

**RUSSELL CITY COUNCIL MEETING**  
**City Hall - 133 W. 8<sup>th</sup> St. - Russell, Kansas**  
**Date: Tuesday, August 18, 2020, Time: 4:30 p.m.**

*To allow for proper social distancing to limit the spread of COVID-19, a limited number of people may attend the meeting in person. If you cannot attend in person or choose not to, you can watch the live-streamed event at <http://www.russellcity.org/274/GoTo-Meeting>.*

**CALL TO ORDER**

**INVOCATION/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PUBLIC COMMENTS**

Members of the public are welcome to use this time to make comments about City matters. (A maximum of five minutes) Public Comments may be presented in person or can be submitted in writing and emailed to [kayla@russellcity.org](mailto:kayla@russellcity.org). Please include your full name and address when submitting your written comment.

**PRESENTATIONS AND PUBLIC HEARINGS**

- 1) Kansas Association of Chiefs of Police Award Presentation
- 2) Public Hearing - 2021 Budget
- 3) Public Hearing - KDHE Loan for Water Production Plant A
- 4) Duke Johnson Swimming Pool Sound System Donation
- 5) Water Conservation Status
- 6) 2019 Audit

**CONSENT AGENDA**

- 1) Approval of August 4, 2020, Council Meeting minutes
- 2) Appropriation Ordinance No. A-08-20
- 3) Golf Board Appointment – Jim Pemberton expiring 2023
- 4) Risk Management Reserve Expenditure \$485.00 – Replacement Windshield
- 5) Risk Management Reserve Expenditure \$2,074.30 – Patrol Car Damage
- 6) Licenses:
  - a. Building  
Timber Siding Plus, 636 W 3<sup>rd</sup> St., Russell, KS

**UNFINISHED BUSINESS**

- 1) Adopt 2021 Budget
- 2) Resolution Authorizing Loan Application to KDHE for Water Improvements
- 3) Amendment to Bartlett & West Contract – Water Production Plant “A”

**NEW BUSINESS**

- 1) Accept 2019 Audit
- 2) Consider Coronavirus Relief Fund Resolution
- 3) Consider Donation for Sound System at Duke Johnson Swimming Pool
- 4) Sanitary Sewer Rehabilitation – Inflow and Infiltration

**DEPARTMENT REPORTS**

**PUBLIC COMMENTS**

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**EXECUTIVE SESSION**

- 1) Preliminary Discussions of the Acquisition of Real Property

**GOVERNING BODY/CITY MANAGER COMMENTS****ADJOURNMENT**

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In compliance with the Americans with Disabilities Act, the City of Russell will provide reasonable accommodations for all public meetings. Persons requiring accommodations in attending any of our public meetings should contact Katrina Woelk, City Clerk/ Finance Director, at 785.483.6311 a minimum of 48 hours before the meeting.

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CITY OF  
*Russell*

**August 4, 2020**

**Russell City Council Meeting – Minutes  
City Hall  
Russell, KS**

Mayor Mader called the City Council meeting to order at 4:30 PM with the following members in attendance: Councilmembers Madden, Cross, Stoppel, Wagner, Mitch Driscoll, Talbott, and Morrill.

The following staff members participated by virtual conference: City Clerk Katrina Woelk and Fire Chief Dylan Riedel. The Following staff members were present: City Manager Jon Quinday, Assistant City Manager Kayla Schneider, Electric Director Duane Banks, Electric Distribution Superintendent John Horesky, Public Works Director Rich Krause, and Police Chief Dale Weimaster.

**Approval of Agenda**

Councilmember Cross made a motion to approve the agenda and adding an additional document to item #5 under new business. Councilmember Wagner seconded. The motion carried unanimously.

**Public Comments**

None

**Presentations and Public Hearings**

1. Water Conservation Status

City Manager Quinday updated the council on the status of the City's wells and Big Creek.

2. Public Hearing – Dangerous Structure at 1404

Mayor Mader opened the public hearing. Diana Stiebens, property owner, stated she sold the property today. The house has been remodeled on the inside and is in good condition. She stated that the new owner was going to fix up the property. Building Official Roger Sells said the property remained in the same condition as shown in the pictures included in the packet. Mayor Mader closed the public hearing.

**Consent Agenda**

Councilmember Cross made a motion to approve the consent agenda. Councilmember Stoppel seconded. The motion carried unanimously.

## **Unfinished Business**

### **1. Resolution Ordering the Repair or Removal of Unsafe Structures at 1404 N Kansas.**

Councilmember Stoppel made a motion to approve the Resolution finding the structure(s) house and accessory buildings at 1404 N Kansas unsafe and direct the structure to be repaired or removed and the premises made safe and secure. Councilmember Cross seconded. The motion carried unanimously.

### **2. Airport Runway, Taxiway, and Apron Rehabilitation Project Contract Agreement.**

Councilmember Cross made a motion to approve the contract agreement for Airport Improvement Project No 3-20-0071-013-2020 with GDS, LLC in the amount of \$537,284.80. Cost of the project paid with grant funds. Councilmember Morrill seconded. The motion carried unanimously.

## **New Business**

### **1. Resolution to Abate a General Nuisance at 343 W 12<sup>th</sup> Street**

Councilmember Cross made a motion to approve the Resolution authorizing the removal of the nuisance(s) from 343 W 12<sup>th</sup> and providing the abatement costs, if any, incurred by the city shall be charged against the lots or parcels of ground on which the nuisance vehicle is located. Councilmember Stoppel seconded. The motion carried unanimously.

### **2. Consider Bids for Electric Distribution Bucket Truck**

Councilmember Wagner made a motion to authorize the Electric Department to proceed with purchasing a replacement Bucket Truck. Councilmember Cross seconded. The motion carried unanimously.

### **3. Consider Bids for Dump Truck**

Councilmember Madden made a motion to approve the purchase of 2021 International HV607 with dump box, snowplow and additional options from Summit Truck Co. in the amount of \$113,030.00. Councilmember Wagner seconded. The motion carried 5-2 with Councilmembers Talbott and Cross voting no.

### **4. Agreement for Capital Assistance Funds – Transit Bus Grant**

Councilmember Cross made a motion to authorize the Mayor to sign the Agreement for Capital Assistance funds #PT-1108-21 and all supporting

documents. Councilmember Wagner seconded. The motion carried unanimously.

## **5. Risk and Resilience Assessment and Emergency Response Plan Agreement**

Councilmember Cross made a motion to approve the Project Services Agreement with MunicipalH2O. Councilmember Stoppel seconded. The motion carried unanimously.

### **Department Reports**

#### **1. SPARK Direct Aid Planning**

City Manager Quinday updated Council on SPARK funds distribution

### **Public Comments**

None

### **Executive Session**

None

### **Adjournment**

Councilmember Cross made a motion to adjourn the meeting. Councilmember Wagner seconded the motion. The motion carried unanimously.

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Katrina Woelk, City Clerk

CITY OF RUSSELL  
 ACCOUNTS PAYABLE  
 APPROPRIATION ORD. A-08-20  
 07/22/20 THRU 08/18/20

FUND NO#	FUND NAME	AMOUNT
10	GENERAL FUND	\$117,801.92
12	AIRPORT FUND	\$4,942.73
16	INDUSTRIAL FUND	\$75.00
18	BOND & INTEREST FUND	
22	LIBRARY FUND	
24	FIRE EQUIPMENT FUND	
26	RECREATION FUND	
28	PERSONNEL BENEFITS	\$133,268.54
29	SPECIAL HIGHWAY FUND	\$37,795.00
36	ELECTRIC FUND	\$284,017.77
37	WATER IMPROVEMENT FUND	\$79,982.14
38	WATER FUND	\$58,750.86
39	SANITATION/RECYCLING FUND	\$16,177.79
40	ELECTRIC DEPRECIATION FUND	\$6,146.50
45	WASTEWATER REPLACEMENT FUND	
46	WASTEWATER FUND	\$31,000.24
47	SPECIAL PARK & RECREATION	
48	SANITATION RESERVE	
51	CAPITAL IMPROVEMENTS FUND	\$3,055.00
52	EQUIPMENT RESERVE FUND	\$28,285.11
61	MUNICIPAL COURT FUND	\$1,692.27
65	INDUSTRIAL DEV/ECON DEV GRANT FUND	
66	DEINES CENTER GRANT	
68	WATER CAPITAL PROJ FUND	
70	AIRPORT PROJECT FUNDS	
71	PFIEFER WELL EXPANSION	
80	HEALTH INSURANCE TRUST	
81	GOLF COURSE IMPROVEMENT FUND	
82	SINK OR SWIM	
83	INSURANCE PROCEEDS FUND	
84	RISK MANAGEMENT RESERVE	
85	DRUG FORFEITURE FUND	
86	JOHNSON TRUST FUND	
87	FIREFIGHTER ACTIVITY	\$705.99
89	DEINES CENTER TRUST FUND	
90	DONATION FUND	
99	TRANSFER TO UMB TO COVER P/R	
** TOTALS **		<u>\$803,696.86</u>

A/P HISTORY CHECK REPORT

8/12/2020 3:29 PM City of Russell  
VENDOR SET: 01 APEK POOL CASH ACCOUNT  
BANK: APEK POOL CASH ACCOUNT  
DATE RANGE: 7/22/2020 THRU 8/18/2020

