ABILENE CITY COMMISSION - REGULAR MEETING AGENDA

ABILENE PUBLIC LIBRARY, 209 NW FOURTH STREET

May 22, 2023 - 4:00 pm

VIEW THIS CITY COMMISSION MEETING VIRTUALLY AT
www.abilenecityhall.com/watchlive

1. Call to Order

2. Roll Call: _____Witt ______Kollhoff _____Rein _____Miller _____Marshall

3. Pledge of Allegiance

4. Approval of the Agenda for the May 22, 2023, City Commission Meeting

5. Consent Agenda - Consent Agenda items are considered routine business items. The consent agenda can be acted upon by one motion unless a majority of the City Commission votes to remove an item for discussion and separate action.

   a. Meeting Minutes for May 8, 2023, Regular Meeting

6. Public Comments and Communications

   a. Public Forum: Persons who wish to address the City Commission regarding items outside the agenda may do so when called upon by the Mayor. Speakers will be allowed a three-minute time limit.

   b. Presentation of WSU MiniMPA Certificate – Dr. Mercy O. Umeri, WSU Hugo Wall School of Public Affairs

   c. Buddy Poppy Day Proclamation

7. Items for discussion

   a. Airport Obstruction Easement Acquisition

8. Business Items

a. Consider approval of Resolution No. 052223-1, **A RESOLUTION FIXING A TIME AND PLACE TO APPEAR TO SHOW CAUSE WHY THE STRUCTURE AT 123 N. SPRUCE ST. SHOULD NOT BE CONDEMNED OR ORDERED REPAIRED OR DEMOLISHED.**

b. Consider approval of Resolution No. 052223-2, **A RESOLUTION AMENDING THE CITY'S PURCHASING POLICY IN THE CITY OF ABILENE, KANSAS.**

c. Consider approval of Resolution No. 052223-3, **A RESOLUTION ADOPTING A TRAVEL POLICY IN THE CITY OF ABILENE, KANSAS.**

9. Reports

a. City Manager's Report

10. Recess of Regular Meeting

a. Consider a motion to recess the May 22, 2023, City Commission Meeting. The City Commission Study Session will begin in 15 minutes, no sooner than 4:30 pm.

11. Call to Order – City Commission Study Session

12. May 22, 2023, City Commission Study Session Agenda

a. Engineering work order to begin design of the obstruction removal for the airport.

13. Adjournment

a. Consider a motion to adjourn May 22, 2023, City Commission Meeting

<u>Future Meeting Reminders</u>

*City Commission Regular Meeting, June 12, 2023, at 4 pm.
*City Commission Study Session, June 12, 2023 - 15 minutes following the adjournment of the regular meeting, will not start before 4:30 pm.
*City Commission Regular Meeting, June 26, 2023, at 4 pm.
*City Commission Study Session, June 26, 2023 - 15 minutes following the adjournment of the regular meeting, will not start before 4:30 pm.

Abilene City Commission Meeting Minutes
Abilene Public Library – 209 NW Fourth Street
May 8, 2023, @ 4:00 pm.
Abilene, Kansas

1. **Call to Order**

2. **Roll Call** – City Commission Present: Mayor Witt, Commissioners, Kollhoff, Rein, Miller and Marshall.

Staff Present: City Manager Marsh, City Clerk Mohr, Finance Director Johnson, City Attorney Martin, Parks and Recreation Director Timbrook, Fire Chief Strunk, Community Development Director Zook, Public Works Director Schrader, and City Inspector Steerman.

3. **Pledge of Allegiance**

Agenda

4. **Approval of the Agenda for the May 8, 2023, City Commission Meeting**

Motion by Commissioner Marshall, seconded by Commissioner Miller, to approve the agenda as presented. Roll call vote: Marshall YES, Miller YES, Rein YES, Kollhoff YES, Witt YES. The motion carried unanimously 5-0.

Consent Agenda

5. Consent Agenda - Consent Agenda items are considered routine business items. The consent agenda can be acted upon by one motion unless a majority of the City Commission votes to remove an item for discussion and separate action.

   a. Meeting Minutes for March 27, 2023, Regular Meeting

Motion by Commissioner Kollhoff, seconded by Commissioner Rein, to approve the consent agenda as presented. Roll call vote: Kollhoff YES, Rein YES, Marshall YES, Miller YES, Witt YES. The motion carried unanimously 5-0.

6. Public Comments and Communications

   a. Public Forum: Persons who wish to address the City Commission regarding items outside the agenda may do so when called upon by the Mayor. Speakers will be allowed a three-minute time limit.

There were no public comments or communications.

   b. Mental Health Awareness Month Proclamation

   c. EMC Insurance Dividend Presentation – Kyle Becker, Smart Insurance

7. Items for discussion

   a. Water Main Replacement Project Engineering Services

Motion by Commissioner Marshall, seconded by Commissioner Miller, to approve the Master Agreement Work Order with Olsson, Inc. for the 2023 Water Main Replacement Project. Roll call vote: Marshall YES, Miller YES, Rein YES, Kollhoff YES, Witt YES. The motion carried unanimously 5-0.

8. Business Items

   a. Consider approval of Resolution No. 050823-1, **A RESOLUTION DECLARING THE BOUNDARY AND LIMITS OF THE CITY OF ABILENE, KANSAS.**

Motion By Commissioner Rein, seconded by Commissioner Marshall, to approve Resolution No. 050823-1, **A RESOLUTION DECLARING THE BOUNDARY AND LIMITS OF THE CITY OF ABILENE, KANSAS.** Roll call vote: Rein YES, Marshall YES, Miller YES, Kollhoff YES, Witt YES. The motion carried unanimously 5-0.

9. Reports

   a. City Manager's Report

   The pre-construction meeting with Smoky Hill Construction for the 14th Street Improvement Project was held last Monday. The anticipated start date is June 26. Phase one will be from the East middle school (out) drive west to just past the church drive. They will also be moving utilities during this phase. Phase one will open at the end of September/beginning of October.

They will shut down for winter by October 25. The will begin Phase 2, East end, on March 1, 2024, or sooner, depending on the weather. The expected project completion date is August 1, 2024.

Quick update on the banking RFP; we have a draft RFP ready; however, the need to find better and more useful ERP software has become evident in the past few months. We decided to wait until determining the new ERP system before potentially changing banking services. In the meantime, Leann is upgrading the rates on our CDs as they mature, and we have taken advantage of some favorable rates.

In April, KDHE conducted its annual inspection of the Wastewater Treatment Plant, and the plant was found to comply with our permit. Kevin and his crew do a great job.

The solar RFP should be ready to go out to potential vendors by the end of this week. We will initially look at three sites: the Library, the Senior Center and Well 23.

10. Recess of Regular Meeting

a. Consider a motion to recess the May 8, 2023, City Commission Meeting.

Motion by Commissioner Rein, seconded by Commissioner Marshall, to recess the City Commission meeting at 4:21 pm. The City Commission Study Session will begin at 4:36 pm.

11. Call to Order – City Commission Study Session

The City Commission Study Session was called to order at 4:36 pm.

12. May 8, 2023, City Commission Study Session Agenda

a. Purchasing Policy Update

b. Travel Policy Update

c. Dangerous Structure-123 N. Spruce Street

13. Adjournment - Consider a motion to adjourn May 8, 2023, City Commission Meeting

Motion by Commissioner Marshall, seconded by Commissioner Miller, to adjourn the May 8, 2023, City Commission Meeting at 5:01 pm. Roll call vote: Marshall YES, Miller YES, Rein YES, Kollhoff YES, Witt YES. The motion carried unanimously 5-0.

(Seal)

____

Trevor D. Witt, Mayor

ATTEST:

____

Shayla L. Mohr
City Clerk

CITY OF ABILENE
STATE OF KANSAS

Proclamation

WHEREAS, the Poppy is the memorial flower for America's War Dead that began as a tradition in the years following World War One; and

WHEREAS, the American Legion Auxiliary adopted the Poppy in the 1920s as its memorial flower with which they pay tribute not to just America's War Dead but to also aid living veterans and their families and to their surviving families and orphans; and

WHEREAS, the donations they receive are used for their Children and Youth Programs, the Legion's Veterans Affairs programs, and for the Care and Rehabilitation of disabled veterans in Veterans Administration Hospitals, Clinics, and Soldiers Homes throughout Kansas and across America; now

THEREFORE, I, Trevor D. Witt, Mayor of the City of Abilene, Kansas, do hereby Proclaim May 27, 2023, as the American Legion & Auxiliary Poppy Day in Abilene and encourage all of our citizens to support this worthy cause with a donation wherever they see American Legion or Auxiliary members with their poppies; and

FURTHER, I urge all citizens to wear a Poppy on Memorial Day, May 29, 2023, as mute evidence of your gratitude for the women and men of this country who risk life and limb in defense of the freedoms which all of us as American citizens are able to enjoy each and every day; and

IN CONCLUSION, we must all realize that when America conducts operations of armed conflict elsewhere in the world, the possibility of acts of terrorism are greatly reduced here at home.

(ATTEST)

____
Trevor D. Witt, Mayor

____
Shayla L. Mohr
City Clerk

ABILENE KANSAS

City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Lon Schrader
Public Works Director

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Commission Meeting Date: Monday, May 22, 2023

Session: Regular Meeting

Topic: Airport Obstruction Easement Acquisition

Department: Administration

Staff Contact: Ron Marsh/Leann Johnson

Background:

Part of the Master Plan for the Abilene Municipal Airport (K78) completed on July 28, 2020, included an airspace review conducted by the Flight Procedure Division in the FAA. During their flight pattern review it was discovered there were trees obstructing the approach which were marked as safety critical items that would need to be mitigated to be eligible for any future FAA grants awarded to help the City replace the T-Hangar blown down in 2019. Within the 5-year Capital Improvement Plan in 2023 for the airport is the purchase of five Avigation Easements from property owners where the trees have been identified. (Attachment A – Purchase Agreement and Form of Avigation Easement for the property located at 203 S. Madison, Abilene, KS, and Attachment B

Timeline:

March 3, 2022 – Environmental requirements for the acquisition and obstruction removal projects were verified as met in accordance with the National Environmental Policy Act.
September 27, 2022 – The appraiser, Simmons Co, prepared a residential lot sales report to provide land sales data relevant to the easement acquisitions for removal or maintenance of vegetative growth obstructions to the safe operations of the airport. This report and the FAA's "Value Finding for Low Value Acquisition" form are used as an acceptable form of reimbursement for uncomplicated property if the acquisition is below $25,000.
September 28, 2022 – Olsson prepared a property map outlining the property boundaries and obstacle data delineating the land to be required based on the location of the tree obstructions.
November - December 2022 – The City Manager, Ron Marsh, and previous Finance Director, Marcus Rothchild, spoke with the property owners about acquiring the easements necessary for the mitigation of the tree obstructions.
January 23, 2023 – Letters mailed to all five property owners with formal offer with a purchase Agreement and Form of Avigation Easement to be signed and returned to the City within 10 days of receipt of the letter.
February 6, 2023 – Notified by Sloan Law Firm with a voicemail to the City Manager about the property owner at 203 Madison retaining legal counsel for the Avigation Easement Purchase Agreement.
February 8, 2023 – Received four of the five signed agreements and easements back from property owners.
March 10, 2023 – Olsson completed a topographical survey as agreed between the City of Abilene and property owners.
March 15, 2023 –The site and proposed easement footprint was reassessed based on the survey to acquire only the eastern two-thirds of the property, excluding the third which contains the house and garage (see Attachment C).
March 27, 2023 – Counteroffer made by property owners.
April 3, 2023 – Counteroffer made by the City up to the Value Finding for Low Value Acquisition threshold of $25,000.
April 3, 2023 – 2023 FAA Grant Submission Deadline
April 5, 2023 – Conference call with FAA to extend grant deadline to obtain an appraisal.
April 6-May 9, 2023 – Expedited full yellow book appraisal and required Appraisal Review conducted by Simmons and Martens Appraisal respectively.
May 10, 2023 – Offer extended by the City to the property owners of the easement value in accordance with both the appraisal and appraisal review accompanied by the revised and final Avigation Easement and Purchase Agreement.

City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Lon Schrader
Public Works Director

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Commission Meeting Date: Monday, May 22, 2023

Session: Regular Meeting

Topic: Airport Easement Acquisition

Department: Administration

Staff Contact: Ron Marsh/Leann Johnson

Background Continued:

May 11, 2023 – FAA final approval of the appraisal and appraisal review.
May 15, 2023 – Olsson submitted, subsequently approved, a written re-evaluation of the Environmental Assessment (EA). The FAA Decision having reviewed the re-evaluation is: "the preparation of a new or supplemental EA is not required."
May 16, 2023 – Counteroffer made by the property owner and subsequent counteroffer made back by the City.
May 17, 2023 – Counteroffers made by the property owner, then the City, then the property owner; settled on a Purchase Agreement subject to the following terms and conditions:

1. The offer is made on the same terms and conditions outlined in May 10, 2023, offer letter (see Attachment D);
2. The offer is good through Thursday, May 18, 2023, at 10:00 a.m. (CST), and must be formalized by your clients' execution and delivery to the City of an updated written purchase agreement, substantially similar to the version accompanying my May 10, 2023 letter, by no later than 10:00 a.m. on May 18; and
3. The City's obligations to purchase the avigation easement for $55,000 shall be expressly contingent upon formal approval of the purchase agreement by the City Commission, in a public meeting, on or before June 12, 2023, with closing to occur within 30 days thereafter if approved by the city commission.

May 18, 2023 – Extended and final FAA Deadline for K78's 2023 Grant Submission for the Easement Acquisition and subsequent Obstruction Removal.
May 22, 2023 – Present purchase agreement for approval to the City Commission.

Attachments:
A – Avigation Easement and Purchase Agreement for 203 S Madison, Abilene, KS
B – Property Boundaries and Obstacle Data
C – Boundary Revision 4.13.23
D – Offer Letter with terms of Purchase Agreement dated 05-10-2023

Recommendation:

Accept the Purchase Agreement and Aviation Easement for the property located at 203 S. Madison at the negotiated offer.

Fiscal Note:

90% reimbursement of costs associated with the purchase of easement acquisitions, with a 10% match of City funds to the project.
100% city obligations beyond the approved threshold from the FAA.

Funding Source:

FAA Grant and Airport Fund.

<u>AGREEMENT</u>

This Agreement is made effective as of the date of the last signature by the parties on the signature page below, by and between **___________________________** (the "Owner"), and the City of Abilene, Kansas, a municipal corporation (the "City").

RECITALS

A. The City, in conjunction with its application for grant funding from the Federal Aviation Administration for certain repairs to a hanger at the Abilene Municipal Airport ("Project"), wishes to acquire from the Owner a certain avigation easement affecting land owned by the Owner.

B. The City has caused the avigation easement to be acquired to be valued and has negotiated a purchase price with the Owner.

C. It is the desire of the Owner to convey the avigation easement to the City upon the terms and conditions contained in this Agreement.

FOR AND IN CONSIDERATION of mutual and reciprocal promises and agreements set forth herein, the parties agree as follows:

1. <u>Description of Avigation Easement</u>. The avigation easement to be conveyed by the Owner to the City shall be on the Owner's property commonly known as **____________**, Abilene, Kansas, and legally described as follows (the "Avigation Easement").

[INSERT LEGAL DESCRIPTOIN]

2. <u>Compensation</u>. The City agrees to pay the Owner upon closing the total sum of **____________________** Dollars ($**_________**) for the Avigation Easement.

3. <u>Documents</u>. The Owner agrees that the Avigation Easement shall be conveyed to the City by the Owner's execution and delivery to the City of an Avigation Easement identical to the copy attached as <u>Exhibit A</u> to this Agreement. The Avigation Easement document shall be recorded by the City with the office of the Dickinson County Register of Deeds, at the expense of the City.

4. <u>Covenant of Title</u>. The Owner covenants that it is the lawful owner of the real estate affected by the Avigation Easement.

5. <u>Contingencies</u>. The City's obligations under this Agreement are subject to and contingent upon the following:

   (a) The City shall have obtained avigation easements from any other necessary parties in order to implement the Project and receive grant funds from the Federal Aviation Administration.

(b) The City shall have obtained a subordination agreement from the holder of any mortgage or lien on Owner's property, so as to ensure the first priority of Avigation Easement contemplated by this Agreement.

If the contingencies in this Section 5 are not satisfied within sixty (60) days of the execution of this Agreement, the City shall have the option of: (1) waiving the contingencies and proceeding with closing; or (2) terminating the Agreement.

6. Closing. Subject to the contingencies set forth in Section 5 above, closing shall take place on or before May 1, 2023. At closing the Owner shall:

(a) deliver to the City the fully executed and acknowledged Avigation Easement document, and

(b) provide the City with a fully executed Form W-9 listing the Owner's current mailing address and taxpayer identification number,

at which time the City shall pay Owner the total compensation set forth in paragraph 2 above.

7. Non-assignable. The Owner's rights under this Agreement shall not be assigned without the prior written consent of the City.

8. Binding Effect. The terms of this Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and authorized assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

CITY OF ABILENE, KANSAS

By: ______________________________
Ronald Marsh, City Manager

Date: __________________, 2023

[OWNER]

____

Date: __________________, 2023

____

Date: __________________, 2023

EXHIBIT A
FORM OF AVIGATION EASEMENT

WHEREAS, (full name of property owner(s)), hereinafter called the Grantors, are the owners in fee of that certain parcel of land situated in the City of Abilene, County of Dickinson, State of Kansas more particularly described as follows:

(Insert legal description of property to be covered by easement)

hereinafter called "Grantors' property",

NOW, THEREFORE, in consideration of the sum of _______________________dollars ($) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantors, for themselves, their heirs, administrators, executors, successors and assigns, do hereby grant, bargain, sell, and convey unto the City of Abilene, hereinafter called the Grantee, its successors and assigns, for the use and benefit of the public, an easement and right of way, appurtenant to Abilene Municipal Airport for the unobstructed use and passage of all types of aircraft (as hereinafter defined), in and through the airspace above Grantors' property above an imaginary plane __________ feet above ground level (or mean seal level, as appropriate) over Grantor's property.

Said easement shall be appurtenant to and for the benefit of the real property now known as Abilene Municipal Airport including any additions thereto wherever located, hereafter made by City of Abilene or its successors and assigns, guests, and invitees, including any and all persons, firms, or corporations operating aircraft to or from the airport.

Said easement and burden, together with all things which may be alleged to be incident to or resulting from the use and enjoyment of said easement, including, but not limited to the right to cause in all airspace above or in the vicinity of the surface of Grantors' property such noise, vibrations, fumes, deposits of dust or other particulate matter, fuel particles (which are incidental to the normal operation of said aircraft), fear, interference with sleep and communication and any and all other effects that may be alleged to be incident to or caused by the operation of aircraft over or in the vicinity of Grantors' property or in landing at or taking off from, or operating at or on said Abilene Municipal Airport is hereby granted; and Grantors do hereby fully waive, remise, and release any right or cause of action which they may now have or which they may have in the future against Grantee, its successor and assigns, due to such noise, vibrations, fumes, dust, fuel particles and all other effects that may be caused or may have been caused by the operation of aircraft landing at, or taking off from, or operating at or on said Abilene Municipal Airport.

