

CITY OF TONGANOXIE

August 3, 2020
7:00 Regular Meeting



REMOTE MEETING – See City of Tonganoxie website at www.tonganoxie.org for more information. There may be an audio recording of the meeting which will be utilized to prepare the meeting minutes.

Honorable David Frese, Mayor

Council Members

Rocky Himpel

Jacob Dale

Lisa Patterson

Loralee Stevens

Chris Donnelly

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Approval of Minutes – Regular meeting dated July 20, 2020

III. Consent Agenda

- a) Review bill payments

IV. Open Agenda

Open agenda is not available during this meeting. Comments received by the City Clerk or emailed to info@tonganoxie.org by 1:00 PM on the date of the meeting will be reviewed and possibly shared for review by the Governing Body.

V. Old Business

VI. New Business

- a) Public Hearing: Consideration of the Proposed 2021 Budget as Published
- b) Consider Adoption of the 2021 Budget
- c) Ordinance 1489: Issuance of Industrial Revenue Bonds in an Amount Not to Exceed \$310,000 for B&L Venture Group
- d) Consider Approval of Repairs to Water Production Well Pumps
- e) Consider Request to Utilize City Facilities for Hunter Safety Education Course in Fall 2020
- f) City Manager Agenda
 - 1. CARES Act Spending Plan and Discussions with Leavenworth County, Kansas Update
 - 2. Urgent Needs Grant Update
- g) City Attorney Agenda
- h) Mayor Pro Tem Agenda
- i) City Council Agenda
- j) Mayor Agenda

VII. Information & Communications (No Action Required)

VIII. Adjourn

City Council Meeting Minutes
July 20, 2020
7:00 PM Regular Meeting

I. Pledge of Allegiance

- Mayor Frese opened the meeting at 7:00 p.m. and led the pledge of allegiance.
- Mayor Frese, Ms. Patterson, Mr. Himpel, Ms. Stevens, and Mr. Dale participated via Zoom. Mr. Donnelly was absent. City Manager George Brajkovic, Assistant City Manager Dan Porter, and City Attorney Anna Krstulic also participated via Zoom.

II. Approval of Minutes – Regular meetings dated June 15, 2020 & July 6, 2020

- **Mr. Himpel made a motion to approve minutes from the regular meetings dated June 15, 2020 & July 6, 2020.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

III. Consent Agenda

- a) Review bill payments
- **Mr. Himpel made a motion to approve the consent agenda.**
- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

IV. Open Agenda

- No open agenda comments were submitted at this meeting.

V. Old Business

- a) Ordinance 1487: Acceptance and Use of Coronavirus Relief Funds by the City of Tonganoxie
- Mr. Brajkovic described the ordinance and proposed spending plan for the City's share of CARES Act funding.
- Mayor Frese asked if funds could be dedicated to expansion of sidewalk infrastructure.
- Mr. Brajkovic replied that sidewalk infrastructure does not fit in any eligible category for permitted use of CARES Act funding.
- Ms. Stevens said that she supports utilizing the funding not yet allocated in the draft spending plan to increase the amount of small business grant opportunities.
- Ms. Patterson agreed.
- Mr. Dale asked if more personal protective equipment is needed.
- Mr. Brajkovic replied that he is working closely with local and County public safety departments to monitor needs, and more funding can be allocated to this category of the spending plan.
- **Ms. Stevens made a motion to approve Ordinance 1487 relating to the acceptance and use of CARES Act funding by the City.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

VI. New Business

- a) Consider Authorization of Change Order #1 to the Construction Services Contract with Infrastructure Solutions, LLC for the 2019 Aerial Sanitary Sewer Repair Project Utilizing CDBG Urgent Need Grant Funds
- Mr. Brajkovic said that unexpected erosion near the recently installed aerial sanitary sewer crossing resulted in the proposal from the project engineer to add additional erosion control measures to the eroded area. He added that the activities contained in the Change Order are within the scope of the current construction

contract and the additional cost would be fully covered by the CDBG Urgent Need Grant proceeds without requiring the approval of the Kansas Department of Commerce.

- Mr. Himpel said that there was a mistake on the agenda title and the Change Order for the project was Change Order #2.
- Mr. Brajkovic said that the first change order for the project had no cost impact and was a minor project schedule adjustment.
- **Mr. Himpel made a motion to authorize Change Order #2 to Contract 19-1330L with Infrastructure Solutions, LLC for the 2019 Aerial Sanitary Sewer Repair project funded via the CDBG Urgent Need Grant proceeds.**
- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

b) Ordinance 1488: Authorizing a Special Use Permit for a Home Based Dog Grooming Business at 615 E 8th Street

- Mr. Brajkovic introduced the item and said that the Planning Commission unanimously recommended approval with conditions set forth in the staff report.
- Ms. Krstulic described the conditions included within Ordinance 1488.
- **Mr. Dale made a motion to approve Ordinance 1488, accepting the Planning Commission's recommendation for approval of a special use permit for a home based dog grooming business at 615 E 8th Street.**
- **Mr. Himpel seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

c) Resolution 07-20-01: Authorizing 2020 Bridge Inspection Contract with BG Consultants, Inc.

- Mr. Brajkovic introduced the item.
- **Ms. Stevens made a motion to approve Resolution 07-20-01, authorizing the expense to conduct the City's biennial bridge inspections in the amount not to exceed \$3,500.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

d) City Manager Agenda

1. Urgent Needs Grant Update

- Mr. Brajkovic said that he provided the project status in detail earlier in the meeting.

e) City Attorney Agenda

f) Mayor Pro Tem Agenda

g) City Council Agenda

- Ms. Patterson thanked the Public Works Department employees for doing a great job improving the look of the water production building located near the intersection of 4th Street and the Public Works Facility driveway.

h) Mayor Agenda

- Mayor Frese said that he spoke with Good Shepherd Thrift Store about potentially administering CARES Act grants. They are interested but want to know more about the requirements before making a final decision.