A/P HISTORY CHECK REPORT

8/12/2020 3:29 PM City of Russell  
VENDOR SET: 01 APEK POOL CASH ACCOUNT  
BANK: APEK POOL CASH ACCOUNT  
DATE RANGE: 7/22/2020 THRU 8/18/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT	DISCOUNT	CHECK DATE	INVOICE AMOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
11114	KMEA - ENP 2 OPERATING ACCT	D	7/27/2020		000456		65,253.49		8/05/2020		047252		840.29
11114	KMEA - ENP 2 OPERATING ACCT	D	8/03/2020		000457		60,772.46		8/05/2020		047254		200.00
11114	KMEA - ENP 2 OPERATING ACCT	D	8/05/2020		000458		51,675.80		8/05/2020		047255		154.51
11130	KANSAS GAS SERVICE	D	7/27/2020		000459		6,533.80		8/05/2020		047256		10,615.22
11101	KS DEPARTMENT OF REVENUE	D	7/27/2020		000463		21,263.86		8/05/2020		047258		2,698.15
11100	KS CONSUMERS COMP USE TAX	D	7/27/2020		000464		1.97.10		8/05/2020		047263		1,045.00
11114	KMEA - ENP 2 OPERATING ACCT	D	8/17/2020		000465		5,751.08		8/05/2020		047264		55.00
11130	KANSAS GAS SERVICE	D	8/04/2020		000474		664.61		8/05/2020		047265		700.00
26135	VERIZON WIRELESS SERVICES LLC-	D	8/08/2020		000475		30.08		8/05/2020		047266		75.00
13173	MIDWEST ENERGY, INC.	D	8/17/2020		000477		41.17		8/05/2020		047267		25,219.71
23105	LLOYD W MODLIN JR	D	8/10/2020		000479				8/12/2020		047267		78,897.84
02070	BARTLETT & WEST, INC.	R	7/23/2020		047200		22,000.00		8/18/2020		047296		5,004.13
02330	BUSINESS PROTECTION EQUIPMENT	R	7/23/2020		047201		1,235.00		8/18/2020		047299		170.00
09057	INSURANCE PLANNING INC	R	7/23/2020		047202		2,473.00		8/18/2020		047300		1,181.75
11175	KEY EQUIPMENT & SUPPLY CO	R	7/23/2020		047203		867.34		8/18/2020		047301		360.26
13250	MISSISSIPPI LIME COMPANY	R	7/23/2020		047204		6,222.46		8/18/2020		047302		123.77
20090	NICHOLS VETERINARY ENTERPRISES	R	7/23/2020		047205		109.00		8/18/2020		047303		500.00
26657	COMPLIANCEONE, INC	R	7/24/2020		047206		534.50		8/18/2020		047304		76.25
01100	ALTEC, INC.	R	8/05/2020		047243		946.41		8/18/2020		047305		192.25
03043	COOKS AUTO PARTS LLC	R	8/05/2020		047244		351.74		8/18/2020		047306		3,850.00
08136	HEARTLAND BUILDING CENTER, INC	R	8/05/2020		047246		1,313.74		8/18/2020		047307		1,273.39
11220	KLEMA ICB, INC	R	8/05/2020		047250		2,855.95		8/18/2020		047308		13,299.50

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26510	COMFORT PRO INC	R	8/18/2020	514.25		047309		514.25	09055	INNOVATIVE AUTOMATION & CONTROL	R	8/18/2020			047332		13,293.22
26657	COMPLIANCEONE, INC	R	8/18/2020	448.75		047310		448.75	11115	KANSAS ONE-CALL SYSTEM, INC	R	8/18/2020			047333		80.40
08125	CORE & MAIN LP	R	8/18/2020	554.10		047312		554.10	26632	KRISTA L WHITNER	R	8/18/2020			047334		3,127.12
03478	CUMMINS INC	R	8/18/2020	994.24		047313		994.24	11123	KS SECRETARY OF STATE	R	8/18/2020			047335		83.00
26397	DENNIS J GERBER	R	8/18/2020	133.00		047314		133.00	11141	KS ST FIREFIGHTERS ASSN	R	8/18/2020			047336		234.90
26608	DYLAN J PALMA	R	8/18/2020	1,126.18		047315		1,126.18	26072	KS STATE TREASURER	R	8/18/2020			047337		493.50
1	DARON MOELK	R	8/18/2020	850.00		047316		850.00	11135	KANSAS STATE UNIVERSITY	R	8/18/2020			047338		212.96
04060	DON'S ELECTRIC & REWIND, INC.	R	8/18/2020	3,892.49		047317		3,892.49	12160	LAWTON WELDING SUPPLY CO, INC	R	8/18/2020			047339		316.26
1	DONALD GIDEON	R	8/18/2020	50.00		047318		50.00	26338	LINDENBURG VOGEL PIERCE FABIS, C	R	8/18/2020			047340		26,108.00
04169	DOWNING SALES & SERVICE, INC.	R	8/18/2020	3,940.00		047319		3,940.00	13080	MAI EXCAVATING INC	R	8/18/2020			047341		525.00
26219	DPC ENTERPRISES, L.P.	R	8/18/2020	1,257.00		047320		1,257.00	26515	MASTER CLEANERS INC	R	8/18/2020			047342		15.00
04197	DULTMEIER SALES LLC	R	8/18/2020	57.25		047321		57.25	09068	INTERVET INC	R	8/18/2020			047343		125.00
26155	ERIC S. CLINE	R	8/18/2020	297.63		047322		297.63	13152	MID KANSAS COOP	R	8/18/2020			047344		4,724.06
13346	EUROFINS EATON ANALYTICAL, LLC	R	8/18/2020	565.00		047323		565.00	26027	FREMARK, INC	R	8/18/2020			047345		205.11
26607	GILMORE SOLUTIONS, INC	R	8/18/2020	8,271.45		047324		8,271.45	26759	MIKE LUTHER	R	8/18/2020			047346		320.30
07088	GINDER HYDRAULIC, L.C.	R	8/18/2020	127.15		047325		127.15	13315	MUNICIPAL SUPPLY INC	R	8/18/2020			047347		1,079.50
07116	W.W. GRANGER, INC	R	8/18/2020	2,504.82		047326		2,504.82	26635	RURAL TELEPHONE SERVICE COMPAN	R	8/18/2020			047348		52.00
26626	GREAT BEND COOPERATIVE ASSOCIA	R	8/18/2020	1,136.99		047327		1,136.99	14059	NEX-TECH, LLC	R	8/18/2020			047349		2,452.61
08020	HACH COMPANY	R	8/18/2020	548.58		047328		548.58	14068	NEX-TECH WIRELESS, LLC	R	8/18/2020			047350		438.52
26683	HAMMERS ELECTRIC INC.	R	8/18/2020	1,324.79		047329		1,324.79	16100	PITNEY BOWES GLOBAL FINANCIAL	R	8/18/2020			047352		188.40
26307	HAWKINS, INC	R	8/18/2020	6,624.71		047330		6,624.71	16137	THE PITNEY BOWES BANK INC	R	8/18/2020			047353		1,000.00
26217	HAYS FIRE & RESCUE SALES & SER	R	8/18/2020	1,050.00		047331		1,050.00	16131	MARK W ZORN	R	8/18/2020			047354		604.05

A/P HISTORY CHECK REPORT

8/12/2020 3:29 PM City of Russell  
VENDOR SET: 01 ARBK POOL CASH ACCOUNT  
BANK: ARBK POOL CASH ACCOUNT  
DATE RANGE: 7/22/2020 THRU 8/18/2020

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8/12/2020 3:29 PM City of Russell  
VENDOR SET: 01 ARBK POOL CASH ACCOUNT  
BANK: ARBK POOL CASH ACCOUNT  
DATE RANGE: 7/22/2020 THRU 8/19/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
20126	PROFESSIONAL TUBE PRODUCTS, LP	R	8/18/2020	20,153.44		047355		20,153.44
16064	S.A.-J.C.O.M., INC	R	8/18/2020	5,078.16		047356		5,078.16
18093	ROBSON OIL CO., INC.	R	8/19/2020	13,822.04		047357		13,822.04
18250	RUSSELL CO SHERIFF'S OFFI	R	8/18/2020	225.00		047358		225.00
18240	RUSSELL CO SOLID WASTE	R	8/18/2020	9,331.70		047359		9,331.70
18340	RUSSELL READY MIX CONCRETE, IN	R	8/18/2020	1,170.00		047360		1,170.00
18170	WEST-CENTRAL KANSAS ASSOC INC	R	8/18/2020	300.00		047361		300.00
26758	DANE A ANSPAUGH	R	8/18/2020	103.00		047362		103.00
19025	SAGE PRODUCTS, INC.	R	8/18/2020	216.74		047363		216.74
19060	SALINA STEEL SUPPLY	R	8/18/2020	575.88		047364		575.88
19140	SOK LABORATORIES, INC	R	8/18/2020	506.84		047365		506.84
26207	SECURITY 1ST TITLE, LLC	R	8/18/2020	150.00		047366		150.00
19220	SIRCHIE ACQUISITION COMPANY LLC	R	8/18/2020	117.85		047367		117.85
26591	JERRY SUCHY	R	8/18/2020	400.00		047368		400.00
26727	SMEENEY'S PAVEMENT MAINTENANCE	R	8/18/2020	8,500.00		047369		8,500.00
26734	TANPAULUS SYSTEMS INC	R	8/18/2020	6,146.50		047370		6,146.50
20090	NICHOLS VETERINARY ENTERPRISES	R	8/18/2020	159.00		047371		159.00
26105	TYLER TECHNOLOGIES INC.	R	8/18/2020	4,541.58		047372		4,541.58
21030	UNION PACIFIC RAILROAD COMPANY	R	8/18/2020	3,055.00		047373		3,055.00
20988	HD SUPPLY FACILITIES MAINTENAN	R	8/18/2020	345.34		047374		345.34
04049	USGS NATIONAL CENTER MS 270	R	8/18/2020	4,290.00		047375		4,290.00
21083	UTILITY SERVICE CO., INC.	R	8/18/2020	26,491.15		047376		26,491.15