As used herein, the term "aircraft" shall mean any and all types of aircraft, whether now in existence or hereafter manufactured and developed, to include, but not limited to, jet aircraft, propeller driven aircraft, civil aircraft, military aircraft, commercial aircraft, helicopters and all types of aircraft or vehicles now in existence or hereafter developed, regardless of existing or future noise levels, for the purpose of transporting persons or property through the air, by whoever owned or operated.

The easement and right-of-way hereby grants to the Grantee the continuing right to prevent the erection or growth upon Grantors' property of any building, structure, tree, or other object, extending into the airspace above the aforesaid imaginary plane, and to remove from said air space, or at the sole option of the Grantee, as an alternative, to mark and light as obstructions to air navigation, any such building, structure, tree or other objects now upon, or which in the future may be upon Grantors' property, together with the right of ingress to, egress from, and passage over Grantors' property for the above purpose.

AND for the consideration hereinabove set forth, the Grantors, for themselves, their heirs, administrators, executors, successors, and assigns, do hereby agree that for and during the life of said easement and right of way, they will not hereafter erect, permit the erection or growth of, or permit or suffer to remain upon Grantors' property any building, structure, tree or other object extending into the airspace above the aforesaid imaginary plane, and that they shall not hereafter use or permit or suffer the use of Grantors' property in such a manner as to create electrical interference with radio communication between any installation upon said airport and aircraft, or as to make it difficult for flyers to distinguish between airport lights and others, or to permit any use of the Grantors' land that causes a discharge of fumes, dust or smoke so as to impair visibility in the vicinity of the airport or as otherwise to endanger the landing, taking off or maneuvering of aircraft. Grantors furthermore waive all damages and claims for damages caused or alleged to be caused by or incidental to such activities.

TO HAVE AND TO HOLD said easement and right of way, and all rights appertaining thereto unto the Grantee, its successors, and assigns, until said Abilene Municipal Airport shall be abandoned and shall cease to be used for public airport purposes.

It being understood and agreed that the aforesaid covenants and agreements shall run with the land and shall be binding upon the heirs, administrators, executors, successors and assigns of the Grantors until said Abilene Municipal Airport shall be abandoned and cease to be used for public airport purposes.

IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals this _________________ day of ___________________________ , 2023.

____

____
Grantor(s)

ACKNOWLEDGEMENT

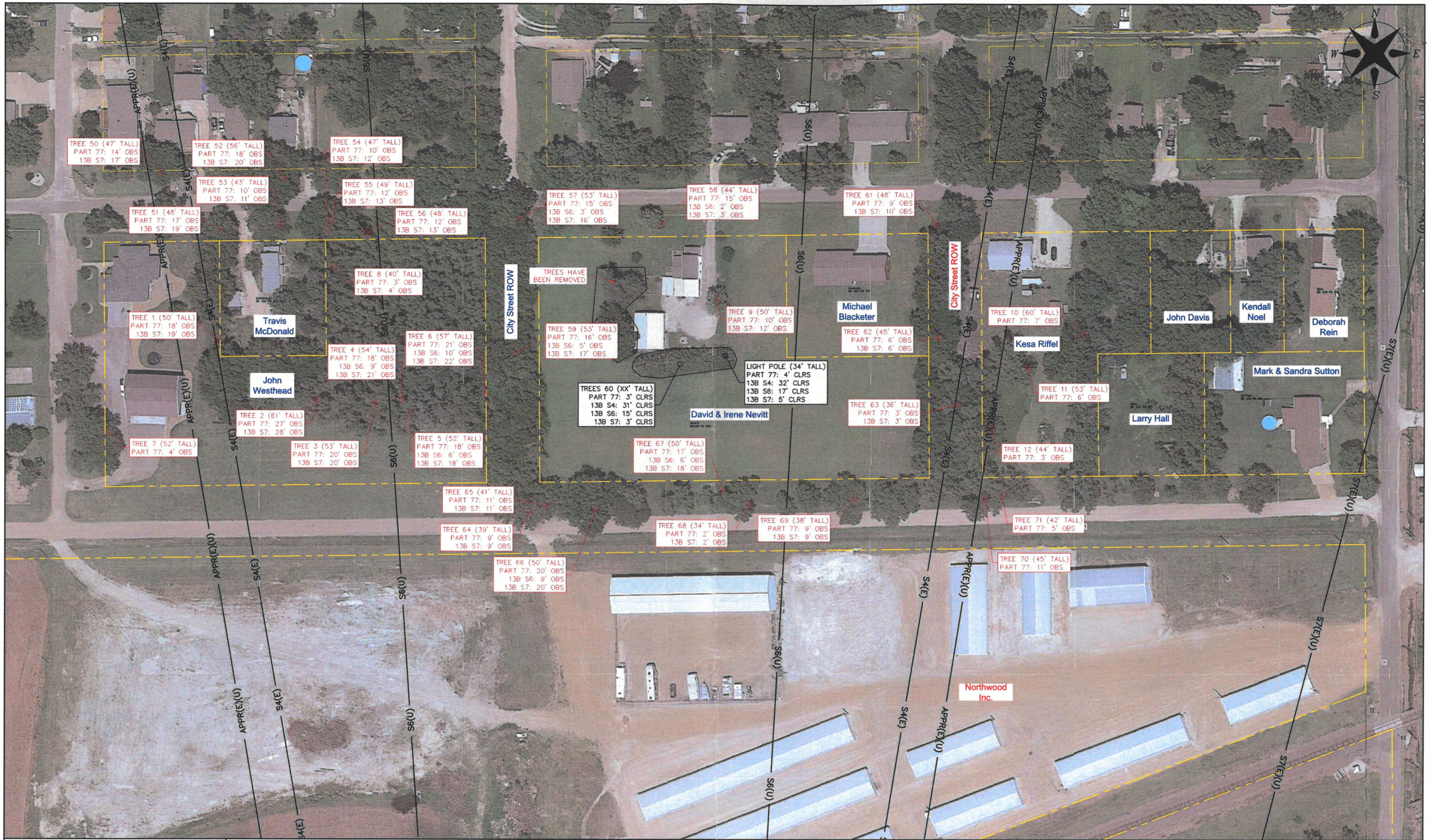
STATE OF KANSAS) ss.
COUNTY OF DICKINSON)

BE IT REMEMBERED, that on this__________________ day of _________________, 2023, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came _______________________________________, who are personally known to me to be the same persons who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, the day and year last above written.

____
Notary Public

My commission expires____________

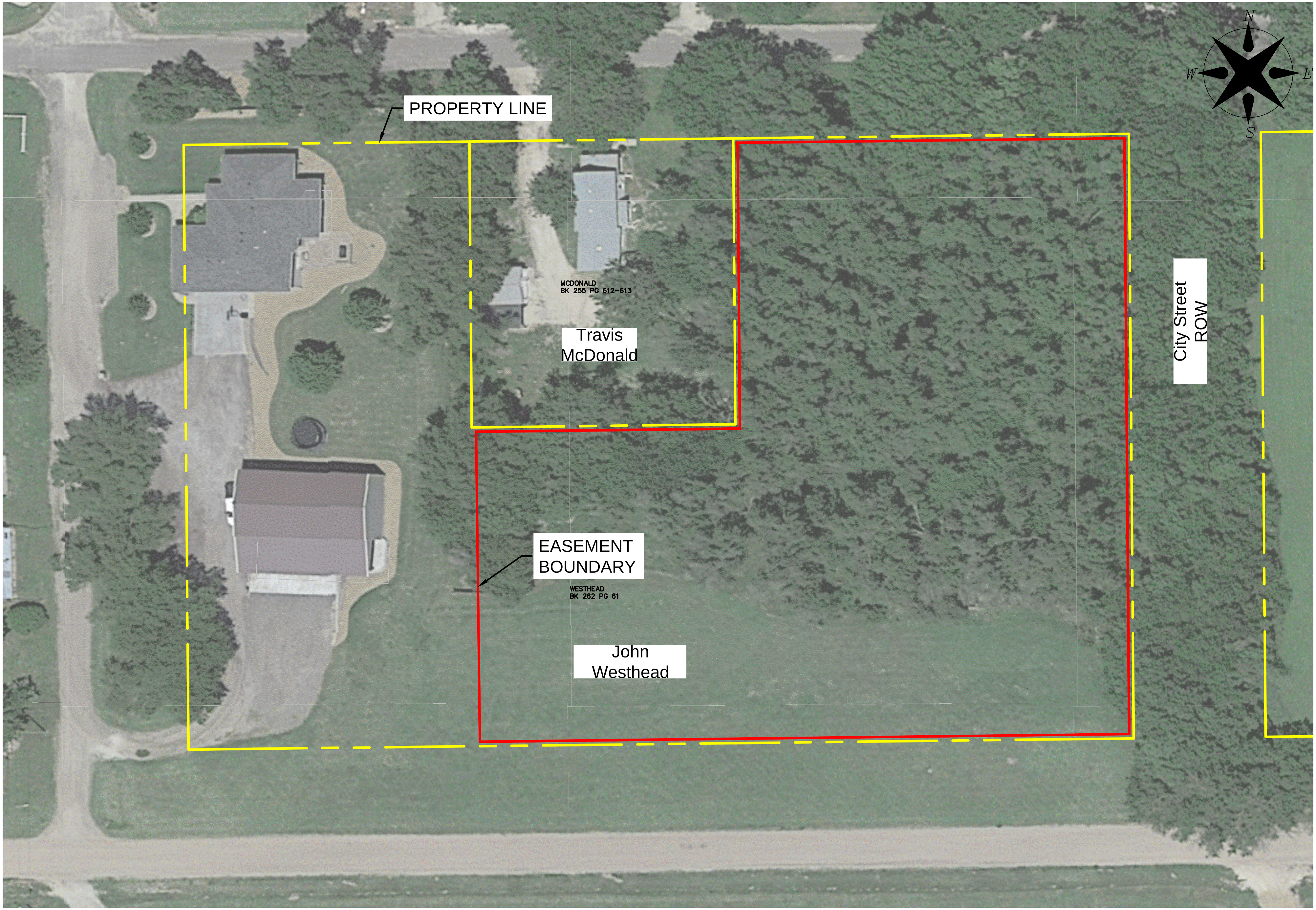


PROJECT NO:	022-04259
DRAWN BY:	JTO
DATE:	09/28/2022

ABILENE MUNICIPAL AIRPORT
PROPERTY BOUNDARIES AND OBSTACLE DATA

olsson
601 P Street, Suite 200
P.O. Box 84608
Lincoln, NE 68508
TEL 402.474.6311
FAX 402.474.5160

EXHIBIT
1



olsson

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CLARK, MIZE & LINVILLE
CHARTERED

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C.L. CLARK (1908 – 2004)
JAMES P. MIZE (1910 – 1988)
L.O. BENGTSON (1922 – 2022)

AUBREY G. LINVILLE
MICKEY W. MOSIER
JOHN W. MIZE
RETIRED

May 10, 2023

(via email – vjarboe@sloanlawfirm.com)

Vernon L. Jarboe
Sloan, Eisenbarth, Glassman, McEntire & Jarboe L.L.C.

Re: Abilene Municipal Airport – Avigation Easement

Dear Mr. Jarboe:

As you are aware, the City of Abilene plans to complete needed repairs to one of the hangars at the Abilene Municipal Airport. The City is seeking a grant from the Federal Aviation Administration (FAA) to fund a portion of this important project. In order to become eligible for the FAA grant, the FAA requires the City to obtain an avigation easement from certain nearby landowners, including your clients, John and Kelli Westhead, affecting their property located at 203 S. Madison St., Abilene, Kansas.

The Simmons Company has completed a valuation of the avigation easement that the City must acquire from the Westheads to complete the project. Enclosed for your reference is the appraisal report. Based upon the appraisal report, the City offers to compensate the Westheads for acquisition of the avigation easement, in the amount of **$33,200**.

Page 7 of the appraisal report outlines a summary of the elements of the appraisers valuations. Pages 8-11 list certain factors that were considered in the valuations. Page 62 shows a summary of the appraiser's calculations. The offer outlined in this letter has been determined to be just compensation. We hope you will find the compensation offered by the City to be fair.

Please also find enclosed for your review a simple contract and the documents necessary to convey the avigation easement. If the Westheads' property is subject to a mortgage, the City requests a partial mortgage release and consent to easement from your mortgagee. The City will obtain a title report to identify any outstanding mortgage(s) or other title issues, and we will notify you once the title report has been received. In the meantime, if the documents are satisfactory, please give me a call so we can discuss the signing of these documents.

We appreciate your clients' cooperation as this important project proceeds. Thank you.

Very truly yours,

Aaron O. Martin
Legal Counsel to the City of Abilene

Encs.

cc: Ron Marsh, City Manager
Leann Johnson, Finance Director

City Commission Meeting Date: Monday, May 22, 2023

Session: Regular Meeting

Topic: 123 North Spruce – Dangerous Structure

Department: Community Development

Staff Contact: Travis Steerman

Background:

Based on an exterior visual evaluation of the structure at 123 North Spruce Street (THOMPSON AND MCCOY ADDN , LOT 10, N 50' LOT 9, N 50' W 16' LOT 7, & W2 LOT 8 & VAC ALLEY ADJ SECTION 16 TOWNSHIP 13 RANGE 02.), city inspection staff determined that the structure was dangerous and therefore uninhabitable.

City staff conducted a visual inspection of the existing building and found the structure to be structurally unsafe and dangerous. This property was not only inspected this year but also in previous code case from 2022 (2022-033).

- Roofing material blown off roof and in adjacent yard(s)
- Multiple areas of roof damage
- Roof decking exposed to weather and elements
- Rafters exposed to weather and elements
- Rotten roof deck and rafters
- Collapse of roof on north side center of building

Recommendation:

It is staff's recommendation to pursue demolition of this structure, to instruct staff to draft the necessary resolution setting a public hearing date for the determination that the property is unsafe or dangerous, and instruct that repairs or removal be completed along with a deadline upon which the City Commission may arrange for removal.

Fiscal Note:

Staff will attempt to obtain a quote estimate prior to City Commission Study Session on May 8, 2023. If unable to obtain by such date, staff will be prepared to present the Commission with a quote by the following City Commission meeting, scheduled for May 22, 2023.

Funding Source:

Demolition Nuisance Abatement Budget

Staff Report
Prepared by:
Travis Steerman

ABILENE
KANSAS

TO: City Commission
FROM: Travis Steerman, City Inspector
SUBJ: 123 North Spruce Street
DATE: 5/22/2023

ISSUE:

Based on an exterior visual evaluation of the structure at 123 North Spruce Street (THOMPSON AND MCCOY ADDN , LOT 10, N 50' LOT 9, N 50' W 16' LOT 7, & W2 LOT 8 & VAC ALLEY ADJ SECTION 16 TOWNSHIP 13 RANGE 02.), city inspection staff determined that the structure was dangerous and therefore uninhabitable.

BACKGROUND:

City staff conducted a visual inspection of the existing building and found the structure to be structurally unsafe and dangerous. This property was not only inspected this year but also in previous code case from 2022 (2022-033).

- Roofing material blown off roof and in adjacent yard(s)
- Multiple areas of roof damage
- Roof decking exposed to weather and elements
- Rafters exposed to weather and elements
- Rotten roof deck and rafters
- Collapse of roof on north side center of building

RECOMMENDATION:

Instruct staff to draft the necessary resolution setting a public hearing date for the determination that the property is unsafe or dangerous and instruct that repairs or removal be completed along with a deadline upon which the City Commission may arrange for removal.

Staff Report
Prepared by:
Travis Steerman

FISCAL NOTE:

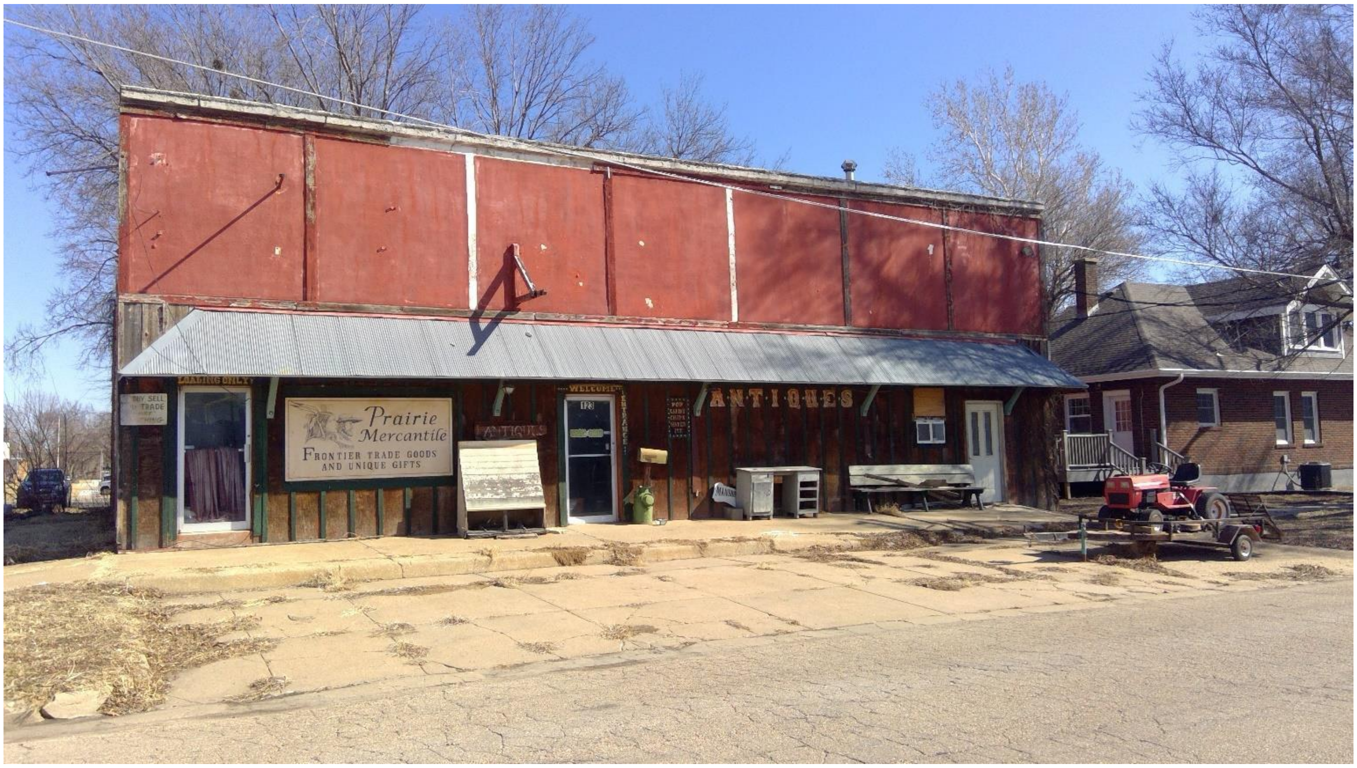
Structure has been vacant for some time. I have received several customer requests dealing directly with this property. Customer requests are not only from neighbors but also Dickinson County courthouse staff. Many of the neighbors complain of vermin and the nuisance of roofing materials blown into their yards after storms. Owners have been contacted about the condition of property. Barbara Hamilton did stop into the office to speak with Travis Steerman and noted she would call the office later to speak with him. As of the date of this notice no conversations have taken place.