VII. Information & Communications (No Action Required)

VIII. Adjourn

- **Ms. Patterson made a motion to adjourn the meeting.**
- **Mr. Dale seconded the motion.**

- **Roll call vote of all ayes, motion carried.**
- **Meeting adjourned at 8:02 p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager

DRAFT



City of Tonganoxie, KS

Check Report

Date Range: 07/16/2020 - 07/28/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
0793	LEAVENWORTH COUNTY TREASURER	07/16/2020	Regular	0	1740538.43	47736
0415	LITTLE JOE'S ASPHALT, INC.	07/17/2020	Regular	0	66322.2	47752
0056	BLUE CROSS AND BLUE SHIELD	07/17/2020	Regular	0	41330.22	47739
0059	Kansas City Board of Public Utilities	07/17/2020	Regular	0	26185.96	47747
0641	TYLER TECHNOLOGIES	07/17/2020	Regular	0	6859	47759
0216	GOULD EVANS PC	07/17/2020	Regular	0	4945	47745
0399	LEAVENWORTH ASPHALT MATERIALS	07/17/2020	Regular	0	3261.52	47750
0813	FREESTATE ELECTRIC COOPERATIVE	07/17/2020	Regular	0	1528	47744
0373	Kansas Health and Environmental Laboratories	07/17/2020	Regular	0	1398	47748
0098	CITY OF BASEHOR	07/17/2020	Regular	0	1100	47740
0414	LINK-LITE NETWORKING, INC.	07/17/2020	Regular	0	650	47751
1151	Progressive Microtechnology Inc	07/17/2020	Regular	0	495	47755
0046	BAY BRIDGE ADMINISTRATORS, LLC	07/17/2020	Regular	0	493.88	47738
0857	MIDCONTINENT COMMUNICATIONS	07/17/2020	Regular	0	467.74	47753
0555	RICOH USA, INC.	07/17/2020	Regular	0	379.53	47758
0692	ZEP MANUFACTURING COMPANY	07/17/2020	Regular	0	282.31	47760
0111	COLEMAN EQUIPMENT INC	07/17/2020	Regular	0	263.97	47742
0015	ALL SEASONS CAR WASH	07/17/2020	Regular	0	225.18	47737
0542	QUILL	07/17/2020	Regular	0	175.37	47756
1042	Foley Equipment	07/17/2020	Regular	0	173.19	47743
1002	PRAIRIE FIRE SIGNS AND GRAPHICS	07/17/2020	Regular	0	166.46	47754
0932	RED WING SHOES	07/17/2020	Regular	0	120	47757
0110	CODE PUBLISHING INC	07/17/2020	Regular	0	109.5	47741
0239	HERITAGE TRACTOR, INC.	07/17/2020	Regular	0	82.08	47746
0360	KEY EQUIPMENT & SUPPLY CO	07/17/2020	Regular	0	10.57	47749
0414	LINK-LITE NETWORKING, INC.	07/17/2020	Regular	0	-650	47751

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	25	0.00	1,897,563.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-650.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	30	26	0.00	1,896,913.11

All Bank Codes Check Summary

Payment Type	Payable	Payment	Discount	Payment
	Count	Count		
Regular Checks	30	25	0.00	1,897,563.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-650.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	30	26	0.00	1,896,913.11

Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	7/2020	1896913.11
			1896913.11



Office of the City Manager
AGENDA STATEMENT

DATE: August 3, 2020
To: Honorable Mayor David Frese and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Public Hearing for Setting the Tax Levy and Potentially Adopting the 2021 Budget

DISCUSSION:

In order to formally adopt the 2021 budget, the City Council must first hold a public hearing to allow comments on the proposed budget. Once the public hearing is concluded the City Council can continue with discussion on proposed budget initiatives and will have the option to conclude the annual budget approval process by making a motion to adopt the 2021 budget as presented and set the property tax levy.

The development of the 2021 budget included numerous opportunities for policy direction from the Governing Body and input from residents of Tonganoxie. Dedicated public hearing opportunities were held on June 15 and July 6 and staff also analyzed & presented the results of an online survey tool offered to utility customers. Following the Spring Retreat, the Governing Body convened for a Capital Maintenance & Improvement Projects work session, heard the City Manager's Proposed Budget at the June 1 regular meeting, and held four additional budget work sessions in the months of June and July. The maximum expenditure budget authority proposed in 2021 in the State Budget forms totals \$8,690,056, which is a decrease of 3.1% from 2020. The total planned expenditures for all funds (including non-budgeted) in 2021 is \$8,706,375, which is a decrease of 6% from 2020. The total property tax levy is \$2,218,320, which is an increase of 8% over the total tax levy in 2020. The increase in property tax revenue represents the entirety of collections from all newly annexed properties within the City limits, the difference in collections from properties changed in use, and the effect of increased assessed valuation of existing properties by the Leavenworth County Appraiser. The total property tax revenue also includes \$385,002 collected by the City and remitted directly to the Tonganoxie Public Library to support operations and employee benefits at the Tonganoxie Public Library.

Programmed use of the 3/4 cent Infrastructure Sales Tax is a key component of the 2021 budget. \$262,900 is dedicated towards the debt service commitments associated with the City's \$3.75M investment in the Tonganoxie Public Library facility completed in 2020. In addition, \$105,000 is allocated towards the fourth consecutive year of additional funding for increased levels of maintenance and preservation of City street infrastructure and \$55,000 is allocated to assist in funding a project to improve the Church Street Bridge. This set of strategic investments continues to focus on the City's diverse infrastructure maintenance needs. The City's Capital Projects Fund, which receives the City's share of the Leavenworth County Sales & Use tax, is also primarily dedicated to supporting infrastructure & equipment investments in 2021, including the majority of the funding planned for replacement of the Church Street Bridge.