\*\*\* T O T A L S \*\*\*  
REGULAR CHECKS: 106  
HAND CHECKS: 0  
DRAFTS: 11  
ETI: 0  
NON CHECKS: 0  
VOID CHECKS: 0  
VOID DEBITS: 0.00  
VOID CREDITS: 0.00

TOTAL ERRORS: 0  
VENDOR SET: 01 BANK: ARBK TOTALS: 117  
BANK: ARBK TOTALS: 117

INVOICE AMOUNT 436,546.84  
DISCOUNTS 0.00  
CHECK AMOUNT 436,546.84

INVOICE AMOUNT 648,730.29  
DISCOUNTS 0.00  
CHECK AMOUNT 648,730.29

CHECK NO 047377  
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CHECK NO 047378  
CHECK STATUS  
CHECK AMOUNT 437.76

CHECK NO 047379  
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CHECK NO 047380  
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CHECK NO 047381  
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CHECK NO 047383  
CHECK STATUS  
CHECK AMOUNT 26,000.00

A/P HISTORY CHECK REPORT

8/12/2020 3:29 PM  
 VENDOR SET: 01 City of Russell  
 BANK: PYBK PAYROLL ACCOUNT  
 DATE RANGE: 7/22/2020 THRU 8/18/2020

VENDOR I.D.	NAME	CHECK DATE	STATUS	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
21042	BANK UNITED	7/29/2020	D			000470		41,673.52
09032	GREATWEST FINANCIAL	7/29/2020	D			000471		2,370.00
11010	K P E R S	7/29/2020	D			000472		24,438.78
11015	KS DEPT OF REVENUE	7/29/2020	D			000473		6,739.24
21042	BANK UNITED	8/12/2020	D			000480		37,316.10
09032	GREATWEST FINANCIAL	8/12/2020	D			000481		5,707.04
11010	K P E R S	8/12/2020	D			000482		22,967.15
11011	K P E R S LIFE INSURANCE	8/12/2020	D			000483		628.85
11015	KS DEPT OF REVENUE	8/12/2020	D			000484		5,996.66
11002	KANSAS PAYMENT CENTER	7/29/2020	R			047235		537.70
26728	TX CHILD SUPPORT SDU	7/29/2020	R			047236		306.93
03282	CITY OF RUSSELL	8/12/2020	R			047293		5,439.97
11002	KANSAS PAYMENT CENTER	8/12/2020	R			047295		537.70
26728	TX CHILD SUPPORT SDU	8/12/2020	R			047296		306.93

NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	7,129.23	0.00	7,129.23
HAND CHECKS:	0.00	0.00	0.00
DRAFTS:	147,837.34	0.00	147,837.34
EFT:	0.00	0.00	0.00
NON CHECKS:	0.00	0.00	0.00
VOID CHECKS:	0.00	0.00	0.00
VOID DEBITS:	0.00	0.00	0.00
VOID CREDITS:	0.00	0.00	0.00

NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01	154,966.57	0.00	154,966.57
BANK: PYBK TOTALS:	154,966.57	0.00	154,966.57
REPORT TOTALS:	803,696.86	0.00	803,696.86

NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01	154,966.57	0.00	154,966.57
BANK: PYBK TOTALS:	154,966.57	0.00	154,966.57
REPORT TOTALS:	803,696.86	0.00	803,696.86

NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01	154,966.57	0.00	154,966.57
BANK: PYBK TOTALS:	154,966.57	0.00	154,966.57
REPORT TOTALS:	803,696.86	0.00	803,696.86

8/12/2020 4:19 PM  
 VENDOR SET: 01 City of Russell  
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 DATE RANGE: 7/22/2020 THRU 8/18/2020

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
11114	KMEA - EMP 2 OPERATING ACCT							
I-KMEA-DG-RU-20-08	KMEA-DG-RU-20-08	D	7/27/2020	65,253.49		000456		65,253.49
11114	KMEA - EMP 2 OPERATING ACCT							
I-GRDA-RU-20-08	GRDA-RU-20-08	D	8/03/2020	60,772.46		000457		60,772.46
11114	KMEA - EMP 2 OPERATING ACCT							
I-WAPA-RU-20-07	WAPA-RU-20-07	D	8/05/2020	51,675.80		000458		51,675.80
11101	KS DEPARTMENT OF REVENUE							
I-202007203871	KS DEPARTMENT OF REVENUE	D	7/27/2020	21,263.86		000463		21,263.86
02070	BARTLETT & WEST, INC.							
I-730074881	PROFESSIONAL SERVICES	R	7/23/2020	22,000.00		047200		22,000.00
19410	STANION WHOLESALE ELECTRIC CO.							
C-202007313891	EARLY PAY DISCOUNT	R	8/05/2020	30.67CR		047256		
I-4953481-00	JACKJUMPER	R	8/05/2020	459.75		047256		
I-4958067-00	INV PARTS AND EXTENDOSTIK	R	8/05/2020	3,359.99		047256		
I-4958067-01	INV PARTS AND EXTENDOSTIK	R	8/05/2020	354.15		047256		
I-4961249-00	STRAIGHT WALL BUCKET SWIVEL SN	R	8/05/2020	99.11		047256		
I-4962148-00	INV PARTS AND EXTENDOSTIK	R	8/05/2020	1,826.94		047256		
I-4962229-00	JACKJUMPER	R	8/05/2020	459.82		047256		
I-4964279-00	DUAL LITE/POWER SONIC BATTERY	R	8/05/2020	68.57		047256		
I-4964957-00	INV. PARTS WOOD DRILLBITS	R	8/05/2020	1,505.97		047256		
I-4968929-00	INV. PARTS	R	8/05/2020	1,722.49		047256		
I-4968929-01	INV. PARTS	R	8/05/2020	333.27		047256		
I-4973479-00	VINYL ELECT TAPE	R	8/05/2020	45.96		047256		
I-4973479-01	ALU OVERHEAD CONN/COVER	R	8/05/2020	409.87		047256		10,615.22
26638	COGENT, INC							
I-5485052	HOMA PUMPS	R	8/05/2020	25,080.00		047267		
I-5486196	PUMP MONITOR RELAY	R	8/05/2020	139.71		047267		25,219.71
03282	CITY OF RUSSELL							
I-202008123905	CITY OF RUSSELL	R	8/12/2020	78,897.84		047297		78,897.84
03290	CLARKE WELL & EQUIPMENT, INC.							
I-19793	EDR PUMP #1 REPAIRS	R	8/18/2020	13,298.50		047308		13,298.50
09055	INNOVATIVE AUTOMATION & CONTRO							
I-2009	REPAIR WORK ON EDR	R	8/18/2020	637.88		047332		
I-2010	NORTH TOWER ACTUATOR	R	8/18/2020	2,405.34		047332		
I-2011	WATER PLANTS UPGRADES	R	8/18/2020	10,250.00		047332		13,293.22

8/12/2020 4:19 PM  
 VENDOR SET: 01 City of Russell  
 BANK: APBK POOL CASH ACCOUNT  
 DATE RANGE: 7/22/2020 THRU 8/18/2020

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
26338	LINDBURG VOGEL PIERCE FARIS, C							
I-202008103899	2019 AUDIT	R	8/18/2020	26,108.00		047340		26,108.00
20126	PROFESSIONAL TURF PRODUCTS, LP							
I-1503331-00	SHAFT-REAR ROLLER, ROLLER DECK	R	8/18/2020	92.76		047355		
I-1503331-01	SHAFT-REAR ROLLER	R	8/18/2020	47.02		047355		
I-5010519-00	FRONT DECK MOWER UNIT	R	8/18/2020	20,013.66		047355		20,153.44
18093	ROBSON OIL CO. INC.							
I-147285	UNLEADED GAS REFILL	R	8/18/2020	13,822.04		047357		13,822.04
21083	UTILITY SERVICE CO., INC.							
I-510238	SERVICE NORTH TOWER	R	8/18/2020	26,491.15		047376		26,491.15
02070	BARTLETT & WEST, INC.							
I-730076275	PROFESSIONAL SERVICES	R	8/18/2020	14,750.00		047382		14,750.00
02070	BARTLETT & WEST, INC.							
I-730076282	SERVICES AGREEMENT	R	8/18/2020	26,000.00		047383		26,000.00

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		12	290,649.12	0.00	290,649.12
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		4	198,965.61	0.00	198,965.61
EFT:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS		0.00		
	VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: APBK	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			16	489,614.73	0.00	489,614.73
BANK: APBK	TOTALS:		16	489,614.73	0.00	489,614.73

8/12/2020 4:19 PM  
 VENDOR SET: 01 City of Russell  
 BANK: PYBK PAYROLL ACCOUNT  
 DATE RANGE: 7/22/2020 THRU 8/18/2020