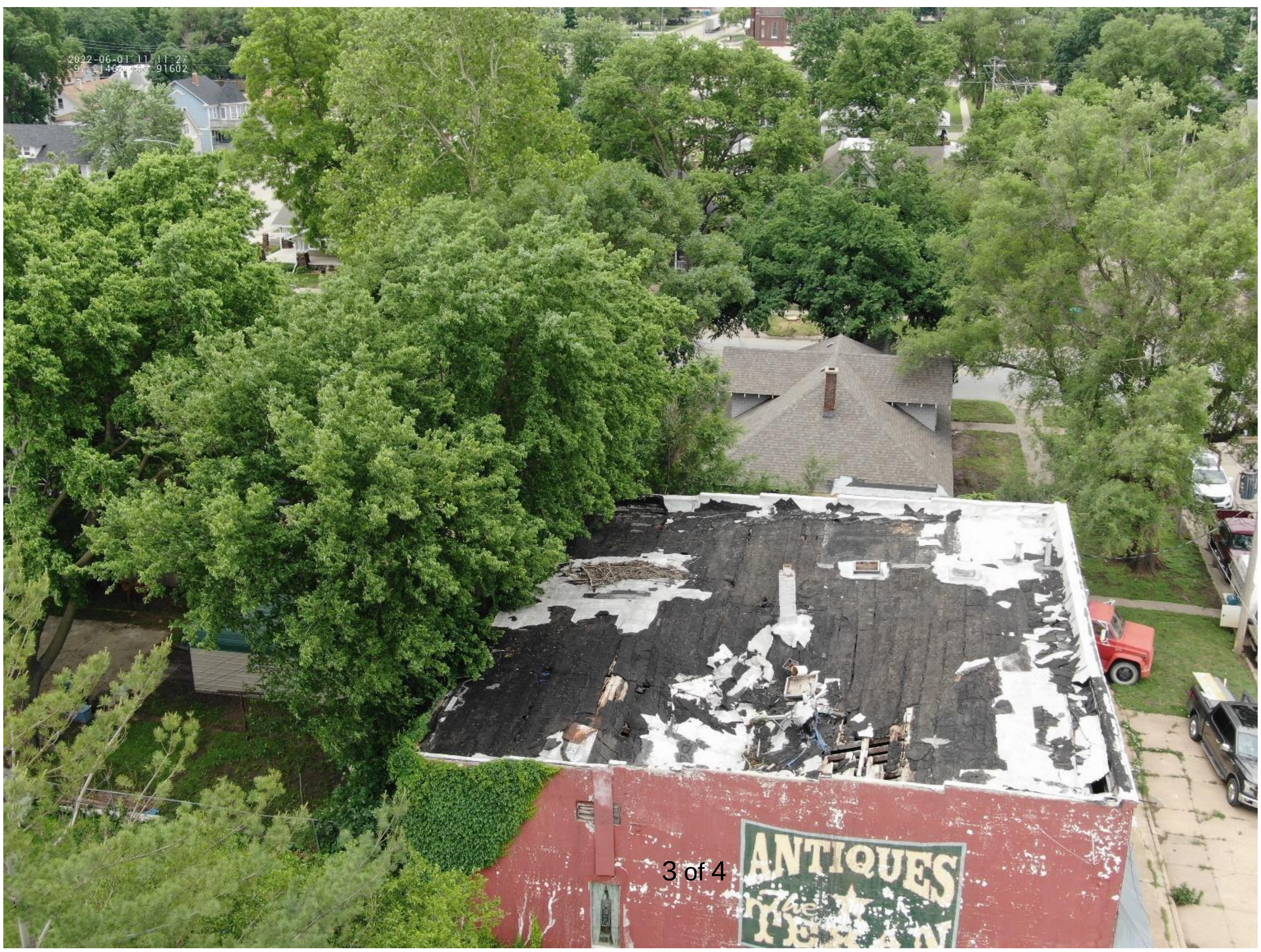
ATTACHMENTS:

- 2022-033 Code case
- Pictures of building and condition of roof
- Draft Resolution 052223-1

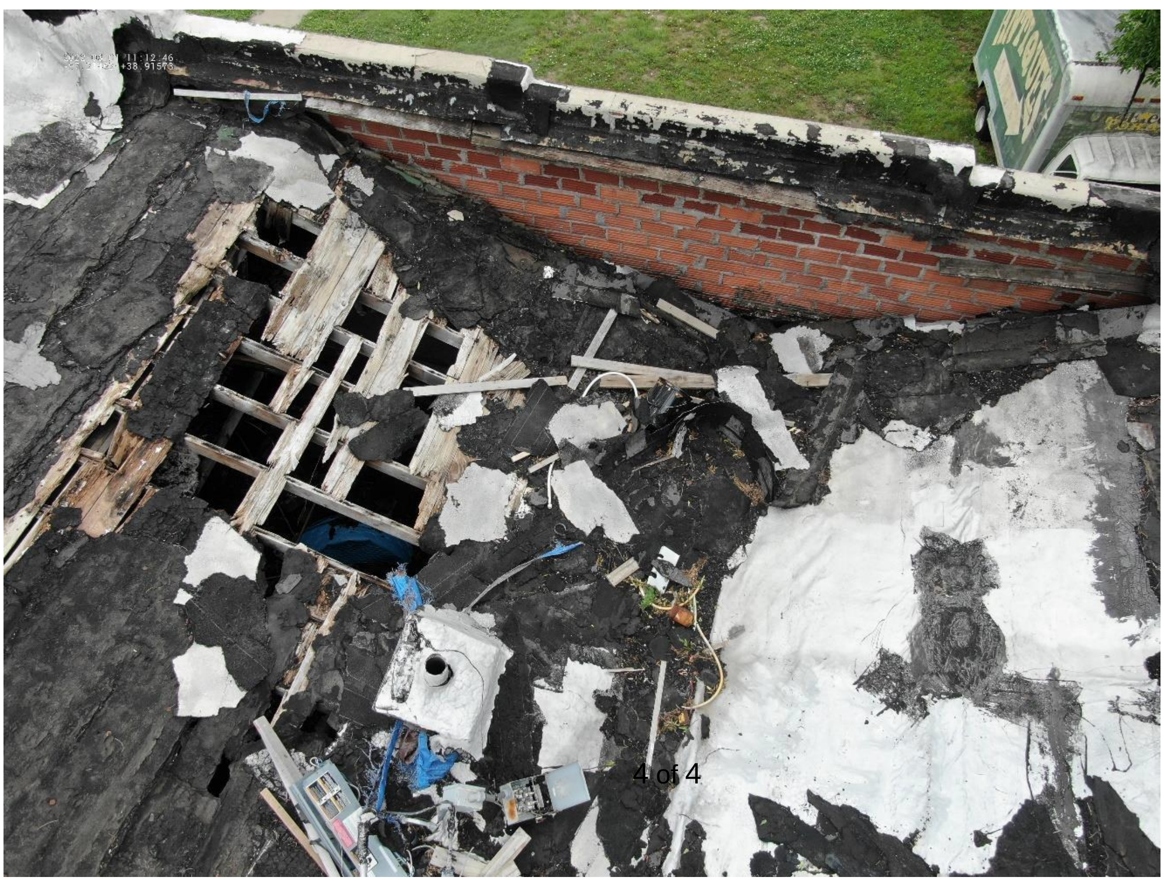
Staff Report
Prepared by:
Travis Steerman

ABILENE
KANSAS





Staff Report
Prepared by:
Travis Steerman



RESOLUTION NUMBER 052223-1

A RESOLUTION FIXING A TIME AND PLACE TO APPEAR TO SHOW CAUSE WHY THE STRUCTURE AT 123 N. SPRUCE SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED.

WHEREAS, the City Inspector has filed with the Governing Body a written statement that the dwelling located upon the following described parcel of real estate in the City of Abilene, Kansas is unsafe or dangerous:

ADDRESS	**LEGAL DESCRIPTION**
123 N. Spruce St	THOMPSON AND MCCOY ADDN , LOT 10, N 50' LOT 9, N 50' W 16' LOT 7, & W2 LOT 8 & VAC ALLEY ADJ SECTION 16 TOWNSHIP 13 RANGE 02

SO NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Abilene, Kansas:

Section 1. That pursuant to K.S.A. 12-1752, the owners, the owners' agents, any lien holders of record, any occupants of the structure described above may appear and show cause why such structure should not be condemned and ordered repaired or demolished at 4:00 p.m. on Monday, July 10, 2023, in the City Commission Meeting Room, Abilene Public Library, 209 NW 4th St, Abilene, Kansas.

Section 2. This resolution shall be in full force and effect after its adoption by the Governing Body and the City Clerk shall cause it to be published once each week for two consecutive weeks on the same day of each week as required by K.S.A. 12-1752.

Adopted by the Governing Body of the City of Abilene, Kansas, and signed by the Mayor this 22nd day of May 2023.

____
Trevor Witt, Mayor

ATTEST:

____
Shayla L. Mohr
City Clerk

ABILENE KANSAS

City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Lon Schrader
Public Works Director

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Council Meeting Date: Monday, May 22, 2023

Session: Regular Meeting

Topic: Purchasing Policy

Department: Administration/Finance

Staff Contact: Leann Johnson

Background:

The Purchasing Policy had not been reviewed for updates since Resolution 082718-1 amended the policy to add Section 18 relating to employee travel expenses and reimbursements to the City's Purchasing Policy in 2018. Upon review of this section and the entire purchasing Policy, Staff recognized inadequacies in the policy and has made recommended revisions which has been reviewed by the City Attorney. Included in the revisions, Staff addressed updates within most sections, updated the section on RFQ to QBS to reflect our practice, expanded on the Purchase Card section, added a standard Request for Bid form and Purchase Card Agreement, as well as a need to expand on the City's travel policies, pulling out the section relating to travel reimbursements and expenses to make it into a standalone Travel Policy.

Attached is the current Purchasing Policy and the revised policy's draft for your consideration and review for a proposed Resolution.

Paragraph 5, Section 3.2 was added after the discussion during the May 8, 2023 study session.

Recommendation:

Review and approve a Resolution amending the City's Purchasing Policy.

Fiscal Note:

None

Funding Source:

N/A

RESOLUTION NUMBER 052223-2

A RESOLUTION AMENDING THE CITY'S PURCHASING POLICY IN THE CITY OF ABILENE, KANSAS.

WHEREAS, the City's current Purchasing Policy adopted by Resolution 052311-1 and as amended by Resolution 082718-1 does not adequately address specific processes and current best purchasing practices.

WHEREAS, the City intends to update the policy to meet current best purchasing practices, specify appropriate purchasing authority for various thresholds and criteria, define the competitive negotiations and appropriate use of soliciting with a Request for Proposal or a Qualification Based Selection process, expand the purchase cards conditions and remove the section relating to employee travel expenses and reimbursements.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Abilene, Kansas:

SECTION ONE. Purchasing Policy: Amended. The City of Abilene's Purchasing Policy shall be hereby amended as provided in **Exhibit A**.

SECTION TWO. Implementation. The City Manager is hereby authorized to implement changes to the City's Purchasing Policy as provided in the approved Purchasing Policy as amended by this Resolution.

SECTION THREE. Repeal. Adoption of this Resolution supersedes and repeals all previous Purchasing Policy Resolutions adopted by the City of Abilene, Kansas.

SECTION FOUR. Effective Date. This resolution shall be in full force and effect as of May 22, 2023.

Adopted by the Governing Body of the City of Abilene, Kansas, and signed by the Mayor this 22nd day of May 2023.

____

Trevor D. Witt, Mayor

(SEAL)

ATTEST:

____

Shayla L. Mohr, City Clerk

City of Abilene, Kansas

Purchasing Policy

Revised

Resolution No. 052223-2

Table of Contents

PURCHASING POLICY

SECTION ONE: INTRODUCTION
The purpose of the Purchasing Policy is to provide a complete source of purchasing information to assist departments of the City in obtaining supplies, materials and services in an economical and timely manner. The City will use a decentralized purchasing system subject to the control of this Policy and, within that, at the discretion of the Department Director. In order to obtain maximum savings on those purchased items that are used frequently by all departments for normal office operations (office supplies, janitorial supplies, etc.), the departments will order such items in bulk.

SECTION TWO: OBJECTIVES

- To simplify, clarify and modernize the procedures governing purchasing by the City;
- To provide for public confidence in the procedures followed in City purchasing;
- To ensure the fair and equitable treatment of all persons who deal with the purchasing system of this City;
- To provide economy in City purchasing activities and to maximize the purchasing value of City funds;
- To foster effective competition;
- To provide safeguards for the maintenance of a purchasing system of quality and integrity; and
- To provide budgetary control and financial oversight of the procurement process.

SECTION THREE: PURCHASING
Written competitive bids or price quotations are required for the purchase of any capital item as specified in this Policy. All purchases, capital or operational, less than $25,000 that are approved in the annual budget and where sufficient budgetary authority and capacity exists may be implemented by the City Manager without prior approval by the City Commission. The City Manager may report any purchases within this threshold to the City Commission at their discretion. All purchases greater than $25,000 shall require prior approval by the City Commission. Department Directors remain responsible for compliance with the annual operating budget for their own department(s). The purchasing authority for various thresholds of purchases is set forth as follows:

SECTION 3-1:
All purchases under $2,500 shall meet the following requirements:
1. Shall be based on at least three (3) verbal quotes;
2. A purchase order must be filled out, attached and signed by the Department Director.
3. Be awarded by Department Director based on departmental procedures for such purchasing.

SECTION 3-2:
All purchases between $2,500 and $25,000, shall meet the following requirements:
1. A minimum of three (3) bids will be sought using the standard city bid form;
2. A purchase order must be filled out, attached to the invoice and signed by both the Department Director and City Manager;
3. Bid form or bid tabulation shall be attached to the invoice for payment; and
4. Shall be awarded upon approval of the City Manager and/or City Commission as specified within this Policy.
5. If a minimum of three (3) bids cannot be secured, the city may choose to use alternative methods of securing additional bids.

SECTION 3-3:
All purchases in excess of $25,000 shall be formally bid using the following requirements:

1. Notification shall be sent to vendors who have expressed an interest. The City shall also publish notifications at least once in the official newspaper and the City’s website and social media platforms. The City Manager shall have the authority to designate other project-specific venues for publication of notification if required by the project (i.e., grant requirements) or the City Manager determines that such notification could be beneficial to the City.
2. Bids shall be submitted to the City Clerk and time-stamped by the City Clerk or other authorized employee.
3. Bids will be publicly opened, with a witness present, by the City Clerk or designee. A tabulation of the bids shall be available for public inspection. The City Engineer will be responsible for verifying the bid tabulation on all public infrastructure projects requiring engineering services.
4. The City Commission shall have the authority to reject all or parts of any bid, and to waive any irregularities or informalities, as long as such waiver does not provide a material and unfair advantage to a specific bidder.
5. The City Clerk shall not accept the bid of a contractor who is in default on the payment of monies due to the City or who is otherwise deemed ineligible by the City Commission,
6. Bids submitted after the bid deadline will not be opened or considered.
7. Construction contracts for capital improvements shall be approved by the City Commission prior to execution and issuance of a Notice to Proceed. The City Manager shall have the authority to administratively approve change orders the lesser of $50,000 or 3% of the total contracted project costs provided that sufficient funds exist in the project funding sources and the change order does not change the scope of the project. The City Manager shall notify the City Commission of any exercise of this authority within three business days of the payment of the change order. The City Commission shall be required to approve all change orders greater than $50,000 or 3% of the total contracted project costs. All change orders exceeding the contracted costs, project funding sources, or that change the project scope shall be approved by the City Commission prior to the expenditure of public funds.
8. The City shall require general contractors submitting bids for public projects to include as part of their bid any and all costs associated with subcontractors, outside vendors and/or consultants that will be included as part of the base bid or otherwise considered as part of the project. These costs shall be separated in line-item form at the time the bid is submitted to the City. The City shall have the ability to verify any and all line items submitted as part of the bid to ensure accuracy. General contractors not conforming to this provision shall be disqualified from the bid process and may be ineligible to participate in future bid solicitations of the City.
9. The applicable Department Director will advise all bidders of all bids received.

SECTION FOUR: PUBLIC WORKS BOND

Whenever the City enters into a contract in any sum exceeding $100,000 with any person or persons for the purpose of making any public improvements, constructing any public building or making repairs on the same, the contracted party will provide a bond to the State of Kansas with good and sufficient sureties in a sum not less than the sum total in the contract, conditioned that such contractor or the subcontractor of such contractor shall pay all indebtedness incurred for labor furnished, materials, equipment or supplies, used or consumed in connection with or in or about the construction of such public building or in making such public improvements. (K.S.A. 60-1111)

SECTION FIVE: SOLE SOURCE PURCHASING

In an effort to demonstrate excellent stewardship of public funds, the procurement shall be conducted competitively to the maximum extent possible. Sole source purchasing shall require written justification to the City Manager from the Department Director and shall be approved prior to finalizing any purchase transaction. The City Manager shall have the authority to request or investigate options that could facilitate competition on any proposed sole-source purchase. The City Manager may also require alternates to be included as part of the bidding process if it is determined that this would allow for more competition in certain public purchases.

Non-competitive negotiations can be used only when the following criteria are met: 1) the use of competitive negotiations is not feasible; 2) a public emergency has been declared by the City, State, or Federal government; or 3) when donor-designated funds require that a specific product, service or equipment be purchased. Negotiations are conducted with the selected company regarding the scope of work and price. Preparation and signing of a contract formalizing a scope of work and the terms of compensation shall be required prior to the transaction.

SECTION SIX: LOCAL PREFERENCE

Whenever the City of Abilene lets quotations or bids for goods or services, and the low quotation or bid is submitted by a vendor domiciled outside of Dickinson County, a vendor domiciled inside Dickinson County may be deemed the preferred vendor and awarded the purchase order or contract if all of the following conditions are met (domicile shall be defined as being physically located in Dickinson County; a post office box shall not qualify):

a. The quality, suitability, and usability of the goods or services are equal to or exceed the requirements of the City and fully comply with the minimum quotation/bid specifications, and the vendor has the capability to adequately service the product.
b. The amount of the quotation/bid of the vendor domiciled within Dickinson County is not more than five percent (5%) greater than the amount of the low quotation/bid.
c. The quotation/bid does not pertain to: 1) new construction; 2) involve State or Federal funding; or 3) joint government purchases.