Some of the major initiatives included for funding in the 2021 General Fund budget include rewarding high performance by making a 3% merit pool available to full time City employees, redesigning the City's website to improve communication & transparency, updating the City's Municipal Court software to integrate with other business process platforms, completing a compensation analysis, and supporting the Tonganoxie Arts Council & Tonganoxie Historical Society through either direct funding or updates to directional signage.

The budget for the City's utility funds includes support for replacement of several key pieces of equipment in order to ensure continuation of service provision and allow the City to maintain desired levels of fund balance in enterprise funds. Initiatives include replacement of a mini excavator, replacement of two 2011 F-250 Utility Service Trucks, and replacement of high service water pumps at the City's water production facility. Public Safety capital funds are anticipated to leverage City funds with support from outside organizations or grants. Planned improvements to the City's firing range, which is utilized for Police Department training, will be mostly funded by donations from outside organizations and the Fire Department plans to apply for a federal grant to acquire over \$230,000 in funding for purchasing air-packs.

ACTION NEEDED:

1. Conduct a public hearing for consideration of the property tax levy and 2021 budget as shown in the attached published notice of public hearing.
2. Consider making a motion to approve the proposed 2021 budget & level of property tax revenue to be included in the property tax levy, as shown on the attached budget certificate.

ATTACHMENTS:

Notice of Public Hearing – 2021 Proposed Budget
2021 Budget Certificate
Property Tax Lid Calculations – 2021 Budget
2021 Proposed Library Budget
2021 Pay Ranges by Position

cc: George Brajkovic, City Manager
Kent Heskett, Public Works Director
John Zimbelman, Fire Chief
Greg Lawson, Police Chief
Darren Shupe, Water Park Manager

Computation to Determine Limit for 2021

	Amount of Levy
1. Total tax levy amount in 2020 budget	+ \$ <u>2,047,209</u>
2. Library levy in 2020 budget	- \$ <u>355,337</u>
Other tax entity levy in 2020 budget	- \$ <u>0</u>
3. Net tax levy	\$ <u>1,691,872</u>

Percentage Adjustments

4. New improvements, remodeling and renovations for 2020 :	+ <u>1,696,910</u>	
5. Increase in personal property for 2020 :		
5a. Personal property 2020	+ <u>336,936</u>	
5b. Personal property 2019	- <u>348,866</u>	
5c. Increase in personal property (5a minus 5b)	+ <u>0</u>	
		(Use Only if > 0)
6. Valuation of annexed territory for 2020 :		
6a. Real estate	+ <u>0</u>	
6b. State assessed	+ <u>0</u>	
6c. New improvements	+ <u>0</u>	
6d. Total adjustment (sum of 6a, 6b, and 6c)	+ <u>0</u>	
7. Valuation of property that has changed in use during 2020 :	+ <u>116,141</u>	
8. Expiration of property tax abatements	+ <u>0</u>	
9. Expiration of TIF, Rural Housing, and NR Districts (Incremental assessed value over base)	+ _____	
10. Total valuation adjustment (sum of 4, 5c, 6d, 7, 8 & 9)	<u>1,813,051</u>	
11. Total estimated valuation July 1, 2020	<u>48,982,475</u>	
12. Percentage adjustment factor - Line 10 / (Line 11 - Line 10))	<u>0.0384</u>	
13. Percentage adjustment increase (12 times 3)		+ \$ <u>65,030</u>
14. Consumer Price Index for all urban consumers for calendar year 2019 (5 year average)		<u>1.80%</u>
15. Consumer Price Index adjustment (Line 3 times Line 14)		\$ <u>30,454</u>
16. Total Percentage Adjustments		\$ <u>95,484</u>

Revenue Adjustments

17. Property tax revenues for debt service in 2021 budget:	+ <u>477,825</u>
Property tax revenues for debt service in 2020 budget:	- <u>440,961</u>
Increased property tax revenues spent on debt service	<u>36,864</u>
18. Property tax revenues spent for public building commission and lease payments in the 2021 budget: (Obligations must have been incurred prior to July 1, 2016)	+ <u>0</u>

(Do not include amounts already reported in debt service levy)

Property tax revenues spent for public building commission and lease payments in the 2020 budget:	-	<u>0</u>	
Increase property tax revenues spent on public building commission and lease payments		<u>0</u>	
19. Property tax revenues spent on special assessments in the 2021 budget: (Do not include amounts already reported in debt service levy)	+	<u>0</u>	
20. Property tax revenues spent on court judgments or settlements and associated legal costs in the 2021 budget:	+	<u>0</u>	
21. Property tax revenues spent on Federal or State mandates (effective after June 30, 2015) and loss of funding from Federal sources after January 1, 2017 in the 2021 budget:	+	<u>0</u>	
22. Property tax revenues spent on expenses related to disaster or Federal Emergency in the 2021 budget:	+	<u>0</u>	
23. Law enforcement expenses - 2021 budget:	+	<u>1,202,143</u>	
Law enforcement expenses - 2020 budget:	-	<u>1,227,692</u>	
CPI adjustment 1.80%		<u>22,098</u>	
Increased law enforcement expenses in 2021 budget: (Do not include building construction or remodeling costs)			+
			<u>0</u>
24. Fire protection expenses - 2021 budget:	+	<u>789,889</u>	
Fire protection expenses - 2020 budget:	-	<u>743,010</u>	
CPI adjustment 1.80%		<u>13,374</u>	
Increased fire protection expense in 2021 budget: (Do not include building construction or remodeling costs)			+
			<u>33,505</u>
25. Emergency medical expenses - 2021 budget:	+	<u>0</u>	
Emergency medical expenses - 2020 budget:	-	<u>0</u>	
CPI adjustment 1.80%		<u>0</u>	
Increased emergency medical expenses in 2021 budget: (Do not include building construction or remodeling costs)			+
			<u>0</u>
26. Total Revenue Adjustments			<u>70,369</u>
Levies on Behalf of Another Political or Governmental Subdivision			
27. Library Levy - 2021 budget:	+	<u>385,002</u>	
Other tax entity levy - 2021 budget:	+	<u>0</u>	
Other tax entity levy - 2021 budget:	+	<u>0</u>	
28. Total Levies on Behalf of Another Political or Governmental Subdivision	+		<u>385,002</u>
29. Levy for Dissolved Taxing Entity (Only Use the First Year After Dissolved)	+		<u>0</u>
30. Total Computed Tax Levy			<u>2,242,727</u>



