-105 SAME; INVESTIGATION AND ISSUANCE; NON-COUNTY RESIDENT.

(a) Upon receipt of the above application from an applicant who is not a current resident of Clay County, Kansas, the City Clerk, along with the Chief of Police shall cause an investigation of the facts stated therein to be made within not more than five days.
(b) If as a result of the investigation, the applicant's character or business responsibility is found to be unsatisfactory or the facts stated therein to be untrue, the Chief of Police shall endorse on such application his or her findings and endorse his or her disapproval of the application and the reasons for the same and shall return the application to the City Clerk who then shall notify the applicant that his or her application is disapproved and that no license will be issued.
(c) If however, the investigation of such application discloses that the character and business responsibility and the facts stated in the application are satisfactory and true, the Chief of Police shall endorse his or her findings and approval on the application and return the same to the City Clerk who shall, upon payment of the license and

investigation fees prescribed, issue a license to the applicant to engage in the business described in the application. Such license shall contain the signature and seal of the issuing officer and shall show the name and address of the licensee, the date of issuance and length of time the license shall be operative, and the nature of the business involved. The City Clerk shall keep a permanent record of all such licenses issued and submit a copy of such license to the Chief of Police. The licensee shall carry the license certificate at all times. (Ord. 2263 10/10)

5-106 SAME; INVESTIGATION FEE. At the time of filing the application, a non-refundable fee of $50.00 shall be paid to the City Clerk to cover the cost of investigation of the facts stated in the foregoing application. (Ord. 2022, Sec. 1; Code 1999)

5-107 LICENSE FEE; TIME LIMITS; EXEMPTIONS.

(a) Except as provided in subsection (c), the fee for the license required pursuant to section 5-102 shall be in the amount of $1,000.00 for any year that the licensee shall operate within the city limits.

(b) Any such license granted upon application as required hereinabove shall be limited to and effective only on the days set out in the license. Solicitation or sales by any peddler, solicitor or canvasser shall be conducted only between the hours of 8:00 a.m. and 9:00 p.m.

(c) Persons and firms not having a permanently established place of business in the city, but having a permanently established house-to-house or wholesale business shall receive a license as required by section 5-102 upon the payment of $1,000.00 for any year, and may make solicitations or sales only between the hours of 8:00 a.m. and 9:00 p.m., or upon invitation at any hour.

(d) No license fee shall be required of:

(1) any person selling any agricultural, farm, garden or aquacultural products grown by such growers residing within this state (K.S.A. 12-1617);

(2) any businesses, trades or occupations which are part of fairs or celebrations sponsored by the city or any other governmental subdivision, or the state, or when part of all of the expenses of the fairs or celebrations are paid for by the city, any other governmental subdivision, or the state; and

(3) any not-for-profit or charitable organization as determined by the governing body.

5-108 RENEWAL. All licenses issued shall be subject to renewal upon a showing of compliance with sections 5-102:203 of this article within a six month period prior to the renewal date. The City Clerk need not require an additional application under section 5-103 or an additional investigation and investigation fee under sections 5-105:206 unless complaints have been received of violations of the conditions under which any license has heretofore been issued. The City Clerk shall not renew or extend any license where there is satisfactory evidence of any grounds for the suspension or revocation of any prior license, and the applicant shall be required to apply for a license as in the case of an original license. (Code 1999)

5-109 DENIAL, REVOCATION OR SUSPENSION OF LICENSE; NOTICE.

(a) The City Clerk or Chief of Police may deny any application or may revoke or suspend for a period of not to exceed 30 days any license issued under this article, for any of the following causes:

(1) Fraud, misrepresentation or false statement contained in the application for license.

(2) Fraud, misrepresentation or false statement made in the course of carrying on the business.

(3) Any violation of this article.

(4) Conducting a business as defined in section 5-101 in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the city. Notice of the denial, revocation or suspension of a license shall be given in writing to the applicant or mailed to his or her last known address and the City Clerk shall set forth the grounds of such denial, revocation or suspension.

(5) Conviction of the crime of theft, larceny, fraud, embezzlement or any felony within two (2) years prior to the application date.

(b) Such action shall be conveyed to the affected party by written notice served either by personal service by the Chief of Police or through registered mail addressed as set forth in the application. Immediately upon notice the license shall be considered denied, revoked or suspended. (Ord. 2022, Sec. 1; Code 1999)

5-110 APPEAL TO GOVERNING BODY.

(a) Any person aggrieved by the action of the Chief of Police or City Clerk in the denial of an application or revocation or suspension of a license as provided in this article, shall have the right of appeal to the governing body.

(b) Such appeal shall be taken by filing with the City Clerk within 14 days after notice of revocation, suspension or denial of the license has been given to or mailed to such applicant's last known address and setting forth the grounds for appeal.