SECTION SEVEN: COMPETITIVE NEGOTIATIONS

Competitive negotiations are initiated by publishing or soliciting a Request for Proposal (RFP) or using a Qualification Based Selection (QBS) process. The RFP is used when price is one of the factors in selection. QBS is used when qualifications are considered before consideration of price and is usually reserved for professional services. QBS is a simple and competitive procurement framework through which firms compete for work based on experience and technical expertise, rather than competing for the lowest cost bid. QBS evaluates a firm’s experience, expertise, training, availability, and references. In both instances, the services to be procured are clearly defined, as are the criteria to be used in evaluation and selection. All vendors receiving an RFP or scope of service for QBS will be given a minimum of ten days from the date of request to submit responses.

For RFPs, selection is made on the basis of the most responsible proposal with price and other relevant criteria as stated in the Request for Proposal. Negotiations shall be conducted with respondents who submit proposals determined to have met the criteria specified in the RFP.

For QBS, a written scope of services will be sent to one or more professional firms to determine the best solution to meet the city’s professional needs. Fees may or may not be involved in the process. Interested respondents will submit a statement of qualifications and documentation supporting how they will satisfy the scope of services. Selection will be made by a committee comprised of a minimum of three city staff members as selected by the City Manager. The City Manager may invite other individuals with specific expertise to sit on the selection committee when appropriate.

In both processes, respondents shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. In no instance shall a respondent be assisted in bringing its proposal up to the level of any other proposal. Respondents shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations. Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.

SECTION EIGHT: ENVIRONMENTAL CONSIDERATIONS
The City is committed to buying more environmentally sustainable goods and services as long as they meet the City's performance needs and are available within a reasonable period of time and at a reasonable and competitive cost. Nothing in this Policy shall require the City to select a vendor or contractor to procure products or services that do not meet specifications, exclude competition, or are not available at a reasonable price or in a reasonable period of time.

The City of Abilene recognizes that competition exists not only in cost, but also in the technical competency of suppliers, their ability to make timely deliveries, and in the quality and performance, including environmental sustainability, of their products and services. Balancing these sometimes-competing factors means that at times the City will may pay more for higher-performing goods and services, including those with superior environmental sustainability.

The City shall define "environmentally sustainable" goods and services as those goods and services that have a reduced negative effect on human health and the environment when compared with competing products and services serving the same purpose. This comparison considers all phases of the product or service's life cycle, including raw materials, acquisition, production, manufacturing, packaging, distribution, operation, maintenance, and disposal, including the potential for reuse or the ability to be recycled.

SECTION NINE: LIFE CYCLE COST ANALYSIS (LCCA)
Life Cycle Costing begins with the acquisition of the product or service and includes all the associated costs of ownership throughout the supply chain. This includes but is not limited to purchase price, shipping, maintenance and repair, longevity, and disposition costs at the end of life. The initial acquisition price is adjusted with additional cost streams expected to occur over the anticipated life of the product or service. These additional cost streams must be based upon reasonable assumptions. In some cases, cost streams may include negative costs or savings that are expected to result in a particular cost stream.

Life Cycle Cost analysis may be used for purchases of products or equipment under $100,000, but shall be required of such items that exceed $100,000 in value. There are a number of established LCCA industry standards for various products or equipment. These can be the basis of an LCCA, or departments may propose their own LCCA with appropriate justification. Award decisions will be as follows:

<u>Invitation to Bid</u> - using Life Cycle Cost methods, the award must be made to the responsible firm whose responsive offer provides the lowest overall cost of ownership in accordance with the Life Cycle Cost evaluation factors listed in the solicitation document.

<u>Request for Proposals</u> - using Life Cycle Cost methods, the award must be made to the responsible firm whose responsive offer, after consideration of Life Cycle Cost factors as a part of the evaluation of all factors listed in the solicitation document, is determined to be the most advantageous or best proposal for the City.

SECTION TEN: EMERGENCY PURCHASES
Should an emergency be declared by the City, State, or Federal government, any purchase necessary for the City to appropriately address such emergency shall be authorized by the City Manager or designee. All emergency purchases shall comply with all applicable laws for such situations. All purchases made during

a declared state of emergency will be documented and tracked for reimbursement reporting purposes. Following the emergency, the City Manager shall provide a report summarizing all purchases made in response to the emergency to the City Commission. The report shall also provide an analysis of the impact on the City's budget.

SECTION ELEVEN: PURCHASE CARDS

The City of Abilene has implemented a Purchase Card Program. The purchase cards will largely replace the practice of using open charge accounts at local vendors. In addition, the cards may be used for other approved purposes including out of town travel expenses. The program was implemented to limit the City's exposure to unauthorized charges, to streamline procedures when reconciling and paying statements, to provide information for staff to review purchases and to place responsibility on the department for obtaining appropriate documentation. Use of the cards is subject to the following conditions:

- Cards are to be used for authorized City purchases only. Any intentional use of the card for private or personal purchases is strictly prohibited. Any employees found to make personal purchases on city issued purchase cards will be required to reimburse the City for such use. Employees found in violation of any part of the Purchase Cards section may be subject to discipline pursuant to the City's Personnel Policy.
- Cards shall be issued to an individual City of Abilene employees at the discretion of the Department Director. The employee named on a purchasing card shall be responsible for any and all purchases made on the card. No other employee is authorized to make purchases using another employee's card. Unauthorized purchases will be the responsibility of the employee unless it is determined such purchases were made without the employee's knowledge and consent. Unauthorized purchases are to be immediately reported to the Finance Director for investigation.
- The City is exempt from sales tax pursuant to K.S.A. 79-3606(b). An employee named on a card shall be aware and knowledgeable of purchases that are eligible for such tax exemption. It is the responsibility of the cardholder to file a certificate of exemption for vendors where one is not already on file. If a named cardholder continually allows exempted sales tax to be charged, their purchase card privileges may be revoked.
- All transactions must have a detailed receipt with a description of the purchase. The city utilizes an online dashboard for employees to upload receipts and supporting documents. If used, this is the responsibility of the purchase cardholder and must be completed within five days of the purchase.
- Cards are to be forfeited and returned to the City upon resignation or termination of an employee. Department Directors shall promptly notify the Finance Director of a change in employment status requiring the closure of a credit card user account.
- Credit limits are established as below and will apply to all employees authorized for a purchasing card unless written approval of a change to a credit limit is provided by the City Manager. The following credit limits are established:
  City Manager: $5,000
  Department Directors: $5,000
  Supervisors: $2,500
- The City Manager or Finance Director may audit any purchasing card account at any time.
- Availability and use of the purchase card does not invalidate any other provision of this Purchase Policy.

SECTION TWELVE: SALES AND USE TAX

All departments, as agencies of the City of Abilene, are exempt from paying Kansas sales and use tax per K.S.A. 79-3606(b). Departments are responsible for obtaining the appropriate documentation or certifications for all purchases to ensure that the City is not charged sales or use tax. The Finance Director is responsible for renewing and distributing the new exemption certificate to the Department Directors.

Contractors who have been awarded a contract by the City will be required to purchase all materials using a sales tax certification issued by the City. This certification shall be required as part of the contract documents and will be maintained on file.

SECTION THIRTEEN: PURCHASES WITH DONOR-DESIGNATED FUNDS
If a Department receives a donation of funds, the funds shall be considered public funds. The funds will be used as designated by the donor as allowed by local ordinance and state law. Items purchased will be in compliance with existing policy, and consideration will be given to conformity with existing facilities or equipment.

SECTION FOURTEEN: SERVICE CONTRACTS
All service contracts with the City shall be for terms not exceeding five years, with a one-time option to renew at market prices if applicable.

SECTION FIFTEEN: CONFLICT OF INTEREST
The City will adhere to State statutes and guidelines for potential conflict of interest cases. All employees and elected officials are expected to conduct themselves in an ethical manner and avoid the perception of impropriety.

SECTION SIXTEEN: USE OF CONFIDENTIAL INFORMATION
City officers, employees or agents shall not use confidential information for actual or anticipated personal gain.

City of Abilene, Kansas

Purchasing Card Program
Cardholder Participation Agreement

I, ______________________________, hereby acknowledge I will be in receipt of a City-issued Purchasing Card (card) and agree to comply with the policies and procedures in the City's Purchasing and Travel Policies.

I am directly responsible for any and all purchases made on the card. I will not loan the card to other people. If my card is lost or stolen, I will immediately report the card as lost or stolen with the Customer Service phone number and report the lost or stolen card to my supervisor or Department Head.

I further agree to only use the card for authorized purchases in accordance with the City's Purchasing and Travel Policies. I will not use the card for personal or unauthorized purchases. I will retain detailed receipts for all of my transactions in accordance to the Purchasing Policy.

I will immediately report any unauthorized purchases to the Finance Director for investigation. I understand the City Manager or Finance Director may audit my card account at any time. If I am found to be in violation of any part of the Purchasing Card Program, I understand I may be subject to disciplinary action pursuant to the City's Personnel Policy.

I will return the card directly upon separation of employment with the City of Abilene, Kansas.

______________________________	______________________________
Employee Signature	Date

ABILENE KANSAS

City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Lon Schrader
Public Works Director

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Council Meeting Date: Monday, May 22, 2023

Session: Regular Meeting

Topic: Travel Policy

Department: Administration/Finance

Staff Contact: Leann Johnson

Background:

Upon review of the section within the Purchasing Policy relating to employee travel expenses and reimbursements, Staff recognized the need for a standalone Travel Policy.

Attached is the revised Travel Policy with the addition of a formal Travel Authorization Form and revised Employee Reimbursement Request for your consideration and review.

Recommendation:

Review and approve a Resolution to impose a City of Abilene Travel Policy.

Fiscal Note:

None

Funding Source:

N/A

City of Abilene, Kansas

Travel Policy

May 22, 2023

Resolution No. 052223-3

TRAVEL POLICY

SECTION ONE: INTRODUCTION

The purpose of the Travel Policy is to provide procedures and guidelines for City employees who travel on behalf of and for the benefit of the City. This policy is not intended to cover routine local travel within the City limits or within the scope of your daily duties.

SECTION TWO: OBJECTIVES

- To establish comprehensive protocols governing expenses incurred during travel by City employees;
- To ensure efficiency and time and cost savings in City employees' travel activities providing budgetary control and financial oversight of employee travel;
- To enforce safety and security by mitigating risks with prevention methods and emergency protocols; and
- To instruct City employees on how to conduct themselves as representatives of the City and community of Abilene while traveling.

SECTION THREE: AUTHORIZATION TO TRAVEL

Prior to making any travel arrangements, employees must complete a Travel Authorization Form requesting approval for the employee to travel outside the scope of routine local travel. Department Directors must approve any member of their department's travel. The City Manager must approve any travel by a Department Director. It shall be the responsibility of the Department Director to ensure funds are available before authorizing a travel request. Upon reservation and registration at hotels and conferences, confirmation numbers and phone numbers should be added to the authorization in case of cancellations or emergencies.

SECTION FOUR: REIMBURSABLE TRAVEL EXPENSES

Travel payments and expenses are for business-related activities only, such as events, meetings and training. Any use of City funds for the purpose of travel shall strictly adhere to the guidelines set forth within the Purchasing Policy. Employees are required and expected to secure the most economical means of travel, balancing cost, travel time and work requirements.

SECTION 4-1: TRANSPORTATION

All travel with a City vehicle beyond Dickinson County must be pre-approved by the Department Director or City Manager. When possible, it is the intent of the City to require a City vehicle to be used for all travel. The City Manager or Department Director may grant exceptions for cause. If a personal vehicle is used for approved travel, the City will reimburse for mileage at the current IRS rate. Mileage will be calculated using the default address-to-address route suggested by Google Maps at www.google.com. Additional transportation expenses, including but not limited to airfare, rental cars, taxis, and mass transit when necessary, are reimbursable upon prior approval by the Department Director or City Manager. Mileage and expenses are payable upon return and by submitting a claim to the Finance Director. The claim must include the addresses used to calculate miles, the reason for the trip, the dates of travel, receipts, if applicable, and verification of prior authorization. Employees are responsible for all fines related to parking or traffic citations issued while traveling on City business.

SECTION 4-2: MEALS AND LODGING

Meals will be reimbursable for non-overnight travel if the employee is outside Dickinson County during the employee's normal working hours. All travel requiring an overnight stay must be approved by the Department Director or City Manager. All approved conferences, training, and lodging expenses are to be pre-paid by the City when possible. For travel overnight and non-overnight as defined, expenses incurred for transportation, lodging and meals not otherwise included as part of the conference or training may be expensed on the employee's City purchase card. Service tips beyond the standard and alcohol purchases are prohibited and not approved for reimbursement. Employees may also use personal means to pay for lodging, travel or meals and request reimbursement with a receipt upon return. Entertainment and any other auxiliary services are not reimbursable or approved purchases.

SECTION 4-3: CONFERENCE FEES AND BUSINESS-RELATED EXPENSES

Every effort should be made to take advantage of early registration or group rate discounts for conference and registration fees. Business-related expenses incurred while on City travel are approved for reimbursement at the discretion of the Department Director.

SECTION FIVE: EMERGENCY PROTOCOL

In case of trip cancellations, all pre-booked reservations and registrations should be canceled, if possible, within the allowed cancellation period. If the employee is unable to make cancellation arrangements, it will be the responsibility of the Department Director or Human Resource Director to notify and cancel the reservations and registrations. The employee is responsible for always carrying the City of Abilene-issued ID badge. The employee is responsible for reporting accidents or injuries in accordance with the Employee Policy and Guidelines.

Employees found in violation of any part of the Travel Policy may be subject to discipline pursuant to the City's Personnel Policy.

RESOLUTION NUMBER 052223-3

A RESOLUTION ADOPTING A TRAVEL POLICY IN THE CITY OF ABILENE, KANSAS.

WHEREAS, the City's current Purchasing Policy adopted by Resolution 052311-1 and as amended by Resolution 082718-1 does not adequately address specific processes and current best practices.

WHEREAS, the City recognizes the value of adopting a Travel Policy separate from the Purchasing Policy to establish and provide procedures and guidelines for City employees who travel on behalf of and for the benefit of the City.

WHEREAS, the purpose of the City's Travel Policy is to establish comprehensive protocols, ensure administrative efficiencies, enforce emergency protocols and improve the accountability of City employees.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Abilene, Kansas:

SECTION ONE. Adoption. The City of Abilene's Travel Policy shall be hereby adopted as provided in **Exhibit A**.

SECTION TWO. Implementation. The City Manager is hereby authorized to implement the City's Travel Policy.

SECTION THREE. Repeal. Adoption of this Resolution supersedes and repeals all previous Resolutions and policies in conflict with this Resolution by the City of Abilene, Kansas.

SECTION FOUR. Effective Date. This resolution shall be in full force and effect as of May 22, 2023.

Adopted by the Governing Body of the City of Abilene, Kansas, and signed by the Mayor this 22nd day of May 2023.

____
Trevor D. Witt, Mayor

(SEAL)

ATTEST:

____
Shayla L. Mohr, City Clerk

City of Abilene, Travel Reimbursement

Name of employee attending	Leann Johnson		Date of event/training	4/18/2023
Name of event/training	MTI: Municipal Finance			
Address of event/training	Train Depot		High Cost Area	
	Dodge, City, KS		Overnight Travel	Yes
Registration cost				
Travel (Mileage)	370	$ 0.655	$242.35	
Travel (Car Rental)				
Travel (Airline-Airfare)				
Lodging (per night)				
Meals (per type):				
Breakfast		receipts attached		
Lunch		receipts attached		
Supper		receipts attached		
Miscellaneous Fees (itemize):				
Parking				
Turnpike/Toll				
Other				
Other				
		Total Reimbursement:	$242.35	

Employee ____________________ Date ____________________

Approved by ____________________ Date ____________________

City of Abilene, Travel Reimbursement

1. Rows 1-4 will autopopulate from the Authorization sheet
2. Select from the drop down list in F5-F18 as applicable for all expenses, otherwise leave blank
   ONLY ENTER ACTUAL AMOUNTS IF REQUESTING REIMBURSEMENT, SELECT REIMBURSE
   IF THE ACTUAL AMOUNT WAS CHARGED ON THE COMPANY CREDIT CARD, ONLY SELECT CREDIT CARD
3. Enter actual registration cost in D5, if applicable for reimbursement
4. Enter Actual Miles in B6, if applicable for reimbursement
5. Enter Actual car rental cost in D7, if applicable for reimbursement
6. Enter Actual Airline used in B8 and Actual Airfare in D8, if applicable for reimbursement
7. Enter Actual cost of Lodging in E9, if applicable for reimbursement
8. Enter amount of meals (by type) in B11-B13, actual costs in D11-D13, if applicable for reimbursement
9. Enter actual costs of miscellaneous fees in D14-D18, if applicable for reimbursement
   If using other, enter a description
10. Total Reimbursement should autocalculate.
11. Print Reimbursement
12. Attach all reimburseable receipts
13. Employe date and sign Reimbursement request
14. Department Director date and sign Approved by
15. Forward to Finance

CITY OF ABILENE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
002000 Astra Bank checking					
35512	05/22/23	**ABILENE HIGH SCHOOL**			
E 015-153-522800		CAMPS	$1,155.00	STM 050423	AHS BASEBALL - JR. COWBOW CAMP & VOUCHERS
E 015-153-521050		CONCESSION SUPPLIE	$1,074.95	STM 050423	AHS CONCESSIONS
		Total	$2,229.95		
35513	05/22/23	**ABILENE RENT-ALL & SALES, INC**			
E 003-000-521060		GASOLINE-OIL-LUBRICA	$29.25	74678	PROPANE
		Total	$29.25		
35514	05/22/23	**ABILENE TERMITE & PEST CO**			
E 001-004-520610		BUILDING MAINTENANC	$95.00	5198	PEST CONTROL - YARD
E 015-157-520610		BUILDING MAINTENANC	$230.00	5598	QTRLY SERVICE - CC
		Total	$325.00		
35515	05/22/23	**APAC, INC - SHEARS**			
E 001-004-520640		STREET REPAIRS	$669.35	8001861610	ASPHALT FOR STREET REPAIRS
E 001-004-520640		STREET REPAIRS	$839.71	8001861632	ASPHALT FOR STREET REPAIRS
E 001-004-520640		STREET REPAIRS	$628.47	8001861779	ASPHALT FOR STREET REPAIRS
E 001-004-520640		STREET REPAIRS	$460.25	8001861798	ASPHALT FOR STREET REPAIRS
		Total	$2,597.78		
35516	05/22/23	**ARLAN CO INC**			
E 036-000-530410		CAPITAL IMPROVEMEN	$13,145.00	14870	NEW 1 METER DIVING BOARD
E 015-152-521030		CHEMICALS	$7,635.00	14903	START UP CHEMICALS
		Total	$20,780.00		
35517	05/22/23	**ASTRA BANK**			
E 015-152-521050		CONCESSION SUPPLIE	$300.00	STM 051523	POOL & BD START UP
E 015-153-521050		CONCESSION SUPPLIE	$350.00	STM 051523	POOL & BD START UP
		Total	$650.00		
35518	05/22/23	**BIZ SWAG**			
E 015-153-522300		YOUTH SPORTS SUPPLI	$587.50	2100	JR. COWBOY BASEBALL CAMP SHIRTS
		Total	$587.50		
35519	05/22/23	**BLACKETER, MICHAEL A.**			
E 005-000-530260		SPECIAL PROJECTS	$3,120.00	STM 051523	AVIGATION EASEMENT
		Total	$3,120.00		
35520	05/22/23	**BONTRAGER, KRISTY**			
E 015-153-520780		REFUND EXPENSE	$35.00	52615711	REFUND COACH PITCH BASEBALL
		Total	$35.00		
35521	05/22/23	**BRUGGMAN, BRENDON**			
E 015-153-520780		REFUND EXPENSE	$200.00	52662660	REFUND SPONSORSHIP
		Total	$200.00		
35522	05/22/23	**CATLETT AUTOMOTIVE INC**			
E 002-022-520620		EQUIPMENT REP & MAI	$4.17	144823	ARMORALL