TONGANOXIE
PUBLIC LIBRARY

General Fund

Starting balance: \$0

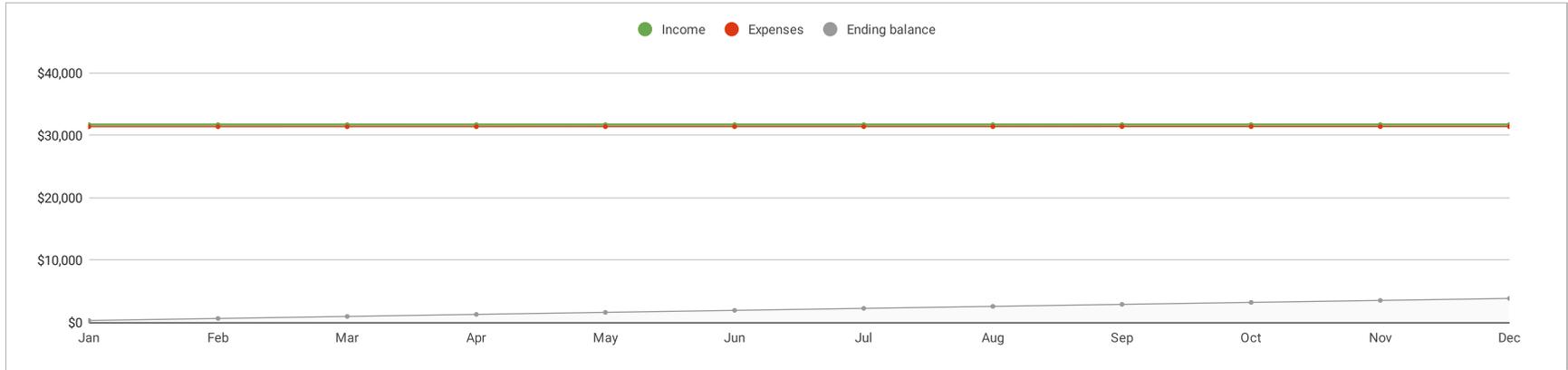


Expenses

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average	2020 Budget	Increase (Decrease) from 2020 Budget
Salaries	Monthly totals: 2% Increase in Salaries	\$16,613	\$16,614	\$16,614	\$16,615	\$16,615	\$16,616	\$16,616	\$16,616	\$16,617	\$16,617	\$16,617	\$16,617	\$199,385	\$16,615	\$193,005	\$6,380
	FT Library Director	\$4,368	\$4,368	\$4,368	\$4,368	\$4,368	\$4,369	\$4,369	\$4,369	\$4,369	\$4,369	\$4,369	\$4,369	\$52,423	\$4,369	\$51,395	\$1,028
	FT Catalog/Acquisitions Manager	\$2,981	\$2,981	\$2,981	\$2,981	\$2,981	\$2,981	\$2,981	\$2,981	\$2,981	\$2,981	\$2,981	\$2,981	\$35,772	\$2,981	\$35,071	\$701
	FT Circulation and Volunteer Coordinator	\$2,476	\$2,477	\$2,477	\$2,477	\$2,477	\$2,477	\$2,477	\$2,477	\$2,477	\$2,477	\$2,477	\$2,477	\$29,723	\$2,477	\$29,140	\$583
	FT Children and Adult Program Coordinator	\$2,463	\$2,463	\$2,463	\$2,464	\$2,464	\$2,464	\$2,464	\$2,464	\$2,464	\$2,464	\$2,464	\$2,464	\$29,565	\$2,464	\$28,985	\$580
	PT IT Manager	\$992	\$992	\$992	\$992	\$992	\$992	\$992	\$992	\$992	\$992	\$992	\$992	\$11,902	\$992	\$11,669	\$233
	Part Time Staffing	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,334	\$3,334	\$3,334	\$3,334	\$40,000	\$3,333	\$36,745	\$3,255
Operations	Monthly totals:	\$14,793	\$14,792	\$14,793	\$14,793	\$14,797	\$14,797	\$14,797	\$14,798	\$14,803	\$14,803	\$14,803	\$14,803	\$177,575	\$14,798	\$165,597	\$11,978
	Audit	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,000	\$500	\$5,000	\$1,000
	Internet	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$334	\$334	\$334	\$334	\$4,000	\$333	\$7,000	-\$3,000
	Advertising	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000	\$250	\$2,000	\$1,000
	Building Maintenance	\$666	\$666	\$666	\$666	\$667	\$667	\$667	\$667	\$667	\$667	\$667	\$667	\$8,000	\$667	\$5,514	\$2,486
	Chieftain Cafe	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$4,800	\$400	\$4,800	\$0
	Collection Development	\$4,741	\$4,741	\$4,741	\$4,741	\$4,742	\$4,742	\$4,742	\$4,742	\$4,742	\$4,742	\$4,742	\$4,742	\$56,900	\$4,742	\$48,800	\$8,100
	Directors Discretionary Fund	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$209	\$209	\$209	\$209	\$2,500	\$208	\$1,500	\$1,000
	Copier Expenses	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$7,000	\$583	\$10,000	-\$3,000
	Courier	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$234	\$234	\$234	\$234	\$2,800	\$233	\$2,800	\$0
	Grant Projects	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$584	\$584	\$584	\$584	\$7,000	\$583	\$9,500	-\$2,500
	Insurance	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$5,500	\$458	\$1,000	\$4,500
	Office Supplies	\$666	\$666	\$666	\$666	\$667	\$667	\$667	\$667	\$667	\$667	\$667	\$667	\$8,000	\$667	\$6,000	\$2,000
	Postage	\$41	\$41	\$41	\$41	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$500	\$42	\$500	\$0
	Professional Dues	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600	\$50	\$500	\$100
	Professional Services	\$1,160	\$1,160	\$1,160	\$1,160	\$1,160	\$1,160	\$1,160	\$1,160	\$1,160	\$1,160	\$1,160	\$1,160	\$13,920	\$1,160	\$13,920	\$0
	Programs	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,000	\$500	\$4,458	\$1,542
	Technology Services	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275	\$1,276	\$1,276	\$1,276	\$1,276	\$1,276	\$15,305	\$1,275	\$15,305	\$0
	Telephone	\$270	\$270	\$271	\$271	\$271	\$271	\$271	\$271	\$271	\$271	\$271	\$271	\$3,250	\$271	\$3,000	\$250
	Training and Travel	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$209	\$209	\$209	\$209	\$2,500	\$208	\$1,000	\$1,500
	Utilities	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$10,000	\$833	\$13,000	-\$3,000
	Rebranding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	-\$10,000
	Transfer to capital improvement	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$10,000	\$833	\$0	\$10,000