(c) The governing body shall set a time and place for a hearing on such appeal and notice of such hearing shall be given to the applicant in the same manner as provided herein for notice of denial, revocation or suspension. (d) The decision and order of the governing body on such appeal shall be final and conclusive. (Ord. 2022, Sec. 1; Code 1999)

5-111 REGULATIONS. It shall be unlawful for any solicitor:

(a) To solicit in person at any residence prior to the hour of 8:00 a.m or after 9:00 p.m., except by appointment;

(b) To solicit in person at any residence or other place bearing a notice of <u>No Peddlers</u> or <u>No Solicitors</u> or words of a similar meaning, providing such notice is posted in a conspicuous place upon or near the main entrance, is plainly visible, is at least 3x5 inches in size and contains lettering at least 1/3 inches in height;

(c) To solicit in person at other than the front or main door of any residence;

(d) To remain on any premises after being asked to leave by the owner, occupant or other person having authority over such premises;

(e) To misrepresent or make false, deceptive or misleading statements concerning the quality, quantity or character of any goods or services provided, the purpose of the visit, his or her identity or the identity of the represented organization or, if soliciting for a non-commercial cause, and so requested, to fail to specifically disclose what portions of the funds or other item of value solicited will actually be used for the purpose of which the organization is soliciting; or

(f) Licensees are required to exhibit their license at the request of any person to whom they attempt to sell their goods, wares and merchandise or take orders for future delivery of the same. (Ord. 2022, Sec. 1; Code 1999)

5-112 DISCLOSURE All registered solicitors shall conform to the following requirements:

(a) After the initial greeting and before any other statement is made to a prospective solicitee, solicitor shall expressly disclose his or her name, the name of the organization represented, if any, and identify the nature of the solicitation, i.e., selling, seeking information, asking for contribution to or for, etc.

(b) If the solicitation is for the purchase of goods or services or for any order for the later delivery of goods or services, the solicitor shall clearly inform the solicitee of their right to cancel the transaction at any time within 72 hours if it involves the extension of credit or is a cash transaction of more than $25.00.

(c) If the solicitation results in an order for the later delivery of goods or services, the solicitor shall, at the time the order is taken, provide the buyer with a copy of all signed documents, containing at the minimum: the terms of the agreement; the amount paid in advance and whether such amount represents full, partial or no advance payment; the name, address and telephone number of the seller or provider; the delivery or performance date; and whether a guarantee or warranty is provided and, if so, the terms thereof.

(d) Upon any request to do so, the solicitor shall display for review the certificate of registration issued by the city. (Ord. 2022, Sec. 1)

5-113 EXEMPTIONS. The following, or their authorized agents, are exempt from the provisions of this article, any person:

(a) Delivering newspapers, fuel, dairy products or bakery goods to regular customers on established routes;

(b) Selling goods at wholesale to dealers in such goods;

(c) Who has an established place of business where goods or services being sold are offered for sale on a regular basis, and where the buyer has initiated contact with and specifically requested a home visit by such person;

(d) Who has had, or one who represents an organization which has had, a prior transaction similar to that being solicited with the solicitee;

(e) Who is an officer or employee of the city, county, state or federal government, or any subdivision thereof, when on official business;

(f) Conducting solicitations for the sole benefit or under the auspices of the organization, i.e., Girl or Boy Scouts, Chamber of Commerce, service club or charitable organization;

(g) Children under the age of 16 who are residents of the city.

(Ord. 2022, Sec. 1)

5-114 USE OF STREETS AND SIDEWALKS. It shall be unlawful for any person to place, operate or conduct upon any of the sidewalks or streets of the city, any stand, cart, vehicle or any other device containing and from which is sold any nuts, candy, popcorn, lunch or merchandise of any kind; provided, that this section shall not apply to any farmer or gardener, or their agents or employees, selling fruits, produce or supplies produced or grown by themselves. (Code 1993, 20-102)

5-115 DISTURBING THE PEACE. Except when authorized in writing by the City Clerk, no licensee nor any person in his or her behalf, shall use any sound device, including any loud-peaking radio or sound-amplifying system upon any of the streets, alleys, parks or other public places of the city or upon any private premises in the city where sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon the streets, avenues, alleys, parks or other public places, for the purpose of attracting attention to any goods, wares or merchandise which such licensee proposes to sell. (Code 1999)

05-116 MOBILE FOOD UNIT. Not withstanding any other provisions of this Article 1, the following provisions shall govern Mobile Foot Units. Mobile Food Units shall be permissible within the City limits upon application and registration with the City Clerk. The City Clerk shall provide an application for registration and upon receiving a satisfactory application, the City Clerk shall issue a Mobile Food Vending certificate of registration to the applicant. The issuance of a certificate of registration shall not constitute approval of the business or activity or other wise prohibit enforcement of this Chapter or any other applicable laws, city code provisions, rules or regulations. Any Mobile Food Vendor shall possess all applicable health and safety licenses, food handling licenses or the like as required by local, state and federal laws, rules or regulations.