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-001-521080		TOOLS & MINOR EQUIP	$5.93	144990	FLAP DISC - FM'S TOOLS
E 002-024-521080		TOOLS & MINOR EQUIP	$5.93	144990	FLAP DISC - FM'S TOOLS
E 004-043-521080		TOOLS & MINOR EQUIP	$5.92	144990	FLAP DISC - FM'S TOOLS
E 001-004-520600		VEHICLE EXPENSES	$543.18	145063	#10B BATTERU
E 001-004-520600		VEHICLE EXPENSES	($81.00)	145077	CORE BATTERY RETURN
E 001-004-520600		VEHICLE EXPENSES	$10.00	145331	OIL
E 001-004-520600		VEHICLE EXPENSES	$34.64	145423	NUTS, SCREWS FOR STREET SWEEPER
E 001-004-520620		EQUIPMENT REP & MAI	$118.43	145475	STRAPS & OIL DRY
E 001-004-520620		EQUIPMENT REP & MAI	$5.44	145502	INJECTOR CARE
		Total	$652.64		
35523	05/22/23	**CBK INC**			
E 002-024-520700		RENT-CONTRACTS-MAI	$83.00	2023-04-30-L	APRIL 2023 COLLECTION FEES
E 004-043-520700		RENT-CONTRACTS-MAI	$83.00	2023-04-30-L	APRIL 2023 COLLECTION FEES
		Total	$166.00		
35524	05/22/23	**CHENEY DOOR COMPANY**			
E 003-000-520610		BUILDING MAINTENANC	$40.00	0439669-IN	REPAIR DOOR
		Total	$40.00		
35525	05/22/23	**CILLESSEN & SONS, INC**			
E 014-000-521130		SIGNS MAINTENANCE	$1,125.00	APP #1	2023 TRAFFIC CONTROL RENTAL EISENHOWER MARATHON
		Total	$1,125.00		
35526	05/22/23	**CINTAS**			
E 001-004-521140		FIRST AID & MEDICAL S	$37.66	5158590894	1ST AID CABINET - YARD
		Total	$37.66		
35527	05/22/23	**KLEEMAN, LARRY**			
E 001-011-521010		OFFICE SUPPLIES	$150.00	1695	3 CODE BOOKS
		Total	$150.00		
35528	05/22/23	**CRUCE, TONYA**			
E 015-153-520780		REFUND EXPENSE	$27.50	52668969	PONY REFUND
		Total	$27.50		
35529	05/22/23	**DEERE & CO.**			
E 020-000-530399		STREETS EQUIPMENT	$43,564.96	117470839	UTILITY TRACTOR
		Total	$43,564.96		
35530	05/22/23	**DK CTY SHERIFF**			
E 001-012-520110		LEGAL	$765.00	STM 043023	APRIL BILLING
		Total	$765.00		
35531	05/22/23	**DOWNTOWN DANCE LLC**			
E 015-156-523331		DANCE/TUMBLING	$1,308.00	STM 051623	MAY REG. FEES
		Total	$1,308.00		
35532	05/22/23	**WONDERWARE INC**			
E 002-024-520782		E-BILL FEES	$596.45	INV-19019	APRIL 2023 CC PROCESSING FEES
E 004-043-520782		E-BILL FEES	$596.45	INV-19019	APRIL 2023 CC PROCESSING FEES

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$1,192.90		
35533	05/22/23	**ELDER, AMANDA**			
E 015-153-520780		REFUND EXPENSE	$100.00	52569384	WEDDING REFUND - CANCELLATION
		Total	$100.00		
35534	05/22/23	**EMPOWER FAMILY HEALTH AMERICAL LC**			
E 001-001-510290		EMPLOYER CONTRB TO	$149.00	INV 051523	MAY 2023 ADMIN & MONTHLY COMPLIANCE FEES
		Total	$149.00		
35535	05/22/23	**FOUR SEASONS INC**			
E 001-015-520710		CIVIC CENTER MAINTEN	$546.00	70375	HVAC MAINTENANCE
		Total	$546.00		
35536	05/22/23	**FRANK, CALEB S.**			
E 005-000-530260		SPECIAL PROJECTS	$8,299.40	STM 051523	AVIGATION EASEMENT
		Total	$8,299.40		
35537	05/22/23	**GANTNER, DANIELLE**			
E 015-153-520780		REFUND EXPENSE	$55.00	52669084	PONY REFUND
		Total	$55.00		
35538	05/22/23	**GRAY, BRANDY**			
E 015-153-520780		REFUND EXPENSE	$55.00	52669188	PONY REFUND
		Total	$55.00		
35539	05/22/23	**GREAT PLAINS THEATRE**			
E 013-131-520740		PROMOTION, ADS, MAR	$250.00	STM 051523	GPT PROGRAM AD
		Total	$250.00		
35540	05/22/23	**JLC COMPANIES**			
E 046-000-530376		RHID BUILDER/HOMEO	$2,500.00	STM 051623	RHID BUILDER/HOMEOWNER REBATE FOR LAND BANK 1606 GLEN EAGLES DR
		Total	$2,500.00		
35541	05/22/23	**JLC COMPANIES**			
E 046-000-530376		RHID BUILDER/HOMEO	$2,500.00	STM 051623	RHID BUILDER/HOMEOWNER REBATE FOR LAND BANK 1602 GLEN EAGLES DR
		Total	$2,500.00		
35542	05/22/23	**JLC COMPANIES**			
E 046-000-530376		RHID BUILDER/HOMEO	$2,500.00	STM 051623	RHID BUILDER/HOMWOWNER REBATE FOR LAND BANK 1615 BOWELL LN
		Total	$2,500.00		
35543	05/22/23	**KA-COMM, INC.**			
E 001-002-520600		VEHICLE EXPENSES	$574.00	188530	VEHICLE EQUIPMENT
		Total	$574.00		
35544	05/22/23	**KAPIO**			
E 001-001-520270		TRAINING	$50.00	865	2023 MEMBERSHIP DUES - OLSON
		Total	$50.00		

CITY OF ABILENE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
35545	05/22/23	**KAW VALLEY ENGINEERING**			
E 001-001-520260		SPECIAL PROJECTS	$4,500.00	A48655	NORTH VIP SEATING - WILD BILL HICKOK RODEO
		Total	$4,500.00		
35546	05/22/23	**KEY EQUIPMENT & SUPPLY**			
E 004-041-520600		VEHICLE EXPENSES	$36.51	KC208321	BOLT FOR SEWER TRUCK REEL
		Total	$36.51		
35547	05/22/23	**KS TREASURER**			
E 001-012-520810		STATE FEES	$768.69	STM 051123	STATE COURT FEES - APRIL
		Total	$768.69		
35548	05/22/23	**LAMPTON WELDING SUPPLY**			
E 001-004-521080		TOOLS & MINOR EQUIP	$212.72	5415424	MUR WIRE
		Total	$212.72		
35549	05/22/23	**LAST CHANCE GRAPHICS**			
E 001-002-520320		PRINTING & ADVERTISI	$136.00	275553	VINYL UTV DECALS
		Total	$136.00		
35550	05/22/23	**LEAGUE KS MUNICIPALITIES**			
E 001-001-520270		TRAINING	$38.34	6725	MTI: GRANT RESEARCH & PROPOSAL WRITING - MOHR
E 002-024-520270		TRAINING	$38.33	6725	MTI: GRANT RESEARCH & PROPOSAL WRITING - MOHR
E 004-043-520270		TRAINING	$38.33	6725	MTI: GRANT RESEARCH & PROPOSAL WRITING - MOHR
E 003-000-520270		TRAINING	$115.00	6757	MTI: GRANT RESEARCH & PROPOSAL WRITING - HIATT
		Total	$230.00		
35551	05/22/23	**LINK MEDIA OUTDOOR**			
E 013-131-520721		SIGN ADVERTISING	$2,100.00	447942	RE-SKINNING 5 BOARDS
		Total	$2,100.00		
35552	05/22/23	**BRYAN LISBONA**			
E 013-131-520740		PROMOTION, ADS, MAR	$1,024.55	ABCVB-5112	PETALS AT THEIR PEAK PROMOTION
		Total	$1,024.55		
35553	05/22/23	**LUMBER HOUSE TRUE VALUE**			
E 002-023-520610		BUILDING MAINTENANC	$2.78		
E 001-001-521010		OFFICE SUPPLIES	$4.00	2305-085618	BATTERY FOR BIRD GUARD
E 002-024-521010		OFFICE SUPPLIES	$4.00	2305-085618	BATTERY FOR BIRD GUARD
E 004-043-521010		OFFICE SUPPLIES	$3.99	2305-085618	BATTERY FOR BIRD GUARD
E 001-004-520610		BUILDING MAINTENANC	$12.99	2305-085640	NOZZLE
E 002-023-520610		BUILDING MAINTENANC	$4.79	2305-085649	MORTAR MIX
E 001-001-521010		OFFICE SUPPLIES	$3.10	2305-085778	GLUE
E 002-024-521010		OFFICE SUPPLIES	$3.09	2305-085778	GLUE
E 004-043-521010		OFFICE SUPPLIES	$3.09	2305-085778	GLUE
E 002-022-520661		WATER LINE MAINTENA	$3.49	2305-085792	PVC PIPE
E 002-023-520610		BUILDING MAINTENANC	$19.45	2305-085802	DRILL BIT, FOAM BRUSH & WIRE BRUSH

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-004-521080		TOOLS & MINOR EQUIP	$24.99	2305-086007	DRILL BIT
E 001-003-520610		BUILDING MAINTENANC	$59.69	2305-086166	HAMMER BIT & HARDWARE
E 001-003-520610		BUILDING MAINTENANC	$7.29	2305-086388	FIRE DEPT. PARKING POST
E 001-003-520610		BUILDING MAINTENANC	$31.92	2305-086553	BOLTS FOR PARKING STOP
E 001-004-520610		BUILDING MAINTENANC	$338.04	2305-08799	WOOD SCREWS
E 004-042-520620		EQUIPMENT REP & MAI	$11.49	2305-088011	PVC CEMENT
E 001-004-520610		BUILDING MAINTENANC	$22.87	2305-088042	SILICONE CAULK
E 001-004-520610		BUILDING MAINTENANC	$4.79	2305-088131	PVC EL
E 001-004-520610		BUILDING MAINTENANC	($148.17)	2305-088148	RETURN PVC EL & WOOD
E 015-157-520610		BUILDING MAINTENANC	$6.99	2305-088284	ADHESIVE FOR LADDER @ REC CENTER
E 001-001-521080		TOOLS & MINOR EQUIP	$3.00	2305-088285	FM'S TOOL
E 002-024-521080		TOOLS & MINOR EQUIP	$3.00	2305-088285	FM'S TOOL
E 004-043-521080		TOOLS & MINOR EQUIP	$2.99	2305-088285	FM'S TOOL
E 015-157-520610		BUILDING MAINTENANC	$26.94	2305-088447	BOLTS FOR LADDER @ REC CENTER
E 001-004-521080		TOOLS & MINOR EQUIP	$46.98	2305-088486	SHOVELS FOR ASPHALT
E 001-015-520710		CIVIC CENTER MAINTEN	$29.99	2305-088704	CVB TOILET REPAIR KIT
E 001-001-521080		TOOLS & MINOR EQUIP	$2.99	2305-088706	F.M.'S TOOL MIX CONTAINER/RAGS IN A BOX
E 001-004-520610		BUILDING MAINTENANC	$24.98	2305-088727	HOSE NOZZLES
E 001-015-520710		CIVIC CENTER MAINTEN	$12.99	2305-088796	CVB TOILET LEVER
E 001-001-521080		TOOLS & MINOR EQUIP	$3.01	2305-088797	F.M.'S TOOL MIX CONTAINER/RAGS IN A BOX
E 002-024-521080		TOOLS & MINOR EQUIP	$5.99	2305-088797	F.M.'S TOOL MIX CONTAINER/RAGS IN A BOX
E 004-043-521080		TOOLS & MINOR EQUIP	$5.99	2305-088797	F.M.'S TOOL MIX CONTAINER/RAGS IN A BOX
E 001-013-520610		BUILDING MAINTENANC	$26.58	2305-089327	PARTS FOR BIKE RACK REMOUNT
E 002-023-520610		BUILDING MAINTENANC	$5.52	2305-090477	SCREWS
E 002-023-520610		BUILDING MAINTENANC	$5.56	2305-090511	SCREWS
		Total	$631.18		
35554	05/22/23	**RAFAEL S. HERNANDEZ**			
E 015-157-520610		BUILDING MAINTENANC	$80.00	19530	CC WINDOWS
		Total	$80.00		
35555	05/22/23	**MCDONALD, TRAVIS**			
E 005-000-530260		SPECIAL PROJECTS	$5,650.30	STM 051523	AVIGATION EASEMENT
		Total	$5,650.30		
35556	05/22/23	**MCGIVNEY, TOM**			
E 001-006-530332		PARK IMPROVEMENTS	$450.00	STM 050523	REPAIR STONE PICNIC TABLE @ EISENHOWER PARK
		Total	$450.00		
35557	05/22/23	**MERIDIAN MEDIA LLC**			
E 001-004-520910		DUES-SUBSCRIPTIONS-	$87.50	20230-1	P.W. DIRECTOR ADS
E 002-022-520910		DUES-SUBSCRIPTIONS-	$87.50	20230-1	P.W. DIRECTOR ADS
		Total	$175.00		
35558	05/22/23	**MIDWEST CONCRETE MATERIALS**			
E 001-006-530332		PARK IMPROVEMENTS	$406.00	617814	PICNIC TABLE
E 002-022-520640		STREET REPAIRS	$253.00	617862	SHORT LOAD CHARGE
		Total	$659.00		
35559	05/22/23	**MONTGOMERY, CINDY**			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 015-153-520780		REFUND EXPENSE	$40.00	53143258	REFUND WATER EXERCISE/WATER EXERCISE DEEP END
E 015-153-520780		REFUND EXPENSE	$40.00	53143335	REFUND WATER EXERCISE/WATER EXERCISE DEEP END
		Total	$80.00		
35560	05/22/23	**MUNICIPAL SUPPLY, INC**			
E 002-022-520685		FIRE HYDRANTS & VALV	$16,503.84	0869632-IN	FIRE HYDRANTS
		Total	$16,503.84		
35561	05/22/23	**INVORG INC**			
E 001-011-520705		SOFTWARE SUBSCRIPT	$1,422.00	01152	APRIL 2023 MONTHLY HOSTING FEE
		Total	$1,422.00		
35562	05/22/23	**NEVITT, DAVID L. & IRENE**			
E 005-000-530260		SPECIAL PROJECTS	$15,778.20	STM 051523	AVIGATION EASEMENT
		Total	$15,778.20		
35563	05/22/23	**OCCK INC.**			
E 003-000-520490		OCCK SERVICES	$6,166.67	123604	APRIL 2023 SERVICE @ RECYCLE CENTER
		Total	$6,166.67		
35564	05/22/23	**OCCUPATIONAL PERFORMANCE CORP.**			
E 001-006-520425		PHYS CAP/DRUG SCR/B	$149.00	168785	STAT UA 5 PANEL/PHYSICAL TEST - MULLEN, LAKE & HOFMANN
E 001-004-520425		PHYS CAP/DRUG SCR/B	$149.00	168785	STAT UA 5 PANEL/PHYSICAL TEST - MULLEN, LAKE & HOFMANN
E 002-022-520425		PHYS CAP/DRUG SCR/B	$149.00	168785	STAT UA 5 PANEL/PHYSICAL TEST - MULLEN, LAKE & HOFMANN
		Total	$447.00		
35565	05/22/23	**OLSSON**			
E 014-000-520140		ENGINEERING	$858.25	456131	14TH ST ENGINEERING
E 001-016-520970		MISCELLANEOUS SERVI	$3,760.00	456256	REPLAT HIGHLAND WEST
E 005-000-520260		SPECIAL PROJECTS	$5,075.00	456275	AIRPORT EA RE-EVALUATION
		Total	$9,693.25		
35566	05/22/23	**PACE ANALYTICAL SERVICES**			
E 004-042-520210		LAB ANALYSIS & EQUIP	$326.30	2360183357	EFFLUENT SAMPLES
		Total	$326.30		
35567	05/22/23	**PANELL, ANGELA**			
E 015-153-520780		REFUND EXPENSE	$27.50	52669145	PONY REFUND
		Total	$27.50		
35568	05/22/23	**PIONEER FARM INC**			
E 004-042-521155		SAFETY EQUIPMENT	$16.00	606608	SAFETY GLASSES
E 004-042-520620		EQUIPMENT REP & MAI	$64.94	608078	PVC ADAPTERS & COUPLERS
E 004-041-520620		EQUIPMENT REP & MAI	$6.78	608588	HOSE & BOLT CLAMPS
E 002-022-520610		BUILDING MAINTENANC	$14.76	608671	PVC FITTINGS
E 004-041-520620		EQUIPMENT REP & MAI	$3.59	608717	BUSHING
E 001-004-520610		BUILDING MAINTENANC	$21.55	609175	CHEMICAL HOSE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$127.62		
35569	05/22/23	**QUADIENT FINANCE USA, INC**			
E 001-001-520220		POSTAGE & METER RE	$51.82	STM 050823	POSTAGE
E 002-024-520220		POSTAGE & METER RE	$51.82	STM 050823	POSTAGE
E 004-043-520220		POSTAGE & METER RE	$51.82	STM 050823	POSTAGE
E 001-002-520220		POSTAGE & METER RE	$37.44	STM 050823	POSTAGE
E 001-003-520220		POSTAGE & METER RE	$9.00	STM 050823	POSTAGE
E 001-011-520220		POSTAGE & METER RE	$35.40	STM 050823	POSTAGE
E 001-012-520220		POSTAGE & METER RE	$14.40	STM 050823	POSTAGE
E 015-151-520220		POSTAGE & METER RE	$12.00	STM 050823	POSTAGE
		Total	$263.70		
35570	05/22/23	**ROASTER JOES, INC**			
E 001-001-520970		MISCELLANEOUS SERVI	$17.22	2064:291822	COFFEE
E 002-024-520970		MISCELLANEOUS SERVI	$17.22	2064:291822	COFFEE
E 004-043-520970		MISCELLANEOUS SERVI	$17.22	2064:291822	COFFEE
E 001-003-520970		MISCELLANEOUS SERVI	$46.01	2064:299868	COFFEE
E 001-002-520970		MISCELLANEOUS SERVI	$89.97	2064:302650	COFFEE
		Total	$187.64		
35571	05/22/23	**SALINA SEPTIC SERVICE**			
E 015-153-530331		FIELD IMPROVEMENTS	$150.00	I15213	PORTA POTTY
		Total	$150.00		
35572	05/22/23	**SCANSTAT, LP**			
E 001-002-521081		EVIDENCE EQUIP / SUP	$85.13	AEA97E3182	EVIDENCE
		Total	$85.13		
35573	05/22/23	**SIMENSON, MANUELA**			
E 015-153-520780		REFUND EXPENSE	$55.00	52669236	REFUND PONY
		Total	$55.00		
35574	05/22/23	**SMART INSURANCE**			
E 001-004-520410		INSURANCE	$181.00	4388	2023 JD TRACTOR INSURANCE
E 001-005-520410		INSURANCE	$181.00	4388	2023 JD TRACTOR INSURANCE
E 001-011-520410		INSURANCE	$1,799.68	4388	2023 INSPECTION TRUCK INSURANCE
E 001-001-520410		INSURANCE	$213.56	4388	OLD INSPECTION TRUCK TO ADMIN INSURANCE
E 002-024-520410		INSURANCE	$213.56	4388	OLD INSPECTION TRUCK TO ADMIN INSURANCE
E 004-043-520410		INSURANCE	$213.56	4388	OLD INSPECTION TRUCK TO ADMIN INSURANCE
E 001-006-520410		INSURANCE	($1,631.36)	STM 050323	CREDITS FOR PARKS FOR GATOR
		Total	$1,171.00		
35575	05/22/23	**STEFFEN, JOYCE**			
E 015-153-520780		REFUND EXPENSE	$55.00	52624386	REFUND PONY LEAGUE
		Total	$55.00		
35576	05/22/23	**STUCK, JEREMY**			