TONGANOXIE
PUBLIC LIBRARY



Summary

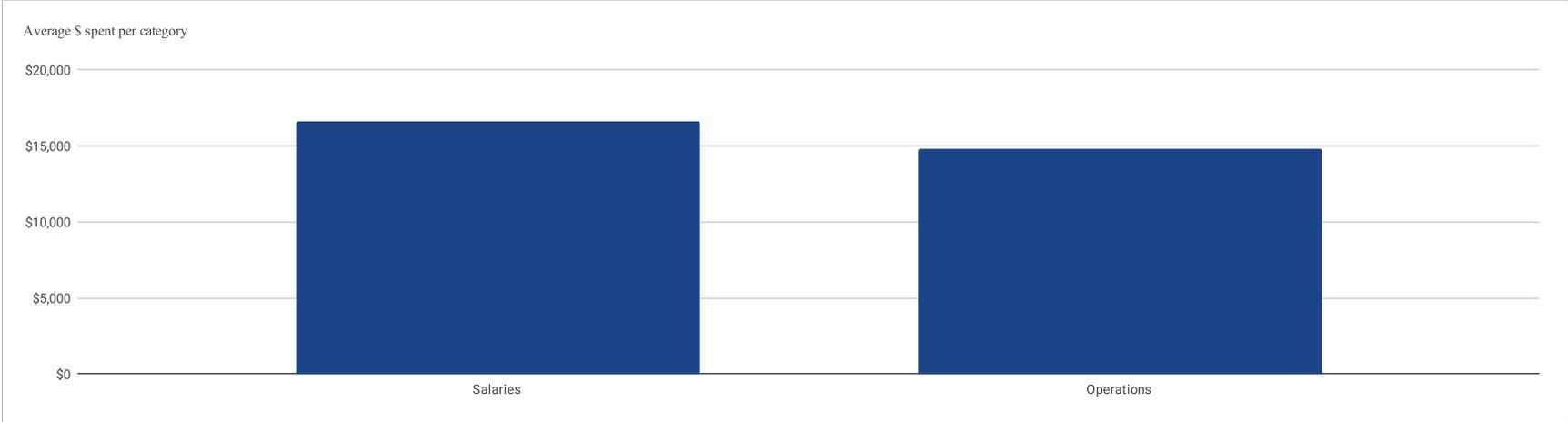
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Income	\$31,733	\$31,733	\$31,734	\$31,734	\$31,735	\$31,735	\$31,735	\$31,735	\$31,737	\$31,737	\$31,739	\$31,741	\$380,828	\$31,736
Expenses	\$31,405	\$31,406	\$31,407	\$31,408	\$31,412	\$31,413	\$31,413	\$31,414	\$31,420	\$31,420	\$31,420	\$31,420	\$376,960	\$31,413
Net savings [1]	\$327	\$327	\$327	\$326	\$323	\$322	\$322	\$321	\$317	\$317	\$319	\$321	\$3,867	\$322
Ending balance [2]	\$327	\$654	\$981	\$1,307	\$1,630	\$1,951	\$2,273	\$2,594	\$2,911	\$3,228	\$3,547	\$3,867		\$2,106

Income

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Miscellaneous and Gi	\$4,668	\$4,668	\$4,668	\$4,668	\$4,668	\$4,668	\$4,668	\$4,668	\$4,670	\$4,670	\$4,671	\$4,672	\$56,027	\$4,669
Tax Income	\$27,065	\$27,065	\$27,066	\$27,066	\$27,067	\$27,067	\$27,067	\$27,067	\$27,067	\$27,067	\$27,068	\$27,069	\$324,801	\$27,067