05-117 SAME, LICENSING FEES. Fees for operation of a Mobile Food Unit within the City limits shall be based on usage as follows:

Daily $25.00
Weekly $100.00
Bi-Annually$200.00
Annually $400.00

5-118 SAME, INSURANCE REQUIRED. Proof that the applicant has secured commercial general liability insurance for the mobile vending operations to be maintained for the entire length of the registration, written by an insurance carrier licensed to do business in Kansas, with minimum limits of $500,000 combined single limit for bodily and property damage, each occurrence and $1,000,000 in the general aggregate. Evidence of compliance with these insurance requirements shall be in the form of a certificate of insurance that shall be submitted with the application. Such insurance certificate shall not be cancellable without prior written notice to the City;

427 Court
Clay Center, KS 67432
Phone 785-632-5454
www.cityofclaycenter.com

Application for

Mobile Food Vending Registration

APPLICANT INFORMATION

Name of Owner/Operator (primary contact) ____________________

Permanent Address ____________________

Name of Business (DBA) ____________________

Mailing Address (if different from Permanent Address) ____________________

(   ) ____________ Business Phone #

(   ) ____________ Alternate Phone #

E-mail Address ____________________

☐ Yes ☐ No Have you ever had a mobile vending registration or other similar license or registration revoked or suspended under the Clay Center Municipal Code or the ordinances of the City of Clay Center or any other city? (If "yes," provide the date and grounds for each revocation or suspension, and the name and location of the licensing jurisdiction on the back of this application).

VEHICLE INFORMATION

Vehicle Type:____________________ Vehicle Make: ____________________

Vehicle Registration Number (license plate #): ____________________

Registered Owner: ____________________

The Following Required Information and Fee is Provided:

☐ Copy of valid driver's license (applicant and any employees operating the identified vehicle)

☐ Proof of general liability insurance in the amount of $500,000 combined, single limit for bodily and property damage, each occurrence and $1,000,000 in the general aggregate.

☐ Payment of the appropriate fee for the below specified registration period (select one):

- ☐ One Week – $25.00 Beginning Date: _____
- ☐ One Month – $100.00 Beginning Date: _____
- ☐ Six Months – $200.00 Beginning Date: _____
- ☐ Annual --$400.00 Beginning Date: _____

I have read a copy of Chapter 22 Article X "Mobile Food Vending" of the Municipal Code of the City of Clay Center, Kansas, and all requirements therein have been met. I understand that any misrepresentation or false statement in the above answers may constitute cause for denial or revocation of a certificate of registration. Fees paid for processing this application are not refundable in the event a certificate of registration is denied or revoked. Further, I understand and agree that registration will not be used or represented in any way as an endorsement of the applicant by the City of Clay Center, Kansas or by any department, officer, or elected or appointed official of the City.

Applicant's Name (Printed) ____________________ Applicant's Signature ____________________ Date ____________

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OFFICE USE ONLY		
The information provided on this application and attached hereto is found to be complete and satisfactory in accordance with the requirements of Chapter 22, Article X of the Clay Center Municipal Code and a certificate of registration may hereby be issued.	City Clerk or Designee	Date

RESOLUTION #__________
RESOLUTION ESTABLISHING A PROCUREMENT POLICY

WHEREAS, the City Council for the City of Clay Center, Kansas, believes it is necessary to establish procedures regarding purchases for services, equipment, and supplies, and to ensure that City funds be spent in an appropriate and responsible manner.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CLAY CENTER, KANSAS THAT:

a. Procurement will be reviewed to avoid unnecessary and duplicate purchases and to ensure that costs are reasonable.
b. The method of formal contracting will be appropriate. Cost plus percentage of cost agreements may be used unless specifically prohibited by an outside funding source.
c. When City funds are paying for a good or service, the City reserves the right to, at the City's discretion, bypass the formal procurement process herein set forth below. The City specifically reserves the right to forego the solicitation of bids, price quotes and/or proposals in instances where goods and services are available locally and/or when the City has a long-term working or business relationship with a supplier and/or professional. A __5__% bid advantage is to be given to Clay Center City businesses. Further, the City reserves the right to solicit price quotes as opposed to bids on purchases of less than $3,000.00___ and shall not be required to secure a minimum number of bids or price quotes. The City also reserves the right to not require a formal agreement. By approval of the City Council, a supplier or professional can be chosen without formal procedures when using local funds.
d. When outside sources of funds are used to pay for a good or service, one of the following four procedures will be utilized unless a different process is required by a particular funding source. Solicitation of MBE/WBE/DBE businesses and bonding and insurance requirements as may be required by outside funding sources must be adhered to. The following procedures shall also be used for City funded purchases, unless otherwise determined by the City Council.