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
21042	BANK UNITED							
I-T1 202007283887	FEDERAL WITHHOLDING	D	7/29/2020	15,665.96		000470		
I-T3 202007283887	FICA WITHHOLDING	D	7/29/2020	21,077.96		000470		
I-T4 202007283887	MEDICARE WITHHOLDING	D	7/29/2020	4,929.60		000470		41,673.52
11010	K P E R S							
I-RE2202007283887	EMPLOYEE/EMPLOYER KPERS W/H	D	7/29/2020	4,236.30		000472		
I-RET202007283887	EMPLOYEE/EMPLOYER KPERS W/H	D	7/29/2020	11,292.47		000472		
I-RT3202007283887	EMPLOYEE/EMPLOYER KPERS	D	7/29/2020	8,910.01		000472		24,438.78
21042	BANK UNITED							
I-T1 202008113902	FEDERAL WITHHOLDING	D	8/12/2020	12,951.32		000480		
I-T3 202008103898	FICA WITHHOLDING	D	8/12/2020	549.00		000480		
I-T3 202008113902	FICA WITHHOLDING	D	8/12/2020	19,197.64		000480		
I-T4 202008103898	MEDICARE WITHHOLDING	D	8/12/2020	128.40		000480		
I-T4 202008113902	MEDICARE WITHHOLDING	D	8/12/2020	4,489.74		000480		37,316.10
11010	K P E R S							
I-RE2202008113902	EMPLOYEE/EMPLOYER KPERS W/H	D	8/12/2020	4,402.80		000482		
I-RET202008113902	EMPLOYEE/EMPLOYER KPERS W/H	D	8/12/2020	9,543.32		000482		
I-RT3202008113902	EMPLOYEE/EMPLOYER KPERS	D	8/12/2020	9,021.03		000482		22,967.15

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	126,395.55	0.00	126,395.55
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: PYBK TOTALS:	4	126,395.55	0.00	126,395.55
BANK: PYBK TOTALS:	4	126,395.55	0.00	126,395.55
REPORT TOTALS:	4	126,395.55	0.00	616,010.28

## REVENUE &amp; EXPENSE REPORT

AS OF: JULY 31ST, 2020

10 -GENERAL FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
BUDGETED CASH CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL TAXES	1,453,351.00	0.00	0.00	1,204,206.41	0.00	249,144.59	82.86
STATE/FEDERAL REVENUE	612,961.00	48,997.84	0.00	307,485.71	0.00	305,475.29	50.16
PERMITS & LICENSE FEES	35,500.00	4,581.00	0.00	23,057.00	0.00	12,443.00	64.95
FRANCHISE FEES	155,000.00	4,131.14	0.00	129,044.59	0.00	25,955.41	83.25
RECREATION FEES	80,650.00	13,662.20	0.00	62,026.70	0.00	18,623.30	76.91
OTHER REVENUE	360,456.00	26,788.44	0.00	223,592.59	0.00	136,863.41	62.03
INVESTMENT REVENUE	28,000.00	345.97	0.00	10,437.13	0.00	17,562.87	37.28
TRANSFERS	770,000.00	0.00	0.00	384,685.00	0.00	385,315.00	49.96
*** TOTAL REVENUES ***	3,495,918.00	98,506.59	0.00	2,344,535.13	0.00	1,151,382.87	67.06
<u>EXPENDITURE SUMMARY</u>							
ADMINISTRATION	2,222,221.00	14,468.53	0.00	166,439.19	0.00	2,055,781.81	7.49
AMORY BUILDING	10,800.00	53.69	0.00	5,492.45	0.00	5,307.55	50.86
MAYOR/COUNCIL	39,525.00	3,633.34	84.23	31,468.80	5,176.50	2,963.93	92.50
CITY MANAGER	162,199.00	15,074.95	84.23	88,021.36	0.00	74,261.87	54.22
CITY CLERK	197,828.00	15,737.46	0.00	109,897.41	789.00	87,141.59	55.95
TRANSPORTATION/(BUS)	73,588.00	6,622.78	84.22	33,421.58	0.00	40,250.64	45.30
POLICE	581,323.00	59,453.41	2,335.05	315,613.35	658.56	267,386.14	54.00
PUBLIC WORKS	90,406.00	10,889.88	146.72	51,482.24	0.00	39,070.48	56.78
FIRE	207,985.00	25,767.23	629.00	111,535.57	630.00	96,448.43	53.63
MUNICIPAL COURT	60,419.00	6,025.65	0.00	30,731.80	0.00	29,687.20	50.86
911	455,927.00	49,673.94	84.22	246,619.89	0.00	209,391.33	54.07
COMMUNITY DEVELOPMENT	165,926.00	20,545.14	84.21	85,635.61	0.00	80,374.60	51.56
STREET	354,504.00	37,552.29	7,059.24	214,883.53	14,146.79	132,532.92	62.61
GOLF COURSE	198,209.00	22,672.15	130.00	110,669.44	1,812.22	85,857.34	56.68
GOLF CLUB HOUSE	0.00	0.00	0.00	36.31	0.00	36.31	0.00
SWIMMING POOL	117,950.00	20,862.63	0.00	38,023.43	4,839.30	75,087.27	36.34
PARK	246,840.00	33,324.15	704.56	142,674.01	0.00	104,870.55	57.51
DEINES CULTURAL CENTER	48,847.00	4,579.90	0.00	27,621.13	0.00	21,225.87	56.55
*** TOTAL EXPENDITURES ***	5,234,497.00	346,937.12	11,425.68	1,810,194.48	28,052.37	3,407,675.83	34.90
** REVENUE OVER (UNDER) EXPENDITURES *	( 1,738,579.00)	( 248,430.53)	11,425.68	534,340.65	( 28,052.37)	( 2,256,292.96)	129.78

## REVENUE &amp; EXPENSE REPORT

AS OF: JULY 31ST, 2020

28 - PERSONNEL BENEFITS FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
BUDGETED CASH CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL TAXES	573,445.00	0.00	0.00	512,634.57	0.00	60,810.43	89.40
STATE/FEDERAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE	125,891.00	5,479.21	0.00	66,216.63	0.00	59,674.37	52.60
INVESTMENT REVENUE	9,800.00	109.00	0.00	3,704.00	0.00	6,096.00	37.80
TRANSFERS	984,200.00	0.00	0.00	486,018.00	0.00	498,182.00	49.38
*** TOTAL REVENUES ***	1,693,336.00	5,588.21	0.00	1,068,573.20	0.00	624,762.80	63.10
<u>EXPENDITURE SUMMARY</u>							
NON DEPARTMENTAL	2,048,829.00	163,583.19	0.00	958,850.73	0.00	1,089,978.27	46.80
*** TOTAL EXPENDITURES ***	2,048,829.00	163,583.19	0.00	958,850.73	0.00	1,089,978.27	46.80
** REVENUE OVER (UNDER) EXPENDITURES *	( 355,493.00)	( 157,994.98)	0.00	109,722.47	0.00	( 465,215.47)	130.86

CITY OF RUSSELL  
 REVENUE & EXPENSE REPORT  
 AS OF: JULY 31ST, 2020

36 -ELECTRIC FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
BUDGETED CASH CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STATE/FEDERAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITY REVENUE	10,221,457.00	927,240.62	0.00	5,320,065.90	0.00	4,901,391.10	52.05
OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT REVENUE	60,000.00	1,113.00	0.00	34,140.00	0.00	25,860.00	56.90
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*** TOTAL REVENUES ***	10,281,457.00	928,353.62	0.00	5,354,205.90	0.00	4,927,251.10	52.08
<u>EXPENDITURE SUMMARY</u>							
ADMINISTRATION	1,530,620.00	29,805.08	0.00	595,325.49	2,187.47	933,107.04	39.04
ELECTRIC PRODUCTION	7,363,548.00	252,167.16	3,167.02	3,011,158.79	13,992.47	4,341,563.76	41.04
ELECTRIC DISTRIBUTION	818,735.00	69,216.15	49,436.22	440,484.86	1,390.94	426,295.42	47.93
*** TOTAL EXPENDITURES ***	9,712,903.00	351,188.39	52,603.24	4,046,969.14	17,570.88	5,700,966.22	41.31
** REVENUE OVER (UNDER) EXPENDITURES **	568,554.00	577,165.23	52,603.24	1,307,236.76	( 17,570.88)	( 773,715.12)	136.08-

CITY OF RUSSELL  
 REVENUE & EXPENSE REPORT  
 AS OF: JULY 31ST, 2020

38 -WATER FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
BUDGETED CASH CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STATE/FEDERAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITY REVENUE	2,295,000.00	217,333.08	0.00	1,591,739.71	0.00	703,260.29	69.36
OTHER REVENUE	0.00	0.00	0.00	43,747.64	0.00	43,747.64	0.00
INVESTMENT REVENUE	20,000.00	339.00	0.00	11,725.00	0.00	8,275.00	58.63
*** TOTAL REVENUES ***	2,315,000.00	217,672.08	0.00	1,647,212.35	0.00	667,787.65	71.15
<u>EXPENDITURE SUMMARY</u>							
ADMINISTRATION	1,643,571.00	527,187.88	0.00	823,634.33	0.00	819,936.67	50.11
WATER PRODUCTION	971,049.00	82,383.30	8,185.44	473,310.29	30,681.58	475,242.57	51.06
WATER DISTRIBUTION	299,757.00	34,884.42	8,370.59	182,299.51	1,931.00	123,897.08	58.67
*** TOTAL EXPENDITURES ***	2,914,377.00	644,455.60	16,556.03	1,479,244.13	32,612.58	1,419,076.32	51.31
** REVENUE OVER (UNDER) EXPENDITURES *	( 599,377.00)	( 426,783.52)	16,556.03	167,968.22	( 32,612.58)	( 751,288.67)	125.34