Expenses

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Salaries	\$16,613	\$16,614	\$16,614	\$16,615	\$16,615	\$16,616	\$16,616	\$16,616	\$16,617	\$16,617	\$16,617	\$16,617	\$199,385	\$16,615
Operations	\$14,793	\$14,792	\$14,793	\$14,793	\$14,797	\$14,797	\$14,797	\$14,798	\$14,803	\$14,803	\$14,803	\$14,803	\$177,575	\$14,798





TONGANOXIE
PUBLIC LIBRARY

Employee Benefit Fund

Starting balance: \$0



Income

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average	2020 Budget	Increase (Decrease) from 2020 Budget
Tax Income	Monthly totals:	\$8,686	\$8,686	\$8,686	\$8,686	\$8,687	\$8,689	\$8,689	\$8,689	\$8,691	\$8,691	\$8,691	\$8,691	\$104,262	\$8,689	\$97,504	-\$6,758
	Ad Valorum	\$7,796	\$7,796	\$7,796	\$7,796	\$7,796	\$7,796	\$7,796	\$7,796	\$7,797	\$7,797	\$7,797	\$7,797	\$93,556	\$7,796		
	Commercial	\$11	\$11	\$11	\$11	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$140	\$12		
	Large Truck	\$1	\$1	\$1	\$1	\$1	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$19	\$2		
	Motor Vehicle	\$868	\$868	\$868	\$868	\$868	\$869	\$869	\$869	\$869	\$869	\$869	\$869	\$10,423	\$869		
	Rec	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$11	\$11	\$11	\$11	\$124	\$10		

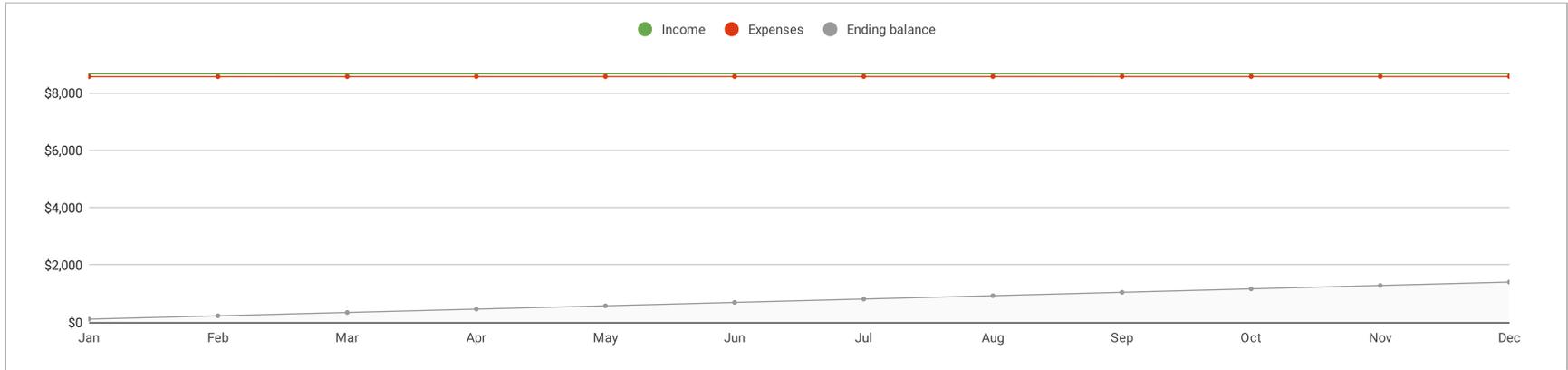


Expenses

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average	2020 Budget	Increase (Decrease) from 2020 Budget
Office/General Administrative																
Monthly totals: <i>With 2% Salary Increase</i>	\$8,569	\$8,569	\$8,570	\$8,570	\$8,571	\$8,571	\$8,572	\$8,572	\$8,572	\$8,572	\$8,572	\$8,573	\$102,853	\$8,571	\$95,070	\$7,783
Health Benefits	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$75,000	\$6,250	\$66,853	\$8,147
FICA (7.65% of Total Salaries)	\$1,271	\$1,271	\$1,271	\$1,271	\$1,271	\$1,271	\$1,271	\$1,271	\$1,271	\$1,271	\$1,271	\$1,272	\$15,253	\$1,271	\$14,765	\$488
Retirement Benefits (FT Staff)	\$916	\$916	\$916	\$916	\$917	\$917	\$917	\$917	\$917	\$917	\$917	\$917	\$11,000	\$917	\$11,852	-\$852
Unemployment Insurance	\$62	\$62	\$62	\$62	\$62	\$62	\$63	\$63	\$63	\$63	\$63	\$63	\$750	\$63	\$750	\$0
Workman's Compensation	\$70	\$70	\$71	\$71	\$71	\$71	\$71	\$71	\$71	\$71	\$71	\$71	\$850	\$71	\$850	\$0



TONGANOXIE
PUBLIC LIBRARY



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Income	\$8,686	\$8,686	\$8,686	\$8,686	\$8,687	\$8,689	\$8,689	\$8,689	\$8,691	\$8,691	\$8,691	\$8,691	\$104,262	\$8,689
Expenses	\$8,569	\$8,569	\$8,570	\$8,570	\$8,571	\$8,571	\$8,572	\$8,572	\$8,572	\$8,572	\$8,572	\$8,573	\$102,853	\$8,571
Net savings [1]	\$117	\$117	\$116	\$116	\$116	\$118	\$117	\$117	\$119	\$119	\$119	\$118	\$1,409	\$117
Ending balance [2]	\$117	\$234	\$350	\$466	\$582	\$700	\$817	\$934	\$1,053	\$1,172	\$1,291	\$1,409		\$760