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E 001-003-520270		TRAINING	$56.33	STM 050223	MILEAGE - RETAIN WORKS SUMMIT - MANHATTAN
		Total	$56.33		
35577	05/22/23	**THE FLOWER BOX**			
E 001-002-520970		MISCELLANEOUS SERVI	$70.00	INV# 038912	FRESH ARRANGEMENT
		Total	$70.00		
35578	05/22/23	**THE MARTENS COMPANIES**			
E 005-000-530260		SPECIAL PROJECTS	$3,000.00	A2023-125	EASEMENT ACQUISITION APPRAISAL REVIES
		Total	$3,000.00		
35579	05/22/23	**TRANSUNION RISK & ALTERNATIVE**			
E 001-002-520705		SOFTWARE SUBSCRIPT	$113.00	6199432-202	APRIL BILLING
		Total	$113.00		
35580	05/22/23	**UNIFIRST CORPORATION**			
E 004-042-520610		BUILDING MAINTENANC	$152.77	STM 043023	UNIFORM SERVICE
E 004-042-521150		UNIFORMS & ALTERATI	$186.66	STM 043023	UNIFORM SERVICE
E 002-023-520610		BUILDING MAINTENANC	$49.22	STM 043023	UNIFORM SERVICE
E 002-023-521150		UNIFORMS & ALTERATI	$285.40	STM 043023	UNIFORM SERVICE
E 001-004-521150		UNIFORMS & ALTERATI	$179.08	STM 043023	UNIFORM SERVICE
E 001-005-521150		UNIFORMS & ALTERATI	$124.56	STM 043023	UNIFORM SERVICE
E 002-022-521150		UNIFORMS & ALTERATI	$222.36	STM 043023	UNIFORM SERVICE
E 004-041-521150		UNIFORMS & ALTERATI	$257.12	STM 043023	UNIFORM SERVICE
E 005-000-520610		BUILDING MAINTENANC	$40.81	STM 043023	UNIFORM SERVICE
E 015-157-520610		BUILDING MAINTENANC	$34.80	STM 043023	UNIFORM SERVICE
E 001-013-521040		JANITOR SUPPLIES	$69.60	STM 043023	UNIFORM SERVICE
		Total	$1,602.38		
35581	05/22/23	**US BANK EQUIPMENT FINANCE**			
E 001-001-520700		RENT-CONTRACTS-MAI	$121.37	500507769	COPIER CONTRACT PAYMENT 4/25-5/25/23
E 002-024-520700		RENT-CONTRACTS-MAI	$121.37	500507769	COPIER CONTRACT PAYMENT 4/25-5/25/23
E 004-043-520700		RENT-CONTRACTS-MAI	$121.36	500507769	COPIER CONTRACT PAYMENT 4/25-5/25/23
		Total	$364.10		
35582	05/22/23	**US POST OFFICE**			
E 002-024-520220		POSTAGE & METER RE	$773.10	STM 053123	REGUALR BILLING JUNE 2023
E 004-043-520220		POSTAGE & METER RE	$773.10	STM 053123	REGUALR BILLING JUNE 2023
E 003-000-520320		PRINTING & ADVERTISI	$171.80	STM 053123	REGUALR BILLING JUNE 2023
		Total	$1,718.00		
35583	05/22/23	**VERIZON**			
E 001-004-520520		TELEPHONE / INTERNE	$12.10	9934290123	CELL PHONE SERVICE
E 002-022-520520		TELEPHONE / INTERNE	$12.10	9934290123	CELL PHONE SERVICE
E 001-004-520520		TELEPHONE / INTERNE	$12.10	9934290123	CELL PHONE SERVICE
E 002-022-520520		TELEPHONE / INTERNE	$12.10	9934290123	CELL PHONE SERVICE
E 001-004-520520		TELEPHONE / INTERNE	$8.07	9934290123	CELL PHONE SERVICE
E 002-022-520520		TELEPHONE / INTERNE	$8.06	9934290123	CELL PHONE SERVICE
E 004-041-520520		TELEPHONE / INTERNE	$8.07	9934290123	CELL PHONE SERVICE
E 001-001-520520		TELEPHONE / INTERNE	$13.78	9934290123	CELL PHONE SERVICE

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E 002-024-520520		TELEPHONE / INTERNE	$13.78	9934290123	CELL PHONE SERVICE
E 004-043-520520		TELEPHONE / INTERNE	$13.78	9934290123	CELL PHONE SERVICE
E 001-011-520520		TELEPHONE / INTERNE	$46.34	9934290123	CELL PHONE SERVICE
E 013-131-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 004-042-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 002-022-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 004-042-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 002-023-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 001-004-520520		TELEPHONE / INTERNE	$24.20	9934290123	CELL PHONE SERVICE
E 002-023-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 001-001-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 002-022-520520		TELEPHONE / INTERNE	$20.01	9934290123	CELL PHONE SERVICE
E 004-041-520520		TELEPHONE / INTERNE	$20.00	9934290123	CELL PHONE SERVICE
E 001-006-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 001-006-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 001-006-520520		TELEPHONE / INTERNE	$41.34	9934290123	CELL PHONE SERVICE
E 001-006-520520		TELEPHONE / INTERNE	$111.16	9934290123	CELL PHONE SERVICE
E 001-003-520520		TELEPHONE / INTERNE	$40.01	9934290123	CELL PHONE SERVICE
E 001-011-520520		TELEPHONE / INTERNE	$40.01	9934290123	CELL PHONE SERVICE
E 001-011-520520		TELEPHONE / INTERNE	$40.01	9934290123	CELL PHONE SERVICE
E 013-131-520520		TELEPHONE / INTERNE	$40.01	9934290123	CELL PHONE SERVICE
E 001-002-520520		TELEPHONE / INTERNE	$1,105.22	9934290123	CELL PHONE SERVICE
		Total	$2,014.31		
35584	05/22/23	**VISA - UMB ADMINISTRATION**			
E 001-001-520270		TRAINING	$44.01	STM 050223	BUDGET BREAKFAST FOR STAFF
E 002-024-520270		TRAINING	$44.01	STM 050223	BUDGET BREAKFAST FOR STAFF
E 004-043-520270		TRAINING	$44.00	STM 050223	BUDGET BREAKFAST FOR STAFF
E 001-001-520270		TRAINING	$25.00	STM 050223	BUDGET WORKSHOP
E 002-024-520270		TRAINING	$25.00	STM 050223	BUDGET WORKSHOP
E 004-043-520270		TRAINING	$25.00	STM 050223	BUDGET WORKSHOP
E 001-001-521040		JANITOR SUPPLIES	$9.92	STM 050223	GLASS CLEANER
E 002-024-521040		JANITOR SUPPLIES	$9.92	STM 050223	GLASS CLEANER
E 004-043-521040		JANITOR SUPPLIES	$9.92	STM 050223	GLASS CLEANER
E 001-001-521010		OFFICE SUPPLIES	$2.91	STM 050223	OFFICE SUPPLIES
E 002-024-521010		OFFICE SUPPLIES	$2.91	STM 050223	OFFICE SUPPLIES
E 004-043-521010		OFFICE SUPPLIES	$2.90	STM 050223	OFFICE SUPPLIES
E 001-001-521080		TOOLS & MINOR EQUIP	$139.67	STM 050223	CORDLESS SAWZALL/DRYWALL CUT OUT ROTARY SAW
E 002-024-521080		TOOLS & MINOR EQUIP	$139.67	STM 050223	CORDLESS SAWZALL/DRYWALL CUT OUT ROTARY SAW
E 004-043-521080		TOOLS & MINOR EQUIP	$139.66	STM 050223	CORDLESS SAWZALL/DRYWALL CUT OUT ROTARY SAW
E 001-001-521010		OFFICE SUPPLIES	$2.66	STM 050223	HIGHLIGHTERS
E 002-024-521010		OFFICE SUPPLIES	$2.66	STM 050223	HIGHLIGHTERS
E 004-043-521010		OFFICE SUPPLIES	$2.67	STM 050223	HIGHLIGHTERS
E 001-001-521010		OFFICE SUPPLIES	$14.27	STM 050223	OFFICE SUPPLIES
E 002-024-521010		OFFICE SUPPLIES	$14.27	STM 050223	OFFICE SUPPLIES
E 004-043-521010		OFFICE SUPPLIES	$14.27	STM 050223	OFFICE SUPPLIES
E 001-001-521010		OFFICE SUPPLIES	$25.50	STM 050223	OFFICE SUPPLIES

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	E 002-024-521010	OFFICE SUPPLIES	$25.50	STM 050223	OFFICE SUPPLIES
	E 004-043-521010	OFFICE SUPPLIES	$25.49	STM 050223	OFFICE SUPPLIES
	E 001-001-520280	TRAVEL-MEETINGS & C	$52.81	STM 050223	LUNCH W/BRIAN SLAUGHTER GOLF COURSE OWNER
	E 002-022-520510	ELECTRIC SERVICE	$123.29	STM 050223	ELECTRIC SERVICE @ WATER TOWER, CLR GARTEN, RUSSEL STOVER LIGHT
	E 001-001-521010	OFFICE SUPPLIES	($2.20)	STM 050223	REFUND OFFICE SUPPLIES
	E 002-024-521010	OFFICE SUPPLIES	($2.20)	STM 050223	REFUND OFFICE SUPPLIES
	E 004-043-521010	OFFICE SUPPLIES	($2.19)	STM 050223	REFUND OFFICE SUPPLIES
	E 001-001-520280	TRAVEL-MEETINGS & C	$75.00	STM 050223	BUDGET WORKSHOP REGISTRATION R. MARSH
	E 001-001-520280	TRAVEL-MEETINGS & C	$41.10	STM 050223	LUNCH B. REIN & R. MARSH LKM LEADERSHIP SUMMIT
	E 001-001-520280	TRAVEL-MEETINGS & C	$138.95	STM 050223	LKM LEADERSHIP SUMMIT LODGING RON
	E 001-004-520425	PHYS CAP/DRUG SCR/B	$20.00	STM 050223	BACKGROUND CHECK STREET SWEEPER
	E 001-004-520320	PRINTING & ADVERTISI	$12.50	STM 050223	JOB AD PW DIRECTOR
	E 002-022-520320	PRINTING & ADVERTISI	$12.50	STM 050223	JOB AD PW DIRECTOR
	E 001-001-520280	TRAVEL-MEETINGS & C	$15.49	STM 050223	LUNCH CPM PROGRAM CLASS MARSH
	E 001-001-520280	TRAVEL-MEETINGS & C	($10.33)	STM 050223	HOTEL REFUND TAX
	E 001-001-520270	TRAINING	$6.81	STM 050223	DINNER FOR MUNICIPAL FINANCE TRAINING DODGE CITY
	E 002-024-520270	TRAINING	$6.82	STM 050223	DINNER FOR MUNICIPAL FINANCE TRAINING DODGE CITY
	E 004-043-520270	TRAINING	$6.82	STM 050223	DINNER FOR MUNICIPAL FINANCE TRAINING DODGE CITY
	E 001-001-520280	TRAVEL-MEETINGS & C	$29.79	STM 050223	DINNER CPM PROGRAM CLASS MARSH
	E 001-001-520910	DUES-SUBSCRIPTIONS-	($25.00)	STM 050223	REFUND DUES PAID TWICE
	E 002-024-520910	DUES-SUBSCRIPTIONS-	($25.00)	STM 050223	REFUND DUES PAID TWICE
	E 004-043-520910	DUES-SUBSCRIPTIONS-	($25.00)	STM 050223	REFUND DUES PAID TWICE
	E 001-001-520280	TRAVEL-MEETINGS & C	$11.70	STM 050223	LUNCH CPM PROGRAM CLASS MARSH
	E 001-001-520270	TRAINING	$53.66	STM 050223	MUNICIPAL FINANCE CLASS OVERNIGHT DODGE CITY
	E 002-024-520270	TRAINING	$53.63	STM 050223	MUNICIPAL FINANCE CLASS OVERNIGHT DODGE CITY
	E 004-043-520270	TRAINING	$53.63	STM 050223	MUNICIPAL FINANCE CLASS OVERNIGHT DODGE CITY
	E 001-001-521010	OFFICE SUPPLIES	$3.10	STM 050223	OFFICE TAPE
	E 002-024-521010	OFFICE SUPPLIES	$3.10	STM 050223	OFFICE TAPE
	E 004-043-521010	OFFICE SUPPLIES	$3.09	STM 050223	OFFICE TAPE
	E 001-001-520610	BUILDING MAINTENANC	$22.70	STM 050223	WATER FOUNTAIN FILTER
	E 002-024-520610	BUILDING MAINTENANC	$22.70	STM 050223	WATER FOUNTAIN FILTER
	E 004-043-520610	BUILDING MAINTENANC	$22.71	STM 050223	WATER FOUNTAIN FILTER
	E 001-001-520610	BUILDING MAINTENANC	$22.94	STM 050223	PAPER TOWEL DISPENSER
	E 002-024-520610	BUILDING MAINTENANC	$22.94	STM 050223	PAPER TOWEL DISPENSER
	E 004-043-520610	BUILDING MAINTENANC	$22.94	STM 050223	PAPER TOWEL DISPENSER
	E 001-001-520705	SOFTWARE SUBSCRIPT	$33.00	STM 050223	MONTHLY BASECAMP FEE
	E 002-024-520705	SOFTWARE SUBSCRIPT	$33.00	STM 050223	MONTHLY BASECAMP FEE
	E 004-043-520705	SOFTWARE SUBSCRIPT	$33.00	STM 050223	MONTHLY BASECAMP FEE
	E 001-001-521010	OFFICE SUPPLIES	$7.57	STM 050223	LAMINATING SHEETS
	E 002-024-521010	OFFICE SUPPLIES	$7.57	STM 050223	LAMINATING SHEETS
	E 004-043-521010	OFFICE SUPPLIES	$7.56	STM 050223	LAMINATING SHEETS
	E 001-001-521010	OFFICE SUPPLIES	$4.42	STM 050223	PERM MARKERS