CITY OF RUSSELL  
 REVENUE & EXPENSE REPORT  
 AS OF: JULY 31ST, 2020

39 -SANITATION/RECYCLING FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
BUDGETED CASH CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITY REVENUE	580,900.00	51,329.15	0.00	378,505.97	0.00	202,394.03	65.16
OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT REVENUE	<u>3,000.00</u>	<u>68.00</u>	<u>0.00</u>	<u>1,962.00</u>	<u>0.00</u>	<u>1,038.00</u>	<u>65.40</u>
*** TOTAL REVENUES ***	<u>583,900.00</u>	<u>51,397.15</u>	<u>0.00</u>	<u>380,467.97</u>	<u>0.00</u>	<u>203,432.03</u>	<u>65.16</u>
<u>EXPENDITURE SUMMARY</u>							
ADMINISTRATION	318,320.00	333.50	0.00	96,310.34	0.00	222,009.66	30.26
SANITATION DEPARTMENT	<u>335,649.00</u>	<u>25,958.63</u>	<u>70.00</u>	<u>154,144.65</u>	<u>3,940.00</u>	<u>177,634.35</u>	<u>47.08</u>
*** TOTAL EXPENDITURES ***	<u>653,969.00</u>	<u>26,292.13</u>	<u>70.00</u>	<u>250,454.99</u>	<u>3,940.00</u>	<u>399,644.01</u>	<u>38.89</u>
** REVENUE OVER (UNDER) EXPENDITURES *(	<u>70,069.00)</u>	<u>25,105.02</u>	<u>70.00</u>	<u>130,012.98</u>	<u>( 3,940.00)</u>	<u>( 196,211.98)</u>	<u>280.03</u>

CITY OF RUSSELL  
 REVENUE & EXPENSE REPORT  
 AS OF: JULY 31ST, 2020

46 -WASTEWATER FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
BUDGETED CASH CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITY REVENUE	754,400.00	70,719.37	0.00	553,768.65	0.00	200,631.35	73.41
OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT REVENUE	6,700.00	125.00	0.00	3,255.00	0.00	3,445.00	48.58
*** TOTAL REVENUES ***	761,100.00	70,844.37	0.00	557,023.65	0.00	204,076.35	73.19
<u>EXPENDITURE SUMMARY</u>							
ADMINISTRATION	912,134.00	45,115.28	674.00	249,561.83	0.00	663,246.17	27.29
*** TOTAL EXPENDITURES ***	912,134.00	45,115.28	674.00	249,561.83	0.00	663,246.17	27.29
** REVENUE OVER (UNDER) EXPENDITURES *(	151,034.00)	25,729.09	674.00	307,461.82	0.00	( 459,169.82)	304.02

2019

Month	10.300.2120		10.401.9016		10.401.9051		10.401.9052		Over/(Under) Budget	PROJECTED BUDGET TOTAL \$400,000
	Total Received	General 50%	Industrial Econ Dev 7%	Cap Impr 25%	Equip Reserve 18%	Budget	Budget	Budget		
JAN	51,663.16	25,831.58	3,616.42	12,915.79	9,299.37	\$23,355.70	28,307.46	51,663.16	8.74%	591,028.92
FEB	45,055.02	22,527.51	3,153.85	11,263.76	8,109.90	\$23,284.49	21,770.53	96,718.18	16.39%	589,935.06
MAR	53,741.41	26,870.71	3,761.90	13,435.35	9,673.45	\$22,218.43	31,522.98	150,459.59	23.97%	627,638.47
APR	45,770.93	22,885.47	3,203.97	11,442.73	8,238.77	\$23,313.48	22,457.45	196,230.52	31.65%	619,965.63
MAY	44,366.58	22,183.29	3,105.66	11,091.65	7,985.98	\$25,167.54	19,199.04	240,597.10	39.39%	610,789.89
JUN	55,633.46	27,816.73	3,894.34	13,908.37	10,014.02	\$25,550.85	30,082.61	296,230.56	47.23%	627,262.69
JUL	39,519.42	19,759.71	2,766.36	9,879.86	7,113.50	\$25,056.36	14,463.06	335,749.98	55.63%	603,539.17
AUG	32,067.19	16,033.60	2,244.70	8,016.80	5,772.09	\$24,895.14	7,172.05	367,817.17	64.35%	571,617.20
SEP	41,036.31	20,518.16	2,872.54	10,259.08	7,386.54	\$26,617.29	14,419.02	408,853.48	72.68%	562,567.53
OCT	32,315.84	16,157.92	2,262.11	8,078.96	5,816.85	\$14,999.58	17,316.26	441,169.32	81.89%	538,766.22
NOV	37,519.22	18,759.61	2,626.35	9,379.81	6,753.46	\$156,060.81	(118,541.59)	478,688.54	91.25%	524,575.55
DEC	36,695.90	18,347.95	2,568.71	9,173.98	6,605.26	\$0.00	36,695.90	515,384.44	100.00%	515,384.44
Total	515,384.44	257,692.22	36,076.91	128,846.11	92,769.20	\$390,519.67	124,864.77			

2020

Year	Amount	% Change
2018	436,151.56	9.11%
2017	399,732.55	0.59%
2016	397,383.34	-11.51%
2015	449,066.85	-8.93%
2014	493,114.38	10.75%
2013	445,245.43	-2.82%
2012	458,145.25	-1.79%
2011	466,481.58	15.27%
2010	404,676.03	


2020

Month	10.300.2120		10.401.9016		10.401.9051		10.401.9052		Over/(Under) Budget	PROJECTED BUDGET TOTAL \$550,000
	Total Received	General 50%	Industrial Econ Dev 7%	Cap Impr 25%	Equip Reserve 18%	Budget	Budget	Budget		
JAN	39,811.86	19,905.93	2,786.83	9,952.97	7,166.13	\$29,526.73	10,285.13	39,811.86	9.47%	420,583.40
FEB	37,228.85	18,614.43	2,606.02	9,307.21	6,701.19	\$27,401.13	9,827.72	77,040.71	17.71%	435,110.61
MAR	34,794.01	17,397.01	2,435.58	8,698.50	6,262.92	\$31,255.81	3,538.20	111,834.72	26.85%	416,523.33
APR	31,516.70	15,758.35	2,206.17	7,879.18	5,673.01	\$29,239.47	2,277.23	143,351.42	34.99%	409,743.82
MAY	31,225.15	15,612.58	2,185.76	7,806.29	5,620.53	\$28,588.93	2,636.22	174,576.57	43.04%	405,631.00
JUN	33,946.38	16,973.19	2,376.25	8,486.60	6,110.35	\$31,860.90	2,085.48	208,522.95	52.51%	397,147.96
JUL	28,808.84	14,404.42	2,016.62	7,202.21	5,185.59	\$29,096.10	(287.26)	237,331.79	60.52%	392,165.85
AUG	-	-	-	-	-	\$26,364.88	(26,364.88)	237,331.79	67.70%	350,549.21
SEP	-	-	-	-	-	\$28,931.21	(28,931.21)	237,331.79	75.62%	313,863.69
OCT	-	-	-	-	-	\$11,453.42	(11,453.42)	237,331.79	83.49%	284,274.82
NOV	-	-	-	-	-	\$167,879.03	(167,879.03)	237,331.79	91.88%	258,313.44
DEC	-	-	-	-	-	\$13,005.81	(13,005.81)	237,331.79	100.00%	237,331.79
Total	237,331.79	118,665.90	16,613.23	59,332.95	42,719.72	\$454,603.42	(217,271.63)			

2020

Year	Amount	% Change
2019	515,384.44	18.17%
2018	436,151.56	9.11%
2017	399,732.55	0.59%
2016	397,383.34	-11.51%
2015	449,066.85	-8.93%
2014	493,114.38	10.75%
2013	445,245.43	-2.82%
2012	458,145.25	-1.79%
2011	466,481.58	15.27%
2010	404,676.03	

City of Russell  
Pooled Cash Reconciliation

Reviewed by: 

7.31.20

Cash on Hand (2 drawers @ \$250 each)

500.00

**Summary**  
Cash on Hand  
\$ 500.00

**Southwind Bank**

Southwind Checking 10016767

8,161,086.03

Deposits in Transit

1,216.08

Outstanding Checks

(95,780.42)

Reconciled Cash Bal

8,066,521.69

**Demand Deposits**  
\$ 8,860,541.38

**Time Deposits**  
\$ 10,271,280.49

\$ 19,132,321.87

Southwind Money Market 1008527  
CD#14299

1,151,990.63

**Pledged  
Securities**

500,000.00

8,801,026.87

Subtotal Southwind

9,218,512.32

9,301,026.87

**UMB**

UMB - 30 7067 928 0

577,330.54

Deposit in Transit

577,330.54

250,000.00

UMB Imprest 56 0102 534 7

2,000.00

0.00

MM

214,689.15

STATE BK INDIA NEW YOR NY

230,000.00

DIME CMNTY BK BROOKLYN NEW YORK

230,000.00

FIFTH THIRD BK

212,000.00

BANK OZK CD

211,000.00

6,509,005.95

ZIONS BANCORPORATION NATL ASSN CD

249,000.00

BYLINE BK CHICAGO IIL CD

230,000.00

ZIONS BANCORPORATION NATL ASSN CD/ACCRUED INT BOUGHT  
CD's

579.48

4,931,737.32

Subtotal UMB

7,088,336.49

6,759,005.95

**Wilson State Bank**

1,653,356.35

1,653,356.35

**Sunflower Bank**

Sunflower Checking

344,721.44

Deposits in Transit

382.65

Outstanding Checks

(4,979.51)