Income

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Tax Income	\$8,686	\$8,686	\$8,686	\$8,686	\$8,687	\$8,689	\$8,689	\$8,689	\$8,691	\$8,691	\$8,691	\$8,691	\$104,262	\$8,689

Expenses

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Office/General Administrative	\$8,569	\$8,569	\$8,570	\$8,570	\$8,571	\$8,571	\$8,572	\$8,572	\$8,572	\$8,572	\$8,572	\$8,573	\$102,853	\$8,571

Average \$ spent per category

\$8,000

\$6,000

\$4,000

\$2,000

\$0



Office/General Administrative

City of Tonganoxie 2021 Pay Ranges by Position

Position	Department	FLSA	Pay Range	
			Minimum	Maximum
Administrative Assistant	Administration	Non-Exempt	\$ 31,012	\$ 45,400
Assistant City Manager	Administration	Exempt	\$ 68,914	\$ 92,500
Building/Codes Inspector	Administration	Non-Exempt	\$ 40,915	\$ 58,583
Codes Inspector	Administration	Non-Exempt	TBD	TBD
City Manager	Administration	Exempt	Unclassified	
Deputy City Clerk	Administration	Non-Exempt	\$ 39,736	\$ 62,884
Deputy Fire Chief**	Fire	Non-Exempt	\$ 53,800	\$ 79,263
Fire Captain**	Fire	Non-Exempt	\$ 45,588	\$ 68,812
Fire Chief	Fire	Exempt	\$ 68,914	\$ 92,500
Firefighter**	Fire	Non-Exempt	\$ 35,436	\$ 58,163
Police Chief	Police	Exempt	\$ 68,914	\$ 92,500
Police Corporal*	Police	Non-Exempt	\$ 42,566	\$ 62,439
Police Lieutenant*	Police	Non-Exempt	\$ 58,300	\$ 82,263
Police Officer*	Police	Non-Exempt	\$ 39,290	\$ 59,163
Police Records Clerk	Police	Non-Exempt	\$ 32,261	\$ 46,472
Police Sergeant*	Police	Non-Exempt	\$ 48,558	\$ 71,812
Police Trainee*	Police	Non-Exempt	\$ 29,125	\$ 42,273
Heavy Equipment Operator	Public Works	Non-Exempt	\$ 32,261	\$ 46,472
Laborer	Public Works	Non-Exempt Seasonal	\$ 23,982	\$ 33,060
Maintenance Worker I	Public Works	Non-Exempt	\$ 29,830	\$ 44,365
Maintenance Worker II	Public Works	Non-Exempt	\$ 32,261	\$ 49,472
Public Works Director	Public Works	Exempt	\$ 68,914	\$ 92,500
Public Works Foreman	Public Works	Non-Exempt	\$ 37,419	\$ 55,583
Utilities Superintendent	Public Works	Non-Exempt	\$ 49,717	\$ 74,400
Assistant Pool Manager	Water Park	Non-Exempt Seasonal	\$ 25,834	\$ 35,612
Pool Manager	Water Park	Exempt Seasonal	\$ 37,419	\$ 51,583

* - Annual compensation estimates based on 2,184 hours per year

** - Annual compensation estimates based on 2,756 hours per year



Office of the City Manager
AGENDA STATEMENT

DATE: August 3, 2020
To: Honorable Mayor David Frese and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Consider Approval of Water Production Well Pumps and Line Shafts Repairs

DISCUSSION:

The water production wells located near the City's Public Works facility includes two wells that contain pumps and a column-style pipe extending into the underground wells. These critical pieces of equipment enable the conveyance of water collected from the wells into the City's water production plant facility where it is later added into the City's distribution system. City staff recently noticed decreasing levels of performance from the well pumps and subsequently completed further inspection of the equipment to the limited extent possible that led to the clear conclusion that additional maintenance to the pumps and pipe shafts was required in order to improve performance. The most recent rebuild and refurbishment of this equipment was conducted in 2009.

The scope of the project will include disconnection and removal of the entire pump with a crane, transportation to the rehab facility location, disassembly, replacement or rehab of pump motor bearings & impellers, line shaft repairs, and complete reinstallation & testing. After one well pump is completely refurbished and confirmed to be fully operational the same procedure will be completed for the remaining well pump, which will by design allow for continuity of water supply from the wells.

Staff solicited quotes from 3 vendors for the aforementioned services and received two complete quotes, which are attached and also summarized in the table below. Based on the quotes received, staff recommend accepting the bid from KII Machine Shop, LLC for the project. KII Machine Shop, LLC was also the vendor that completed similar services for the City in 2009.

Quote Comparison

Vendor	Amount	Notes
KII Machine Shop, LLC	\$29,000.00	None.
Douglas Pump Service & C&B Equipment	\$29,706.00	None.

BUDGET IMPACT:

The City's Water Operations Fund and Water Capital Fund maintain adequate expenditure authority & levels of funds available in 2020 to accommodate a purchase up to the projected expenditure of \$29,000 for this project. Should another significant and unexpected repair be required at the Water Plant in 2020 the City may need to contemplate a budget amendment, but at this time no budget amendment is necessary.