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E 002-024-521010		OFFICE SUPPLIES	$4.42	STM 050223	PERM MARKERS
E 004-043-521010		OFFICE SUPPLIES	$4.41	STM 050223	PERM MARKERS
E 001-004-520425		PHYS CAP/DRUG SCR/B	$20.00	STM 050223	BACKGROUND CHECK MECHANIC
E 001-001-520270		TRAINING	$4.67	STM 050223	PARKING CUSTOMER SERVICE CONFERENCE
E 002-024-520270		TRAINING	$4.67	STM 050223	PARKING CUSTOMER SERVICE CONFERENCE
E 004-043-520270		TRAINING	$4.66	STM 050223	PARKING CUSTOMER SERVICE CONFERENCE
E 001-001-520610		BUILDING MAINTENANC	$22.16	STM 050223	BIRD REPELLER, PAPER TOWELS
E 002-024-520610		BUILDING MAINTENANC	$22.16	STM 050223	BIRD REPELLER, PAPER TOWELS
E 004-043-520610		BUILDING MAINTENANC	$22.16	STM 050223	BIRD REPELLER, PAPER TOWELS
E 001-001-520610		BUILDING MAINTENANC	$43.33	STM 050223	AWNINGS FOR KIOSK & BACK DOOR
E 002-024-520610		BUILDING MAINTENANC	$43.33	STM 050223	AWNINGS FOR KIOSK & BACK DOOR
E 004-043-520610		BUILDING MAINTENANC	$43.32	STM 050223	AWNINGS FOR KIOSK & BACK DOOR
E 001-001-520270		TRAINING	$106.68	STM 050223	KSGFOA FALL CONF REGISTRATION
E 002-024-520270		TRAINING	$106.66	STM 050223	KSGFOA FALL CONF REGISTRATION
E 004-043-520270		TRAINING	$106.66	STM 050223	KSGFOA FALL CONF REGISTRATION
E 001-001-520520		TELEPHONE / INTERNE	$400.37	STM 050223	PHONE SERVICE
E 002-024-520520		TELEPHONE / INTERNE	$400.37	STM 050223	PHONE SERVICE
E 004-043-520520		TELEPHONE / INTERNE	$400.37	STM 050223	PHONE SERVICE
E 001-008-520520		TELEPHONE / INTERNE	$133.45	STM 050223	PHONE SERVICE
E 001-011-520520		TELEPHONE / INTERNE	$133.46	STM 050223	PHONE SERVICE
E 001-013-520520		TELEPHONE / INTERNE	$165.77	STM 050223	PHONE SERVICE
E 001-002-520520		TELEPHONE / INTERNE	$196.29	STM 050223	PHONE SERVICE
E 001-003-520520		TELEPHONE / INTERNE	$133.46	STM 050223	PHONE SERVICE
E 002-023-520520		TELEPHONE / INTERNE	$162.83	STM 050223	PHONE SERVICE
E 004-042-520520		TELEPHONE / INTERNE	$112.65	STM 050223	PHONE SERVICE
E 015-151-520520		TELEPHONE / INTERNE	$192.08	STM 050223	PHONE SERVICE
E 001-004-520520		TELEPHONE / INTERNE	$69.90	STM 050223	PHONE SERVICE
E 002-022-520520		TELEPHONE / INTERNE	$69.90	STM 050223	PHONE SERVICE
E 004-041-520520		TELEPHONE / INTERNE	$69.90	STM 050223	PHONE SERVICE
E 003-000-520520		TELEPHONE / INTERNE	$88.79	STM 050223	PHONE SERVICE
E 015-152-520520		TELEPHONE / INTERNE	$58.86	STM 050223	PHONE SERVICE
E 013-131-520520		TELEPHONE / INTERNE	$122.44	STM 050223	PHONE SERVICE
E 001-001-520280		TRAVEL-MEETINGS & C	$58.03	STM 050223	LUNCH CM & CVB DIRECTOR
E 005-000-520910		DUES-SUBSCRIPTIONS-	$100.00	STM 050223	KAA ANNUAL MEMBERSHIP DUES
E 001-001-521010		OFFICE SUPPLIES	$11.34	STM 050223	RED PERM MARKERS & EXPO MARKERS
E 002-024-521010		OFFICE SUPPLIES	$11.34	STM 050223	RED PERM MARKERS & EXPO MARKERS
E 004-043-521010		OFFICE SUPPLIES	$11.34	STM 050223	RED PERM MARKERS & EXPO MARKERS
		Total	$5,348.94		
35585	05/22/23	**VISA - UMB AIRPORT**			
E 005-000-520520		TELEPHONE / INTERNE	$74.90	STM 050223	INTERNET
		Total	$74.90		
35586	05/22/23	**VISA - UMB COMMUNITY DEVELOP**			
E 001-011-520270		TRAINING	$180.00	STM 050223	HOA CONFERENCE
E 001-008-520270		TRAINING	$50.00	STM 050223	KS PRESERVATION CONFERENCE REGISTRATION FEE
E 001-008-521045		OFFICE EQUIPMENT	$210.23	STM 050223	COM DEV - OFFICE EQUIPMENT
E 001-011-520600		VEHICLE EXPENSES	$10.00	STM 050223	TRUCK WASH
E 001-008-520705		SOFTWARE SUBSCRIPT	$16.26	STM 050223	MONTHLY ADOBE SUBSCRIPTION FEE

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E 001-008-520705		SOFTWARE SUBSCRIPT	$400.00	STM 050223	YEARLY SOFTWARE SUBSCRIPTION
E 020-000-530396		INSPECTION EQUIPMEN	$479.00	STM 050223	TOOLBOX FOR INSPECTION TRUCK
E 001-011-520270		TRAINING	$18.00	STM 050223	TRAVIS MEAL @ HOA CONF
E 001-011-520270		TRAINING	$230.66	STM 050223	TRAVIS LODGING @ HOA CONF
E 001-011-520270		TRAINING	($16.82)	STM 050223	REFUND TAX
E 020-000-530396		INSPECTION EQUIPMEN	$149.95	STM 050223	UNDERSEAT STORAGE & FLOOR MATS
E 001-011-521080		TOOLS & MINOR EQUIP	$40.64	STM 050223	POWERSCRUB CLOTHES
E 020-000-530396		INSPECTION EQUIPMEN	$287.90	STM 050223	UNDERSEAT STORAGE & FLOOR MATS
		Total	$2,055.82		
35587	05/22/23	**VISA - UMB CVB**			
E 013-131-520220		POSTAGE & METER RE	$12.72	STM 050223	POSTAGE MAIL VISITORS GUIDE REQUESTS
E 013-131-520520		TELEPHONE / INTERNE	$155.00	STM 050223	PHONE/INTERNET
E 013-131-520740		PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
E 013-131-520270		TRAINING	$25.00	STM 050223	TIAK JUNE EDUCATIONAL SEMINAR
E 013-131-520220		POSTAGE & METER RE	$19.92	STM 050223	POSTAGE MAIL VISITORS GUIDE REQUESTS
E 013-131-520220		POSTAGE & METER RE	$3.18	STM 050223	POSTAGE MAIL VISITORS GUIDE REQUESTS
E 001-001-520520		TELEPHONE / INTERNE	$49.00	STM 050223	MONTHLY FEE STREAM CITY COMMIS MEETINGS
E 001-015-521040		JANITOR SUPPLIES	$21.00	STM 050223	CLEANING SUPPLIES
E 013-131-520740		PROMOTION, ADS, MAR	$29.95	STM 050223	COWBOY UP WEBSITE RENEWAL
E 013-131-520740		PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
E 013-131-520910		DUES-SUBSCRIPTIONS-	$119.40	STM 050223	CANVA PRO SUBSCRIPTION
E 013-131-520220		POSTAGE & METER RE	$14.64	STM 050223	POSTAGE VISITORS GUIDE REQUESTS
E 013-131-520220		POSTAGE & METER RE	$3.66	STM 050223	POSTAGE VISITORS GUIDE REQUESTS
E 013-131-520910		DUES-SUBSCRIPTIONS-	$24.95	STM 050223	KLC THE JOURNAL SUBSCRIPTION
E 013-131-520740		PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
E 013-131-520220		POSTAGE & METER RE	$18.01	STM 050223	POSTAGE MAIL VISITORS GUIDE REQUESTS
E 013-131-520740		PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
E 013-131-520740		PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
E 013-131-520270		TRAINING	$19.94	STM 050223	TRANSPORTATION AIRPORT TO HOTEL
E 013-131-520220		POSTAGE & METER RE	$10.98	STM 050223	POSTAGE MAIL VISITORS GUIDE REQUESTS
E 013-131-520270		TRAINING	$32.28	STM 050223	UBER FROM EISENHOWER MEMORIAL TO HOTEL
E 013-131-520270		TRAINING	$123.01	STM 050223	LODGING BEFORE EARLY FLIGHT TO DC FOR TIAK DESTINATION
E 013-131-520270		TRAINING	$18.30	STM 050223	SUNDAY EVENING (NO MEALS) MONDAY - TRAVEL
E 013-131-520740		PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
E 013-131-520270		TRAINING	$8.06	STM 050223	SUNDAY EVENING (NO MEALS) MONDAY - TRAVEL
E 013-131-520270		TRAINING	$78.64	STM 050223	SUNDAY EVENING (NO MEALS) MONDAY - TRAVEL
E 013-131-520220		POSTAGE & METER RE	$10.98	STM 050223	POSTAGE VISITORS GUIDE REQUESTS
E 013-131-520740		PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
E 013-131-520270		TRAINING	$26.23	STM 050223	SUNDAY EVENING (NO MEALS) MONDAY TRAVEL
E 013-131-520270		TRAINING	$100.00	STM 050223	PARK AT MCI AIRPORT FOR TAIK DESTINATION CAPITOL HILL
E 013-131-520270		TRAINING	$115.70	STM 050223	HOTEL AT TIAK DESTINATION CAPITOL HILL
E 013-131-520270		TRAINING	$4.64	STM 050223	SUNDAY EVENING (NO MEALS) MONDAY TRAVEL

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
	E 013-131-520270	TRAINING	$27.66	STM 050223	GROUP LUNCH @ MINIMPA CLASS FINAL SESSION
	E 013-131-520740	PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
	E 013-131-520740	PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
	E 013-131-520270	TRAINING	$188.99	STM 050223	LODGING @ DESTINATION CAPITOL HILL TRAVEL INDUSTR
	E 013-131-520220	POSTAGE & METER RE	$26.10	STM 050223	POSTAGE VISITORS GUIDE REQUESTS
	E 013-131-520910	DUES-SUBSCRIPTIONS-	$29.99	STM 050223	GOOGLE DRIVE STORAGE
	E 013-131-520220	POSTAGE & METER RE	$10.98	STM 050223	POSTAGE VISITORS GUIDE REQUESTS
	E 013-131-520740	PROMOTION, ADS, MAR	$100.00	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
	E 013-131-520220	POSTAGE & METER RE	$21.96	STM 050223	POSTAGE VISITORS GUIDE REQUESTS
	E 013-131-520760	TRAVELERS INFORMATI	$44.99	STM 050223	T-SHIRT DISPLAYS
	E 013-131-520760	TRAVELERS INFORMATI	$39.87	STM 050223	DISPLAY STAND
	E 013-131-520740	PROMOTION, ADS, MAR	$18.79	STM 050223	SOCIAL MEDIA ADS - EVENT PROMO
	E 013-131-520260	SPECIAL PROJECTS	$1,200.60	STM 050223	DK CTY CEO AWARDS DINNER
	E 013-131-521010	OFFICE SUPPLIES	$25.89	STM 050223	OFFICE SUPPLIES
	E 001-015-521040	JANITOR SUPPLIES	$56.89	STM 050223	KANSAS FLAGS
	E 013-131-520220	POSTAGE & METER RE	$7.32	STM 050223	POSTAGE VISITORS GUIDE REQUESTS
		Total	$3,745.22		
35588	05/22/23	**VISA - UMB FIRE DEPT**			
	E 001-003-520970	MISCELLANEOUS SERVI	$28.08	STM 050223	PELLETS
	E 001-003-521231	FIRE EQUIPMENT	$31.13	STM 050223	FUEL FILTER E34
	E 001-003-521231	FIRE EQUIPMENT	$40.53	STM 050223	TRUCK MAINT
	E 001-003-521231	FIRE EQUIPMENT	$49.48	STM 050223	TRUCK MAINT
	E 001-003-521231	FIRE EQUIPMENT	$83.27	STM 050223	DOUBLE BILLED FOR FUEL FILTER
	E 001-003-521231	FIRE EQUIPMENT	$83.27	STM 050223	FUEL FILTER E34
	E 001-003-520610	BUILDING MAINTENANC	$105.11	STM 050223	SHOP TOWEL DISPENSER & TOWELS
	E 001-003-521231	FIRE EQUIPMENT	($31.13)	STM 050223	CREDIT FOR FUEL FILTER
	E 001-003-521045	OFFICE EQUIPMENT	$7.60	STM 050223	SNAP LOCK CONTAINER FOR BURN PERMITS
	E 001-003-521231	FIRE EQUIPMENT	$17.75	STM 050223	REPLACE RUNNING LIGHT
	E 001-003-521231	FIRE EQUIPMENT	$61.99	STM 050223	REPLACE PRESSURE HOSE FOR POWER WASHER
	E 001-003-521060	GASOLINE-OIL-LUBRICA	$56.00	STM 050223	GREASE TUBES FOR HYDRANT TESTING
	E 001-003-521045	OFFICE EQUIPMENT	$34.95	STM 050223	BUISNESS CARD HOLDERS
	E 001-003-521231	FIRE EQUIPMENT	$1.65	STM 050223	REPAIR
	E 001-003-521040	JANITOR SUPPLIES	$47.69	STM 050223	PAPER TOWERLS FOR RESTROOM
	E 001-003-521231	FIRE EQUIPMENT	($83.27)	STM 050223	CREDIT FOR DOUBLE BILLED FUEL FILTER
	E 001-003-521060	GASOLINE-OIL-LUBRICA	$25.47	STM 050223	REFILL WATER PUMP ON RESCUE 1 & REFILL 5 GAL
	E 001-003-521231	FIRE EQUIPMENT	$7.92	STM 050223	VALVE REPAIR
	E 001-003-520270	TRAINING	$79.95	STM 050223	NFPA MANUAL
	E 001-003-521231	FIRE EQUIPMENT	$29.73	STM 050223	TOGGLE SWITCH FOR E 34 HEADLIGHTS
	E 001-003-521231	FIRE EQUIPMENT	($29.73)	STM 050223	RETURN TOGGLE SWITCH FOR E 34 HEADLIGHTS
	E 001-003-521231	FIRE EQUIPMENT	$13.15	STM 050223	REPALCE FUEL CAP FOR SQUAD 35
	E 001-003-521231	FIRE EQUIPMENT	$21.83	STM 050223	LIGHT BULBS FOR LADDER BASE
	E 001-003-521231	FIRE EQUIPMENT	$5.49	STM 050223	FIX HOSE BED COVER ON ENGINE 31
	E 001-003-521231	FIRE EQUIPMENT	$12.75	STM 050223	FIX HOSE BED COVER ON ENGINE 31
	E 001-003-520270	TRAINING	$4.00	STM 050223	TOLL FEE
	E 001-003-521060	GASOLINE-OIL-LUBRICA	$62.12	STM 050223	FUEL FOR TRAVEL TO FDIC

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-003-521060		GASOLINE-OIL-LUBRICA	$68.54	STM 050223	FUEL FOR TRAVEL TO FDIC
E 001-003-520270		TRAINING	$25.95	STM 050223	SUPPER
E 001-003-520270		TRAINING	$6.49	STM 050223	WATER FOR TRAINING
E 001-003-520270		TRAINING	$1,120.02	STM 050223	HOTEL FOR FDIC
E 001-003-520270		TRAINING	$22.72	STM 050223	MEALS FOR 2
E 001-003-520270		TRAINING	$108.83	STM 050223	SUPPER
E 001-003-521231		FIRE EQUIPMENT	$85.00	STM 050223	1 WEBBING HARNESS KIT
E 001-003-521231		FIRE EQUIPMENT	$810.00	STM 050223	9 WEBBING HARNESS KITS
E 001-003-521231		FIRE EQUIPMENT	$86.56	STM 050223	RESTOCK FOR VEHICLE WRECKS
E 001-003-520270		TRAINING	$17.20	STM 050223	LUNCH
E 001-003-520270		TRAINING	$59.59	STM 050223	GAS
E 001-003-520270		TRAINING	$4.00	STM 050223	TOLL FEE
E 001-003-520270		TRAINING	$21.31	STM 050223	MEALS FOR 2
E 001-003-521060		GASOLINE-OIL-LUBRICA	$55.23	STM 050223	GAS FOR TRAVEL TO FDIC
E 001-003-521231		FIRE EQUIPMENT	$209.78	STM 050223	REPLACE EMERGENCY LIGHT SQUAD 35
E 001-003-521231		FIRE EQUIPMENT	$15.55	STM 050223	L-33 LIGHT REPAIR
E 001-003-521231		FIRE EQUIPMENT	$30.99	STM 050223	AIRLINE FOR L-33
		Total	$3,514.54		
35589	05/22/23	**VISA - UMB MUNICIPAL COURT**			
E 001-002-521010		OFFICE SUPPLIES	$33.99	STM 050223	BUSINESS CARDS FOR 212
		Total	$33.99		
35590	05/22/23	**VISA - UMB PARKS**			
E 001-006-520620		EQUIPMENT REP & MAI	$9.38	STM 050223	OIL
E 001-006-521080		TOOLS & MINOR EQUIP	$18.98	STM 050223	FLAP DISCS
E 001-006-520620		EQUIPMENT REP & MAI	$39.88	STM 050223	MOWER FILTERS
E 015-153-522400		YOUTH SPORTS EQUIP	$305.58	STM 050223	SOCCER BALLS & BAGS
E 015-151-521010		OFFICE SUPPLIES	$26.85	STM 050223	ST ANDREWS BASKET DONATION
E 001-006-521080		TOOLS & MINOR EQUIP	$22.58	STM 050223	ZIP TIES
E 001-006-520620		EQUIPMENT REP & MAI	$7.99	STM 050223	FILTER WRENCH
E 001-006-520620		EQUIPMENT REP & MAI	$59.50	STM 050223	FILTERS
E 001-006-520620		EQUIPMENT REP & MAI	$7.08	STM 050223	DECK BOLTS FOR MOWER
E 001-006-520620		EQUIPMENT REP & MAI	$86.02	STM 050223	MOWER FILTERS
E 015-157-521040		JANITOR SUPPLIES	$37.95	STM 050223	GLOVES
E 001-015-530380		MISCELLANEOUS	$204.40	STM 050223	MULCH
E 015-157-520610		BUILDING MAINTENANC	$204.40	STM 050223	MULCH
E 001-001-520610		BUILDING MAINTENANC	$51.10	STM 050223	MULCH
E 002-024-520610		BUILDING MAINTENANC	$51.10	STM 050223	MULCH
E 004-043-520610		BUILDING MAINTENANC	$51.10	STM 050223	MULCH
E 001-006-521160		LAWN & GARDEN SUPP	$664.30	STM 050223	MULCH
E 015-156-523770		COMMUNITY EDUCATIO	$10.97	STM 050223	GARDENING CLASS
E 015-157-521040		JANITOR SUPPLIES	$2.21	STM 050223	JANITOR SUPPLIES
E 015-157-521040		JANITOR SUPPLIES	$363.19	STM 050223	JANITOR SUPPLIES
E 001-006-520620		EQUIPMENT REP & MAI	$47.65	STM 050223	WALKER MOWER AIR FILTER
E 001-006-520620		EQUIPMENT REP & MAI	$263.68	STM 050223	TIRES FOR MOWER
E 001-006-520610		BUILDING MAINTENANC	$23.98	STM 050223	PLYWOOD
E 015-153-521050		CONCESSION SUPPLIE	$211.32	STM 050223	CONCESSION CHEESE
E 001-006-520620		EQUIPMENT REP & MAI	$33.24	STM 050223	FUEL FILTER FOR MOWER