Purchasing Policies
Small Purchases:

1. The purchase of consumable goods, such as office supplies and other products that get used and discarded does not require the approval of the City Council. The authorization for such purchases is implicit in the budget of the appropriate employee.
2. The purchase of durable goods, such as equipment and other goods that yield utility over time does not require approval of the City Council provided there are adequate funds in the department budget. The authorization for such purchases is implicit in the budget of the appropriate employee. For any purchase of a durable good costing over $3,000.00, the Department Head shall make the City Council aware of said purchase, but said purchase shall not require any formal approval or bid solicitation. Phone solicitation is acceptable.
3. The purchase of durable goods and services that cost over $3,000.00 shall require a written bid. A bid obtained by fax or email will be acceptable.
4. Emergency purchases of goods and services may be made by employees when unexpected or unforeseen events may cause serious financial loss to public or private property, endanger the health or lives of the citizens, or have adverse economic impact on City businesses unless immediate action is taken to purchase said goods or services. Emergency purchases shall be validated by the City Council after the purchase is made.

Competitive Sealed Bids:

1. Competitive sealed bids shall be initiated by publishing an Invitation for Bids (IFB) or similar notice in the official City Newspaper and any other local newspapers deemed appropriate

by the City, and/or on a local access channel, and/or in trade publications. The competitive sealed bid process will be used for all purchases of $5,000.00 or more. SET AMOUNT?

2. The Invitation for Bids process is utilized when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost.
3. All bids received will be opened in public and tabulation according to published sections criteria.
4. The award must be a firm-fixed-price agreement based on a lump sum or unit price.
5. Preparation and signing of an agreement formalizing the scope of work and the terms of compensation is required after local officials approve of the bid action and agreement amount.

Competitive Negotiations:

1. Competition negotiations shall be initiated by preparing a Request for Proposals (RFP) or a Request for Qualifications (RFQ). The RFP process shall be used when price is a factor in selection. The RFQ process shall be used when price is primarily considered after selection and usually involves professional service agreements (for example: administrative, engineering, or architectural services).
2. In both the RFP and RFQ process, the services to be procured shall be clearly defined, as well as the factors to be used in evaluation and selection. The RFQ and RFP's shall be clearly worded and written and describe technical requirements, if any.
3. All proposals received will be reviewed according to the defined selection criteria. The review should be in writing and involve a scoring or ranking system.
4. An invitation is to be made to one or more respondents in the RFQ process to negotiate a price or fee for the services to be provided.
5. Final selection on both the RFP and RFQ process shall be made on the basis of the most responsible offer or price and other factors considered.
6. Preparation and signing of agreements formalizing the scope of work and the terms of compensation will occur after selection and contact is made with the chosen firm or business.

Non-Competitive Negotiations:

1. Non-competitive negotiations will be used when:
   a) the use of competitive negotiations is not feasible;
   b) a public emergency exists;
   c) the results of the competitive negotiations are inadequate; or
   d) there is a sole source for a product or service.

The City of Clay Center understands that when projects involve state and/or federal funding awards, procurement procedures required by the funding agency must be followed. Additionally, it is understood that the corresponding agency must approve all types of procurement prior to award when only one response is received from the procurement efforts or prior to use of non-competitive negotiation.

Approved and adopted by the Clay Center City Council on _________, 2020.

CITY OF CLAY CENTER

_____________________________ _____________________________

James R. Thatcher, Mayor Kerry Rozman, Clerk

Additional tools and services are available, but based on our initial conversations, we recommend the following areas of immediate priority to begin working with City of Clay Center staff:

Compliance

- Conduct a comprehensive compliance audit with specific focus on legal notice requirements
- Prepare and disseminate all notices
- Determine ACA obligations regarding documentation of small group status
- Ensure employee on-boarding paperwork and processing is compliant
- Review termination package paperwork for compliance

Employee Engagement

- Enhance new hire on-boarding with additional education
- Design year-round benefits education program based on company demographics
- Incorporate multi-faceted approach using print, electronic and face-to-face
- Create Benefit Spot and Benefit HUB
- Develop benefit statements to show total compensation

Employer Support and Advocacy

- Install ThinkHR for general human resource questions and guidance
- Create and publish custom benefit guide
- Provide dedicated point of contact for employee questions on claims and billings

Cost Containment

- Market all lines of coverage as needed
- Present benefit options in a concise, clear comparison
- Review contribution strategies to ensure compliance
- Obtain alternative funding options
- Review HDHP (High Deductible Health Plan) options

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