Reconciled Cash Bal

340,124.58

250,000.00

278,785.31

528,785.31

**Municipal Investment Pool**

Overnite Pool

Fixed Rate Pool 90 days

Fixed Rate Pool 90 days

Fixed Rate Pool 180 days

3,746,552.54

Fixed Rate Pool 365 days

3,746,552.54

**Total Pooled Cash**

**\$ 22,047,382.28**

POOLED CASH REPORT  
AS OF: JULY 31ST, 2020

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
10	100	GENERAL - CLAIM ON CASH	2,739,880.40	( 289,202.52)	2,450,677.88
12	100	AIRPORT - CLAIM ON CASH	81,216.52	2,520.66	83,737.18
16	100	INDUSTRIAL - CLAIM ON CASH	91,588.66	( 4,621.38)	86,967.28
18	100	BOND & INT - CLAIM ON CASH	68,538.97	53,390.53	121,929.50
22	100	LIBRARY - CLAIM ON CASH	54,500.44	( 54,500.44)	0.00
24	100	FIRE EQUIP - CLAIM ON CASH	114,484.27	( 1,749.00)	112,735.27
26	100	RECREATION - CLAIM ON CASH	45,659.73	( 45,659.73)	0.00
27	100	REC EMP BEN - CLAIM ON CASH	0.00	0.00	0.00
28	100	PERS BENEFITS - CLAIM ON CASH	931,432.76	( 157,994.98)	773,437.78
29	100	SPECIAL HWY - CLAIM ON CASH	280,518.21	( 64,815.78)	215,702.43
36	100	ELECTRIC - CLAIM ON CASH	7,710,178.88	164,398.88	7,874,577.76
37	100	WTR IMPROV - CLAIM ON CASH	1,406,215.17	99.00	1,406,314.17
38	100	WATER - CLAIM ON CASH	2,797,373.48	( 397,594.98)	2,399,778.50
39	100	SANITATION - CLAIM ON CASH	454,153.89	30,236.33	484,390.22
40	100	ELEC DEPR - CLAIM ON CASH	1,764,855.83	( 14,317.08)	1,750,538.75
43	100	IND PARK TIF - CLAIM ON CASH	0.00	0.00	0.00
45	100	WW REPLACEMENT - CLAIM ON CASH	717,509.68	( 38,569.00)	678,940.68
46	100	WASTEWATER - CLAIM ON CASH	831,071.59	55,965.34	887,036.93
47	100	SPECIAL PARK - CLAIM ON CASH	64,154.17	9.00	64,163.17
48	100	SANIT REPL - CLAIM ON CASH	292,975.50	41.00	293,016.50
51	100	CAPITAL IMPROV - CLAIM ON CASH	704,874.84	1,548.97	706,423.81
52	100	EQUIP RESERVE - CLAIM ON CASH	338,454.58	4,063.79	342,518.37
61	100	COURT - CLAIM ON CASH	7,123.51	1,525.41	8,648.92
65	100	EDA GRANT - CLAIM ON CASH	0.00	0.00	0.00
70	100	AIRPORT IMPROV - CLAIM ON CASH	( 50,555.00)	50,555.00	0.00
71	100	WICHITA AVE - CLAIM ON CASH	0.00	0.00	0.00
80	100	HEALTH INS - CLAIM ON CASH	281,179.96	5,344.67	286,524.63
81	100	GOLF COURSE IMPR-CLAIM ON CASH	40,595.14	231.00	40,826.14
82	100	SINK OR SWIM - CLAIM ON CASH	977.75	0.00	977.75
83	100	FIRE INS PROC - CLAIM ON CASH	0.00	0.00	0.00
84	100	RISK MGT RES - CLAIM ON CASH	20,991.60	3.00	20,994.60
85	100	DRUG FORFEITURE -CLAIM ON CASH	3,712.78	1.00	3,713.78
86	100	JOHNSON TRUST - CLAIM ON CASH	901,589.47	127.00	901,716.47
87	100	FIREFIGHTER AC -CLAIM ON CASH	19,151.94	( 2,149.05)	17,002.89
89	100	DCC TRUST - CLAIM ON CASH	25,018.08	4.00	25,022.08
90	100	DONATIONS - CLAIM ON CASH	8,973.84	95.00	9,068.84
TOTAL CLAIM ON CASH			22,748,396.64	( 701,014.36)	22,047,382.28

CASH IN BANK - POOLED CASH

99	100	POOL CASH - CHECKING	8,702,756.32	( 636,234.63)	8,066,521.69 ✓
99	101	MONEY MARKET ACCT	1,151,794.98	195.65	1,151,990.63 ✓
99	102	SUNFLOWER BANK	334,779.91	5,344.67	340,124.58 ✓
99	103	UMB INVESTMENTS	6,955,773.85	( 446,767.90)	6,509,005.95 ✓
99	104	UMB CHECKING	200,882.69	376,447.85	577,330.54 ✗
99	105	KMIP INVESTMENTS	3,746,552.54	0.00	3,746,552.54 ✗
99	106	UNB INVESTMENTS	0.00	0.00	0.00
99	107	WILSON STATE BANK INVESTMENTS	1,653,356.35	0.00	1,653,356.35 ✓

POOLED CASH REPORT  
AS OF: JULY 31ST, 2020

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
99	108	CASH ON HAND & IMPREST	2,500.00	0.00	2,500.00
99	109	UNB CHECKING GRANT PROCEEDS	0.00	0.00	0.00
SUBTOTAL CASH IN BANK - POOLED CASH			22,748,396.64	( 701,014.36)	22,047,382.28
<u>WAGES PAYABLE</u>					
99	201	WAGES PAYABLE	0.00	0.00	0.00
SUBTOTAL WAGES PAYABLE			0.00	0.00	0.00
TOTAL CASH IN BANK - POOLED CASH			22,748,396.64	( 701,014.36)	22,047,382.28
<u>DUE TO OTHER FUNDS - POOLED CASH</u>					
99	205	DUE TO OTHER FUNDS	22,748,396.64	( 701,014.36)	22,047,382.28
TOTAL DUE TO OTHER FUNDS			22,748,396.64	( 701,014.36)	22,047,382.28

# AL'S AUTO GLASS

Gary Schmidtberger, Owner

785-483-4021

818 E. Wichita Ave. - Russell, KS 67665

"We Appreciate Your Business"

Customer's Order No.	Phone No.	Date	7-29-20				
Sold to	Russell Police Dept						
Address							
City							
Sold By	Cash	C.O.D.	Charge	On Acct.	Mdse. Retd.	Paid Out	
QTY.	Description					Price	Amount
1	DW2204 Windshield Installed						485.00
	Tax Exempt						
	total						485.00
P-1							
All claims and returned goods MUST be accompanied by this bill.						Tax	
Rec'd By	DWA #102					Total	

1204

Thank You!

ok  
Dale Wemaster



Street Rods, Customs & Resto-Mods

**Auto Artistry**  
 Mike Schoech  
 435 S Fossil  
 PO Box 229  
 Russell, KS 67665  
 Business Phone: (785) 483-3771  
 schoech@ruraltel.net

## Estimate

Est # 221  
 ID # 10003254

### Vehicle Info

2011 Ford -Expedition XLT  
 1FMJU1G5XBEF36701  
 Body Type: 4 Door Utility 119  
 Engine: 5.4L 8 Cyl Gas Injected  
 Drive Type: 4WD

### Owner

Russell Police Department  
 : (785) 483-2121  
 339 e 8th  
 Russell, KS 67665

### Insurance Company

Inspection Date: 08/06/2020

Oper	Description	Part Number	Price	Labor
<b>FRONT BUMPER</b>				
1	Replace	FRT BUMPER FACE BAR	\$300.00	Included
2	Overhaul	O/H BUMPER ASSY (INCLUDES R&I) (FRT BUMPER ASSY)		2.9 hrs. Body
3	Replace	FRT UPR BUMPER COVER	\$215.00	Included
				2 hrs. Paint panel 0.8 hrs. Refinish
				0.8 hrs. Clearcoat
<b>FRONT LAMPS</b>				
4	Replace	L FRT COMBINATION LAMP ASSEMBLY	\$246.00	0.2 hrs. Body
5	Check/Adjust	AIM LAMPS (HEADLAMPS)		0.4 hrs. Body
6	Replace	L FRT FOG LAMP ASSEMBLY	\$50.00	Included
7	Check/Adjust	AIM FOG LAMPS		0.4 hrs. Body
<b>FRONT FENDER</b>				
8	Repair	L FENDER PANEL		4 hrs. Body 2.2 hrs. Paint panel 0.9 hrs. Refinish
				0.9 hrs. Clearcoat
9	Replace	L FENDER LINER	\$46.00	0.4 hrs. Body

## Totals

Type	Labor Time	Cost	Total	Taxable
Body Labor	8.3	\$55.00	\$456.50	✓
Body Supplies	8.3	\$1.00	\$8.30	✓
Paint Labor	5.9	\$55.00	\$324.50	✓
Paint Supplies	5.9	\$45.00	\$265.50	✓
Aftermarket Parts			\$857.00	✓
Taxable Amount			\$1,911.80	
Tax	8.5%		\$162.50	
Nontaxable Amount			\$0.00	
Grand Total			\$2,074.30	

**PRECISION COLLISION**

mzorn@ruraltel.net  
703 E WICHITA AVE, RUSSELL, KS 67665  
Phone: (785) 483-3200