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-006-530332		PARK IMPROVEMENTS	$41.74	STM 050223	HARDWARE FOR BRIDGE
E 001-006-521160		LAWN & GARDEN SUPP	$80.51	STM 050223	DRIP IRRIGATION SUPPLIES
E 015-157-520610		BUILDING MAINTENANC	$99.54	STM 050223	CC BATHROOM HVAC
E 015-153-521041		CLINICS / NYSCA	$40.00	STM 050223	COACHES CLINIC
E 015-151-530320		OFFICE EQUIPMENT & F	$102.98	STM 050223	REPLACE BROKEN OFFICE CHAIR
E 015-153-530331		FIELD IMPROVEMENTS	$150.00	STM 050223	BALL DIAMOND PORTA-POTTY
E 015-153-521080		TOOLS & MINOR EQUIP	$26.07	STM 050223	SOCCER NET TIES
E 001-006-520620		EQUIPMENT REP & MAI	$15.42	STM 050223	SPRAYER REPAIR
E 001-006-520610		BUILDING MAINTENANC	$15.86	STM 050223	TOILET REPAIR PARTS
E 001-006-520610		BUILDING MAINTENANC	$14.99	STM 050223	PLUMBING
E 001-006-520610		BUILDING MAINTENANC	$20.97	STM 050223	PLUMBING
E 001-006-530332		PARK IMPROVEMENTS	$59.52	STM 050223	BRIDGE LUMBER
E 015-153-522300		YOUTH SPORTS SUPPLI	$91.66	STM 050223	LITTLE ATHLETE AWARDS
E 001-006-520620		EQUIPMENT REP & MAI	$14.94	STM 050223	BOLTS
E 001-006-521040		JANITOR SUPPLIES	$5.49	STM 050223	PINESOL
E 001-006-521030		CHEMICALS	$33.99	STM 050223	RESPIRATOR MASKS
E 001-006-521210		BALL PARK SUPPLIES/R	$65.30	STM 050223	IRRIGATION REPAIR
E 001-006-521210		BALL PARK SUPPLIES/R	$173.67	STM 050223	LIGHT BULBS FOR BALLFIELD LIGHTS
E 015-152-523443		POOL SUPPLIES	$225.52	STM 050223	POOL PASSESNAME PLATE FOR DAVID MULLEN
E 015-151-521010		OFFICE SUPPLIES	$35.75	STM 050223	POOL PASSESNAME PLATE FOR DAVID MULLEN
E 001-006-521160		LAWN & GARDEN SUPP	$39.94	STM 050223	PLANTS
E 001-006-530332		PARK IMPROVEMENTS	$82.59	STM 050223	LUMBER FOR BRIDGE
E 015-157-520610		BUILDING MAINTENANC	$127.00	STM 050223	REPLACEMENT SHRUBS
E 015-153-521050		CONCESSION SUPPLIE	$132.48	STM 050223	CONCESSION SUPPLIES
E 001-006-520610		BUILDING MAINTENANC	$10.99	STM 050223	DRAIN PIPE FOR BATHROOM
E 001-006-521080		TOOLS & MINOR EQUIP	$11.58	STM 050223	SAWZALL BLADES
E 015-157-520610		BUILDING MAINTENANC	$127.00	STM 050223	SHRUB REPLACEMENT DBL CHG
E 001-006-521210		BALL PARK SUPPLIES/R	$75.00	STM 050223	SCOREBOARD PART
E 015-153-521050		CONCESSION SUPPLIE	$77.21	STM 050223	CONCESSION SUPPLIES
E 015-153-521050		CONCESSION SUPPLIE	$265.71	STM 050223	CONCESSION SUPPLIES
E 015-153-521050		CONCESSION SUPPLIE	$397.32	STM 050223	CONCESSION SUPPLIES
E 001-006-521160		LAWN & GARDEN SUPP	$66.29	STM 050223	GROW BAGS FOR TREES
E 001-008-521010		OFFICE SUPPLIES	$6.08	STM 050223	OFFICE SUPPLIES
E 001-008-521010		OFFICE SUPPLIES	($6.08)	STM 050223	OFFICE SUPPLIES
E 001-001-521010		OFFICE SUPPLIES	$10.48	STM 050223	PULL DOOR SIGNS FOR LOBBY
E 002-024-521010		OFFICE SUPPLIES	$10.48	STM 050223	PULL DOOR SIGNS FOR LOBBY
E 004-043-521010		OFFICE SUPPLIES	$10.48	STM 050223	PULL DOOR SIGNS FOR LOBBY
E 001-008-521010		OFFICE SUPPLIES	$75.91	STM 050223	CORK/WHITEBOARD
		Total	$5,638.81		
35591	05/22/23	**VISA - UMB POLICE DEPT**			
E 001-002-520600		VEHICLE EXPENSES	$15.00	STM 050223	CAR WASH
E 001-012-520270		TRAINING	$259.00	STM 050223	POLICE RECORD TRAINING
E 001-002-520270		TRAINING	$312.48	STM 050223	HOTEL TRAINING MISSION KS
E 001-002-520430		FIDELITY BONDS	$25.00	STM 050223	WILSON NOTARY
E 001-002-520705		SOFTWARE SUBSCRIPT	$42.49	STM 050223	DOMAIN REGISTRATION FEES
E 001-002-521150		UNIFORMS & ALTERATI	$61.31	STM 050223	UNIFORM SHIRT
E 001-002-520270		TRAINING	$12.61	STM 050223	MEAL TRAINING

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E 001-002-520270		TRAINING	$13.45	STM 050223	MEAL TRAINING
E 001-002-520270		TRAINING	$14.64	STM 050223	MEAL TRAINING
E 001-002-520270		TRAINING	$10.50	STM 050223	MEAL TRAINING
E 001-002-520270		TRAINING	$16.59	STM 050223	MEAL TRAINING
E 001-002-520270		TRAINING	$22.43	STM 050223	MEAL TRAINING
E 001-002-521040		JANITOR SUPPLIES	$75.68	STM 050223	BED BUG REPELLANT FOR DEPT
E 001-002-520270		TRAINING	$12.15	STM 050223	MEAL TRAINING
E 001-002-520270		TRAINING	$377.70	STM 050223	LODGING TRAINING
E 001-002-521010		OFFICE SUPPLIES	$36.96	STM 050223	CANDY FOR EASTER EGG HUNT
E 001-002-521010		OFFICE SUPPLIES	$11.56	STM 050223	CANDY FOR EASTER EGG HUNT
E 001-002-520600		VEHICLE EXPENSES	$15.00	STM 050223	CAR WASH #12
E 001-002-520270		TRAINING	$13.14	STM 050223	MEAL TRAINING
E 001-002-521060		GASOLINE-OIL-LUBRICA	$40.00	STM 050223	FUEL #11 TRAINING
E 001-002-521230		AMMUNITION / RANGE S	$21.34	STM 050223	RANGE EQUIPMENT
E 001-002-520270		TRAINING	$131.97	STM 050223	HOTEL TRAINING
E 001-002-520270		TRAINING	$297.00	STM 050223	TRAINING
E 001-002-520600		VEHICLE EXPENSES	$12.00	STM 050223	CAR WASH
E 001-002-521010		OFFICE SUPPLIES	$30.19	STM 050223	AAA BATTERIES
E 001-002-520600		VEHICLE EXPENSES	$15.00	STM 050223	CAR WASH
E 001-002-520600		VEHICLE EXPENSES	$40.78	STM 050223	VEHICLE EXPENSES
E 001-002-520600		VEHICLE EXPENSES	$13.11	STM 050223	CAR WASH #1
E 001-002-520970		MISCELLANEOUS SERVI	$58.00	STM 050223	FLOWERS DK CTY COMMUNICATIONS DU
E 001-002-520600		VEHICLE EXPENSES	$300.40	STM 050223	CAR #11 LOCK CLAMP
E 001-002-520320		PRINTING & ADVERTISI	$61.68	STM 050223	SIGNAGE FOR RANGE
E 001-002-530390		POLICE EQUIPMENT	$31.40	STM 050223	WEAPONS SUPPLY
E 001-002-521150		UNIFORMS & ALTERATI	$93.65	STM 050223	UNIFORM EXPENSES
E 001-002-520600		VEHICLE EXPENSES	$13.00	STM 050223	CAR WASH
E 001-002-520600		VEHICLE EXPENSES	$10.00	STM 050223	CAR WASH 5
E 001-002-520600		VEHICLE EXPENSES	$12.99	STM 050223	AIR FRESHENER FOR 8
E 001-002-520600		VEHICLE EXPENSES	$12.00	STM 050223	CAR WASH 8
E 001-002-520270		TRAINING	$0.50	STM 050223	TOLL K9 TRAINING
E 001-002-520270		TRAINING	$1.50	STM 050223	TOLL K9 TRAINING
E 001-002-520600		VEHICLE EXPENSES	$15.28	STM 050223	CAR WASH 1
E 001-002-530390		POLICE EQUIPMENT	$25.98	STM 050223	WEAPON EXPENSES
E 001-002-521150		UNIFORMS & ALTERATI	$31.82	STM 050223	GLOVE HOLDER FOR DUTY BELT
E 001-002-521010		OFFICE SUPPLIES	$101.41	STM 050223	STORAGE BINS FOR KITCHEN
E 001-002-520600		VEHICLE EXPENSES	$8.00	STM 050223	TRUCK WASH 10
E 001-002-520600		VEHICLE EXPENSES	$12.00	STM 050223	CAR WASH
E 001-002-520270		TRAINING	$8.57	STM 050223	TRAINING MEAL
E 001-002-521230		AMMUNITION / RANGE S	$174.03	STM 050223	RANGE SUPPLIES
E 001-002-520270		TRAINING	$5.46	STM 050223	TRAINING MEAL
E 001-002-530390		POLICE EQUIPMENT	$13.94	STM 050223	WEAPONS
E 001-002-520600		VEHICLE EXPENSES	$15.00	STM 050223	CAR WASH
E 001-002-530390		POLICE EQUIPMENT	$44.98	STM 050223	KS STATUTE BOOKS
E 001-002-520270		TRAINING	$12.32	STM 050223	LUNCH TRAINING
E 001-002-521010		OFFICE SUPPLIES	$55.24	STM 050223	WATER FOR OFFICE
E 001-002-520270		TRAINING	$12.64	STM 050223	LUNCH TRAINING
E 001-002-520270		TRAINING	$9.19	STM 050223	LUNCH TRAINING
E 001-002-520270		TRAINING	$7.62	STM 050223	MEAL TRAINING

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E 001-002-520600		VEHICLE EXPENSES	$10.00	STM 050223	CAR WASH 3
E 001-002-520930		K9 EQUIPMENT MAINTE	$50.00	STM 050223	BOARDING K9 ADDIE
		Total	$3,157.68		
35592	05/22/23	**VISA - UMB PUBLIC WORKS**			
E 002-022-521010		OFFICE SUPPLIES	$8.99	STM 050223	INK STAMP, REPORT COVERS, DRY ERASE MARKERS
E 001-005-520970		MISCELLANEOUS SERVI	$23.99	STM 050223	INK STAMP, REPORT COVERS, DRY ERASE MARKERS
E 001-004-521010		OFFICE SUPPLIES	$13.44	STM 050223	INK STAMP, REPORT COVERS, DRY ERASE MARKERS
E 001-005-520600		VEHICLE EXPENSES	$304.00	STM 050223	NEW FRONT TIRES FOR GATOR
E 002-023-520610		BUILDING MAINTENANC	$38.95	STM 050223	CARTIDGE, MIX CUP & COVERALLS
E 001-005-520970		MISCELLANEOUS SERVI	$16.62	STM 050223	NOTEBOOK DIVIDERS
E 002-022-521080		TOOLS & MINOR EQUIP	$182.99	STM 050223	SOCKET RATCHET WRENCH
E 003-000-520270		TRAINING	$225.00	STM 050223	LON KOR CONF.
E 002-023-520610		BUILDING MAINTENANC	$16.13	STM 050223	COVERALLS
E 004-042-521080		TOOLS & MINOR EQUIP	$23.74	STM 050223	NITRILE GLOVES & ADAPTOR PLUG
E 004-041-521080		TOOLS & MINOR EQUIP	$9.95	STM 050223	NITRILE GLOVES & ADAPTOR PLUG
E 004-042-520270		TRAINING	$133.62	STM 050223	JEN AAKC CONF
E 001-005-520970		MISCELLANEOUS SERVI	$50.23	STM 050223	SAFETY BINDER, BASKET & DATA SHEET
E 001-001-520870		TREE BOARD	($137.50)	STM 050223	REFUND FOR SEEDLINGS
E 003-000-520270		TRAINING	$27.37	STM 050223	KOR CONF DINNER
E 003-000-520270		TRAINING	$19.83	STM 050223	KOR CONF DINNER
E 001-001-520870		TREE BOARD	$35.85	STM 050223	ARBOR DAY SUPPLIES
E 003-000-520270		TRAINING	$281.65	STM 050223	KOR CONF HOTEL
E 002-022-520600		VEHICLE EXPENSES	$29.47	STM 050223	TAG FOR #23B
E 003-000-520270		TRAINING	$225.00	STM 050223	KOR CONF JEN
E 028-000-531160		LARGE TOOLS & EQUIP	$15.74	STM 050223	UTILITY LIGHTS FOR #23B
E 002-023-521010		OFFICE SUPPLIES	$32.63	STM 050223	T.P.
E 001-004-521010		OFFICE SUPPLIES	$32.39	STM 050223	COFFEE & DIVIDERS
E 004-042-521010		OFFICE SUPPLIES	$76.96	STM 050223	COFFEE & DIVIDERS
E 004-042-521080		TOOLS & MINOR EQUIP	$230.50	STM 050223	NITRILE GLOVES
E 001-004-521010		OFFICE SUPPLIES	$12.11	STM 050223	TOOTSIE ROLLS
E 001-004-520600		VEHICLE EXPENSES	$218.04	STM 050223	SOFTWARE FOR EQUIPMENT & VEHICLE REPAIRS
E 001-004-521010		OFFICE SUPPLIES	$24.78	STM 050223	OFFICE SUPPLIES
E 004-042-521080		TOOLS & MINOR EQUIP	$234.98	STM 050223	STEEL JACK
		Total	$2,407.45		
35593	05/22/23	**WEIS FIRE & SAFETY EQUIPMENT**			
E 001-003-521231		FIRE EQUIPMENT	$1,255.46	190553	PUMP TESTING
		Total	$1,255.46		
35594	05/22/23	**WENDT, ASHLIE**			
E 015-153-520780		REFUND EXPENSE	$27.50	52669309	REFUND PONY
		Total	$27.50		
35595	05/22/23	**WUTHNOW HEATING & AIR. LLC**			
E 001-013-520610		BUILDING MAINTENANC	$1,292.74	3641	SPRING AC SERVICE CC, GREENHOUSE, BANDSHELL, SR CENTER

*Check Detail Register©

Batch: 052223PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 015-157-520610		BUILDING MAINTENANC	$1,197.75	3642	SPRING AC SERVICE CC, GREENHOUSE, BANDSHELL, SR CENTER
E 001-006-520610		BUILDING MAINTENANC	$424.40	3643	SPRING AC SERVICE CC, GREENHOUSE, BANDSHELL, SR CENTER
E 001-001-520720		BAND SHELL MAINTENA	$159.60	3644	SPRING AC SERVICE CC, GREENHOUSE, BANDSHELL, SR CENTER
		Total	$3,074.49		
35596	05/22/23	**XEROX FINANCIAL SERVICES**			
E 013-131-520700		RENT-CONTRACTS-MAI	$115.01	4079328	COPY MACHINE LEASE/COPIES
E 001-002-520700		RENT-CONTRACTS-MAI	$249.15	4215640	COPIER
E 001-004-521010		OFFICE SUPPLIES	$158.07	4221629	COPIER 4/24-5/23 LEASE
E 001-008-520970		MISCELLANEOUS SERVI	$58.44	4229388	COPIER LEASE 4/25-5/27/23
E 001-011-520970		MISCELLANEOUS SERVI	$58.43	4229388	COPIER LEASE 4/25-5/27/23
		Total	$639.10		
35597	05/22/23	**ZOOK, KARI**			
E 001-008-520270		TRAINING	$263.96	STM 050823	MILEAGE - KS. PRESERVATION CONF. INDEPENDENCE
		Total	$263.96		
		002000 Astra Bank checking	$206,532.32		

Fund Summary

002000 Astra Bank checking	
001 GENERAL FUND	$38,914.53
002 WATER FUND	$21,436.48
003 RECYCLING FUND	$7,390.36
004 SEWER FUND	$5,036.78
005 AIRPORT FUND	$41,138.61
013 TOURISM & CONVENTION FUND	$7,311.68
014 SPECIAL STREET FUND	$1,983.25
015 RECREATION COMMISSION	$18,178.08
020 EQUIPMENT RESERVE FUND	$44,481.81
028 EQUIPMENT RESERVE - WATER	$15.74
036 SPECIAL REVENUE LIB-POOL RENOV	$13,145.00
046 LAND BANK FUND	$7,500.00
	$206,532.32

CITY OF ABILENE

*Check Detail Register©

Batch: MANUAL051123

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
002000 Astra Bank checking					
35511	05/11/23	**EVERGY**			
E 001-001-520610		BUILDING MAINTENANC	$2,092.38	M103549814	MOVE METER SERVICE FOR BALL COMPLEX/REMOVE EXISTING POLE
		Total	$2,092.38		
		002000 Astra Bank checking	$2,092.38		

Fund Summary

002000 Astra Bank checking	
001 GENERAL FUND	$2,092.38
	$2,092.38

City of Abilene
Payroll Expenditures Report
05/12/2023 PR #10

PAYROLL CODE		TOTALS			
	NET SALARIES	$	100,041.30		
051 & 501	OASDI - CITY/EMPLOYEE	$	17,512.38		
049 & 502	MEDICARE - CITY/EMPLOYEE	$	4,095.50		
001	FEDERAL WITHHOLDING - EMPLOYEE	$	11,418.81		
503	KPERS - CITY	$	7,539.90		
056, 057, 059	KPERS EMPLOYEE	$	4,797.38	**$**	**12,337.28**
054	KPERS BUYBACK	$	235.40		
505	KPERS RETIREE/EMPLOYER	$	-		
153	KPERS GROUP LIFE - EMPLOYEE	$	168.94		
504	KPF - CITY	$	14,964.43		
61	KPF EMPLOYEE	$	4,680.49	**$**	**19,644.92**
155	KPF GROUP LIFE- EMPLOYEE	$	102.85		
105 & 540	FTC 457 - CITY/EMPLOYEE	$	1,285.00		
204	LPL FINANCIAL 529 - EMPLOYEE	$	50.00		
110	LPL FINANCIAL SAVINGS - EMPLOYEE	$	175.00		
130 & 530	ICMA 457 CITY/EMPLOYEE	$	-		
005	STATE TAX - EMPLOYEE	$	6,439.73		
120	AFLAC After Tax D&L - EMPLOYEE	$	256.94		
170	AFLAC Before Tax INSURANCE - EMPLOYEE	$	508.68		
102	VISION CARE DIRECT-VISION PLAN EMPLOYEE	$	200.89		
104	VSP VISION PLANS - EMPLOYEE	$	130.09		
140	HEALTH INSURANCE - EMPLOYEE	$	7,223.86		
510	HEALTH INSURANCE - CITY	$	22,849.57	**$**	**30,073.43**
103	HEALTH SAVINGS ACCOUNT - EMPLOYEE	$	630.00		
506	HEALTH SAVINGS ACCOUNT - CITY	$	262.50		
111 & 520	IMPACT SPORTS & FITNESS- CITY/EMPLOYEE	$	359.76		
114 & 560	ABILENE PHYSICAL THERAPY - CITY/EMPLOYEE	$	-		
215	KS Support order- EMPLOYEE	$	392.25		
209	KS Support order- EMPLOYEE	$	-		
206	CA Support order - EMPLOYEE	$	-		
150	FLEXIBLE SPENDING ACCOUNT - EMPLOYEE	$	842.09		
121	POLICE & FIREMENS INS. - EMPLOYEE	$	20.92		
211	GARNISHMENT - EMPLOYEE	$	-		
	TOTAL PAYROLL EXPENDITURES	**$**	**207,184.66**		