ACTION NEEDED:

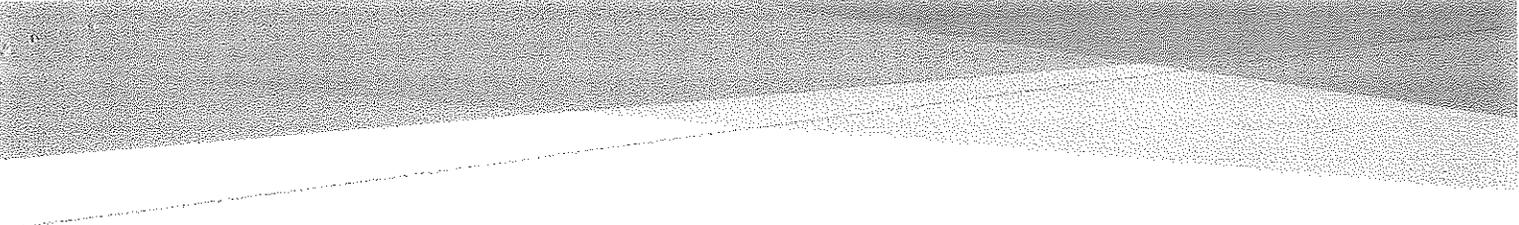
Make a motion to authorize staff to advance with the quote from KII Machine Shop, LLC for an amount not to exceed \$29,000.

ATTACHMENTS:

Photographs of Most Recent Rehab
Quote Documents (2)

cc: George Brajkovic, City Manager
Kent Heskett, Public Works Director

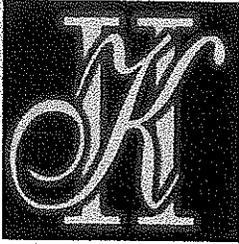




QUOTATION
City of Tonganoxie

We appreciate your time and consideration in using
KII Machine Shop LLC our company stands ready to meet your current and or future
needs.

If you have any questions, feel free to contact me at 913-775-1176



QUOTE

KII Machine Shop LLC

DATE: 07/24/2020

23193 227th Street
Leavenworth, KS. 66048
913-775-1176
killpumpguy@aol.com

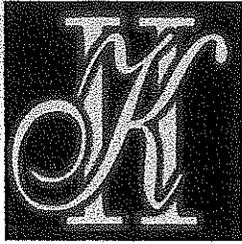
EXPIRATION DATE: 30 Days

TO Mr. Lloyd Wisdom/Utilities Superintendent
City of Tonganoxie
321 S Delaware/P O Box 326
Tonganoxie, Ks. 66086

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	This quote consists of the following and is priced per pump:		
2	Refurbish 2 Peerless vertical turbines		
	Repair to include:		
	1) Disconnect and remove drive motor		
	2) Remove complete pump including crane rental		
	3) Disassemble and inspect		
	4) Replace line shafts as required		
	5) Replace line shaft couplings as required		
	6) Replace enclosing tube connector bearings as required		
	7) Replace bowl bearings		
	8) Replace bowl and or impeller rings		

SUBTOTAL	
SALES TAX	
TOTAL	



QUOTE

KII Machine Shop LLC

DATE: 07/24/2020

23193 227th Street
 Leavenworth, KS. 66048
 913-775-1176
 kiipumpguy@aol.com

EXPIRATION DATE: 30 Days

TO Mr. Lloyd Wisdom/Utilities Superintendent
 City of Tonganoxie
 321 S Delaware/P O Box 326
 Tonganoxie, Ks. 66086

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
		14,500.00	
	This quote will be provided assuming the pump parts (bowls, impellers, column pipe and enclosing tubes) are re-useable. Total cost for the repairs on the well pumps will be PER PUMP *****		
*****	Our policy is to allow the customer to inspect and to approve parts after disassembled before any additional work is performed		
Warranty	This unit will be covered by our standard 60 warranty for defects of material or workmanship on parts only from startup date		
	We will guarantee that you receive the best possible product at the lowest possible cost		

Unit price listed per turbine.	SUBTOTAL	14,500.00
2 turbines result in total cost of \$29,000.00	SALES TAX	0.00
	TOTAL	14,500.00

Prepared By: Donald Kirby - Kirby Machine Shop LLC

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

**DOUGLAS PUMP SERVICE &
C&B Equipment**

4719 Merriam Drive
Overland Park, Kansas 66203
(913) 236-8222
Fax (913) 262-8992

PROPOSAL

PHONE	DATE
913-908-5134	7/21/2020
JOB NAME/LOCATION	Good for 45 days from this date.

To: Tonganoxie KS
Attn: Josh

DPS Job # _____

JOB DESCRIPTION: Well Pump

We are pleased to help with your pump needs. Service men will be sent to pull your pump to disassemble and inspect. Straighten and polish all line shafting. Trim impeller wear rings true and manufacture new case rings. Dynamic balance impellers. Install new bowl bushings, bowl shaft and eight line shaft bushings. Reassemble pump, reinstall and test run into system.

\$14,853.00
plus fgt

price for two pumps \$29,706.00
plus fgt

THIS PROPOSAL IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.



PROPOSED COST see above
NOTES: taxes not included
pricing good for 45 days
PROPOSED BY Billy Perry

Please sign and fax back your acceptance of the above listed pricing.

PO# _____ Date: _____

print name _____ signature _____

Date: 7/28/2020

Grant Liabilities

	Projection	Actual	Remaining
1b. Public Facilities Sewer Line Const	282,514.00	186,561.00	95,953.00
1h. Engineering Design	31,421.00	30,600.00	821.00
1i. Construction Inspection	23,565.00	19,167.00	4,398.00
3a. Grant Administration	10,000.00	7,999.37	2,000.63
		-	-
		-	-
		-	-
Subtotal Grant Costs	347,500.00	244,327.37	103,172.63

City Liabilities

	Projection	Actual	Remaining
Publications	500.00	380.00	120.00
Legal Services	2,000.00	2,500.00	(500.00)
			-
			-
Subtotal City Costs	2,500.00	2,880.00	(380.00)

	Budget	Actual	Balance Remaining
Total Project Liabilities	350,000	247,207	102,793

Total Costs	350,000.00	247,207.37	102,792.63
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