Workfile ID: 30672acf  
PartsShare: 5VXnsG  
Federal ID: 208134501

**Preliminary Estimate**

**Customer: RUSSELL POLICE DEPARTMENT**

**Job Number:**

Written By: Mark Zorn

Insured: RUSSELL POLICE DEPARTMENT Policy #: Claim #:  
Type of Loss: Date of Loss: Days to Repair: 0  
Point of Impact:

**Owner:** RUSSELL POLICE DEPARTMENT  
**Inspection Location:** PRECISION COLLISION  
703 E WICHITA AVE  
RUSSELL, KS 67665  
Repair Facility  
(785) 483-3200 Day  
**Insurance Company:**

**VEHICLE**

2011 FORD Expedition XL 4WD 4D UTV 8-5.4L Gasoline Electronic Fuel Injection

VIN: 1FMJU1G5XBEF36701 Interior Color: Mileage In: Vehicle Out:  
License: Exterior Color: Mileage Out:  
State: Production Date: Condition: Job #:

**TRANSMISSION**

Automatic Transmission  
Overdrive  
4 Wheel Drive

**POWER**

Power Steering  
Power Brakes  
Power Windows  
Power Locks  
Power Mirrors  
Heated Mirrors  
Power Driver Seat

**DECOR**

Dual Mirrors  
Privacy Glass

Console/Storage  
Overhead Console

**CONVENIENCE**

Air Conditioning  
Intermittent Wipers  
Tilt Wheel  
Cruise Control  
Rear Defogger  
Keyless Entry  
Alarm  
Rear Window Wiper  
Climate Control  
Dual Air Condition

**RADIO**

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

**SAFETY**

Drivers Side Air Bag  
Passenger Air Bag  
Anti-Lock Brakes (4)  
4 Wheel Disc Brakes  
Traction Control  
Stability Control  
Front Side Impact Air Bags  
Head/Curtain Air Bags

**ROOF**

Luggage/Roof Rack

**SEATS**

Cloth Seats  
Reclining/Lounge Seats  
Captain Chairs (2)

**WHEELS**

Aluminum/Alloy Wheels

**PAINT**

Clear Coat Paint

**OTHER**

Fog Lamps

**TRUCK**

Trailer Hitch  
Trailer Package

**Preliminary Estimate**

**Customer: RUSSELL POLICE DEPARTMENT**

**Job Number:**

2011 FORD Expedition XL 4WD 4D UTV 8-5.4L Gasoline Electronic Fuel Injection

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER</b>					
2		O/H front bumper				2.2	
3	**	Repl A/M CAPA Upper cover w/o wheel opening molding	7L1Z17D957APTM	1	222.00	Incl.	1.8
4		Add for Clear Coat					0.7
5	**	Repl A/M CAPA Lower cover black textured	7L1Z17D957AA	1	311.00	Incl.	
6		Add for fog lamps				0.3	
7		Repl Absorber	CL1Z17C882A	1	105.14	Incl.	
8		<b>FRONT LAMPS</b>					
9	**	Repl A/M CAPA LT Fog lamp assy	AL1Z15200B	1	51.00	Incl.	
10		Aim fog lamps				0.3	
11	**	Repl A/M CAPA LT Headlamp assy w/o black out	7L1Z13008BB	1	255.00	0.4	
12		Aim headlamps				0.5	
13		<b>GRILLE</b>					
14	**	Repl A/M KEYSIQ Grille chrome	7L1Z8200BA	1	270.00	0.3	
15		<b>RADIATOR SUPPORT</b>					
16		Repl Upper tie bar	9L1Z16138A	1	362.08 s	2.1	
17		<b>FENDER</b>					
18	**	Repl A/M CAPA LT Fender w/o wheel opening molding	FL1Z16006A	1	343.00	2.4	2.2
19		Add for Clear Coat					0.9
20		Add for Edging					0.5
21		Add for Clear Coat					0.1
22		Repl LT Fender liner	7L1Z16103A	1	55.19	Incl.	
23		<b>FRONT DOOR</b>					
24		Blnd LT Door shell					1.3
25		R&I LT Applique				0.3	
26		R&I LT Mirror assy w/heat, w/o power fold w/o memory				0.4	
27	*	R&I LT Run channel				<u>0.2</u>	
28		R&I LT Handle, outside primed				0.4	
29	#	CORRISION PROTECTION		1	10.00		
30	#	HAZARDOUS WASTE		1	5.00		
31	#	COVER CAR		1	6.00	0.3	
<b>SUBTOTALS</b>					<b>1,995.41</b>	<b>10.1</b>	<b>7.5</b>

**Preliminary Estimate**

**Customer: RUSSELL POLICE DEPARTMENT**

**Job Number:**

2011 FORD Expedition XL 4WD 4D UTV 8-5.4L Gasoline Electronic Fuel Injection

**ESTIMATE TOTALS**

<b>Category</b>	<b>Basis</b>	<b>Rate</b>	<b>Cost \$</b>
Parts			1,995.41
Body Labor	10.1 hrs @	\$ 55.00 /hr	555.50
Paint Labor	7.5 hrs @	\$ 55.00 /hr	412.50
Paint Supplies	7.5 hrs @	\$ 42.00 /hr	315.00
Subtotal			3,278.41
<b>Grand Total</b>			<b>3,278.41</b>
Deductible			0.00
<b>CUSTOMER PAY</b>			<b>0.00</b>
<b>INSURANCE PAY</b>			<b>3,278.41</b>

**MyPriceLink Estimate ID / Quote ID:**

721142917250424832 / 71595747

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE AFTER MARKET PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE PARTS ARE PROVIDED BY THE PARTS MANUFACTURER OR DISTRIBUTOR RATHER THAN BY THE MANUFACTURER OF YOUR VEHICLE.

## Preliminary Estimate

**Customer: RUSSELL POLICE DEPARTMENT**

**Job Number:**

2011 FORD Expedition XL 4WD 4D UTV 8-5.4L Gasoline Electronic Fuel Injection

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2MC07, CCC Data Date 08/03/2020, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (\*) or Double Asterisk (\*\*) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2021 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

### SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

### SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

### OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blend=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

**Preliminary Estimate**

**Customer: RUSSELL POLICE DEPARTMENT**

**Job Number:**

2011 FORD Expedition XL 4WD 4D UTV 8-5.4L Gasoline Electronic Fuel Injection

**PARTS SUPPLIER LIST**

<b>Line</b>	<b>Supplier</b>	<b>Description</b>	<b>Price</b>
3	Keystone-Insurance-A-Topeka 5725 S.W. TOPEKA BLVD TOPEKA KS 66619 (800) 530-5497 (785) 357-0695	#FO1014103PP A/M CAPA Upper cover w/o wheel opening molding	\$ 222.00
5	Keystone-Insurance-A-Topeka 5725 S.W. TOPEKA BLVD TOPEKA KS 66619 (800) 530-5497 (785) 357-0695	#FO1000631C A/M CAPA Lower cover black textured	\$ 311.00
9	Keystone-Insurance-A-Topeka 5725 S.W. TOPEKA BLVD TOPEKA KS 66619 (800) 530-5497 (785) 357-0695	#FO2593221C A/M CAPA LT Fog lamp assy	\$ 51.00
11	Keystone-Insurance-A-Topeka 5725 S.W. TOPEKA BLVD TOPEKA KS 66619 (800) 530-5497 (785) 357-0695	#FO2502226C A/M CAPA LT Headlamp assy w/o black out	\$ 255.00
14	Keystone-Insurance-A-Topeka 5725 S.W. TOPEKA BLVD TOPEKA KS 66619 (800) 530-5497 (785) 357-0695	#FO1200494 A/M KEYSIQ Grille chrome	\$ 270.00
18	Keystone-Insurance-A-Topeka 5725 S.W. TOPEKA BLVD TOPEKA KS 66619 (800) 530-5497 (785) 357-0695	#FO1240255C A/M CAPA LT Fender w/o wheel opening molding	\$ 343.00

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# City Council Agenda Form

**Meeting Date:** August 18, 2020  
**Agenda Item Title:** Adopt 2021 Budget  
**Department:** City Manager

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**Agenda Item Description:** Adopt 2021 Budget

**Background:** Presented for Council's consideration is the recommended 2021 Budget; a prudent financial plan that establishes the activities, projects, staffing, and resources that the city will pursue through the year.

The budget as presented leaves the mill levy the same as 2020, meets the Fund Balance and Reserve Policy, includes funding for the Library and Recreation Commission and provides financial support to five outside entities.

The budget and notice of public hearing was published in the Russell County News.

**City Attorney Review/ Comment:** N/A

**Funding Source:** N/A

- Options:**
1. Approve the 2021 Budget as presented
  2. Approve the 2021 Budget with changes - the amount of Ad Valorem tax can not be increased from what was published

**Staff Recommendation:** Approve the 2021 Budget as presented

**Attachment(s):** Budget Transmittal Letter, 2021 Budget Worksheets and Affidavit of Publication



133 W 8th St  
PO Box 112  
Russell KS 67665-0112  
Phone: (785) 483-6311  
Fax: (785) 483-4397

To the Honorable Mayor, City Councilmembers and Citizens of Russell:

Every decision we make today, this month and this year not only has an immediate short-term effect but also impacts the long-term stability of the community. The City's departments and staff strive to meet growing and on-going service and maintenance needs. As we continue to strive for the improvement of our city-wide operations to increase performance and reliability, we need to be always mindful during daily activities and ask ourselves if what we're doing is promoting long-term financial stability.

The City's management team is pleased to present the 2021 recommended operating budget, which represents months of financial planning and discussion. The recommended budget for 2021 is a balanced budget that represents a responsible spending plan for the upcoming fiscal year, with an eye to future needs as well.

The 2021 budget for all funds, including enterprise funds and special revenue funds, is \$22,263,643, which is a decrease of \$665,332 from the 2020 adopted budget. This decrease is primarily attributable to a reduction in electric utility revenue as a result of a reduction of customer's energy rates by 1.25 cents per kWh.

Faced with a seven percent decrease in valuation and anticipated lower sales tax collections, the 2021 Budget is a balanced budget that accomplishes the Council's goal of not increasing the property tax mill levy. With a decrease in mill levy for city operations and slight increases for the Russell Public Library and Russell Recreation Commission, the mill levy is estimated to be the same as 2020.

The mill levy is the rate at which real and personal property are taxed to provide municipal services, which include the General Fund, Library, Airport, Industrial, Fire Equipment, Personnel Benefits, and Recreation. The General Fund includes Police, Fire, Public Transportation, 911 Services, Public Works, Streets, Building Planning and Zoning, Municipal Court, Golf Course, Swimming Pool, Parks, and the Deines Cultural Center. The City also levies for the Public Library and the Russell Recreation Commission.

Direct support of Russell Main Street Inc., Russell County Economic Development, Russell Area Chamber of Commerce, Western Kansas Child Advocacy, Options Domestic Violence Services is continued.

This budget document also includes recommendations for a variety of other operating funds, including the City's enterprise funds - Electric, Water, Wastewater, and Sanitation – and special revenue funds - Special Parks and Recreation, Special Highway, Risk Management Reserve, Capital Improvement, Equipment Reserve, and Airport Improvement.

The City's Recommended Capital Improvement and Equipment Reserve Plans for 2021 – 2030 are still under development and will be provided slightly later this fall.

In 2021 the City will continue to make significant capital investments to improve the safety and condition of city streets and infrastructure. A summary of recently completed projects, on-going projects, and 2021 planned projects include:

- S. Fossil Sidewalk Continuation – Planned for 2020
- Airport Taxiway, Apron and Runway Rehabilitation – Planned for 2020
- S. Fossil Alignment and Edward Avenue Extension – In engineering phase, planned for 2021
- Lincoln Street Reconstruction – in engineering phase - Planned for 2021
- Lincoln Street Sidewalk (10<sup>th</sup> Street to Wichita) Reconstruction – Planned for 2021
- Downtown Revitalization – Planned for 2021
- BUILD Grant Project – Planned for 2022
  
- Water Production Plant "A" Improvements – In progress
- Water Production Plant "B" EDR Repairs – In progress
- Maple/St. John Waterline Replacement – In progress
- R9 Ranch Source Development – In progress
- Inflow and Infiltration – Phase 1 planned for 2020.
- Wastewater Lagoon and Headworks – In engineering phase, planned for 2021
- Stormwater Utility – Planned for 2022

Total estimated expenditures for these projects is \$41,342,100 with \$23,985,000 estimated to be paid by grant funds. This estimate does not include the cost of the R9 Ranch development.

Looking forward, we face significant challenges of continuing to secure our future water supply needs for generations to come, but also balancing the needs of aging infrastructure, aging equipment, the replacement of deteriorating roadways, and retaining the best-qualified workforce. It is through professional staff, planning, and a collaborative community effort that places us in the best position to move our community into the future.

I want to thank all the Department Heads, with special thanks to the Finance Director, and the Governing Body for their support and hard work through the process of preparing the 2021 Budget.

Respectfully submitted,

Jon Quinday, CPM  
City Manager



**Computation to Determine Limit for 2021**

	<b>Amount of Levy</b>
1. Total tax levy amount in 2020 budget	+ \$ <u>1,752,755</u>
2. Library levy in 2020 budget	- \$ <u>142,296</u>
Other tax entity levy in 2020 budget	- \$ <u>          </u>
3. Net tax levy	\$ <u>1,610,459</u>

**Percentage Adjustments**

4. New improvements, remodeling and renovations for 2020 :	+ <u>81,114</u>	
5. Increase in personal property for 2020 :		
5a. Personal property 2020	+ <u>344,973</u>	
5b. Personal property 2019	- <u>2,452,858</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>29,873</u>	
8. Expiration of property tax abatements	+ <u>0</u>	
9. Expiration of TIF, Rural Housing, and NR Districts (Incremental assessed value over base)	+ <u>          </u>	
10. Total valuation adjustment (sum of 4, 5c, 6d, 7, 8 & 9)	<u>110,987</u>	
11. Total estimated valuation July 1, 2020	<u>28,056,715</u>	
12. Percentage adjustment factor - Line 10 / (Line 11 - Line 10))	<u>0.0040</u>	
13. Percentage adjustment increase (12 times 3)		+ \$ <u>6,396</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>28,988</u>
<b>16. Total Percentage Adjustments</b>		<b>\$ <u>35,384</u></b>

**Revenue Adjustments**

17. Property tax revenues for debt service in 2021 budget:	+ <u>0</u>
Property tax revenues for debt service in 2020 budget:	- <u>0</u>
Increased property tax revenues spent on debt service	<u>0</u>



## Other Tax Levy Limitation Tests

### Property Decline Test

Note - In order to use the test, there must be a decline in tax revenues in at least one of the years listed below.

2017 Tax Levy (Less Levy for other Governmental Units)	
2018 Tax Levy (Less Levy for other Governmental Units)	None
2019 Tax Levy (Less Levy for other Governmental Units)	None
2020 Tax Levy (Less Levy for other Governmental Units)	None

Average Tax Levy (last three years)	#DIV/0!
CPI Adjustment	#DIV/0!
Average Tax Levy Adjusted by CPI	#DIV/0!

2021 Total Tax Levy (Less Levy for Other Governmental Units)

**Exemption from Election Requirement** **#DIV/0!**

"

### Lost Valuation Test

Assessed Valuation Loss

2021 Tax Levy (Less Levy for other Governmental Units)	
2020 Tax Levy (Less Levy for other Governmental Units)	
Change in Levy	0

CPI Adjustment	28,988
2021 Mill Rate (Less Mills for other Governmental Units)	

Loss of Assessed Valuation Multiplied by 2021 Mill Rate	0
Total Adjustment for Loss of Assessed Valuation	28,988

**Exemption from Election Requirement** **Yes**

RUSSELL

2021

**Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates**

Budgeted Fund for 2020	Ad Valorem Levy Tax Year 2019	Allocation for Year 2021				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	1,049,687	158,436	2,608	2,630	7,978	2,211
Debt Service						
Library	142,296	21,478	354	357	1,082	300
Airport	52,180	7,876	130	131	397	110
Industrial	29,914	4,515	74	75	227	63
Fire Equipment	29,891	4,512	74	75	227	63
Personnel Benefits	448,787	67,738	1,115	1,125	3,411	946
Recreation	119,611	18,054	297	300	909	252
<b>TOTAL</b>	<b>1,752,755</b>	<b>264,555</b>	<b>4,355</b>	<b>4,393</b>	<b>13,322</b>	<b>3,693</b>

County Treas Motor Vehicle Estimate 264,555  
 County Treas Recreational Vehicle Estimate 4,355  
 County Treas 16/20M Vehicle Estimate 4,393  
 County Treas Commercial Vehicle Tax Estimate 13,322  
 County Treas Watercraft Tax Estimate 3,693

Motor Vehicle Factor 0.15094  
 Recreational Vehicle Factor 0.00248  
 16/20M Vehicle Factor 0.00251  
 Commercial Vehicle Factor 0.00760  
 Watercraft Factor 0.00211

RUSSELL

2021

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2019	Current Amount for 2020	Proposed Amount for 2021	Transfers Authorized by Statute
General	Industrial	36,077	37,100	28,000	12-197
General	Capital Improvement	300,000	525,098	300,000	12-1,118
General	Equipment Reserve	150,000	215,000	72,000	12-1,117
General	Risk Management	500	-	-	12-2615
General	Airport	136	90	100	12-1,118
Capital Improvement	Airport Improvement	28,900	-	-	12-1,118
Special Highway	Capital Improvement	-	-	-	12-1,118
Pfeifer Well Expansion	Bond & Interest	78,670	5,986	-	12-6a16
Electric	General	450,000	450,000	450,000	12-825d
Electric	Personnel Benefits	532,200	477,000	500,000	12-825d
Electric	Electric Depreciation	250,000	360,000	350,000	12-825d
Electric	Risk Management	3,500	-	-	12-2615
Water	General	120,000	120,000	120,000	12-825d
Water	Bond & Interest	472,372	475,262	460,752	12-825d
Water	Personnel Benefits	289,000	301,500	340,000	12-825d
Water	Water Improvement	703,500	625,000	300,000	12-2615
Water	Risk Management	1,000	-	-	12-825d
Sanitation	Personnel Benefits	92,000	99,500	97,000	12-825d
Sanitation	General	90,000	90,000	90,000	12-825d
Sanitation	Sanitation Depreciation	150,000	120,000	75,000	12-825d
Wastewater	Wastewater Improvement	235,000	380,000	510,000	12-6310
Wastewater	General	110,000	110,000	110,000	12-825d
Wastewater	Personnel Benefits	105,000	106,200	85,000	12-825d
	<b>Totals</b>	<b>4,197,855</b>	<b>4,497,736</b>	<b>3,887,852</b>	
	<b>Adjustments</b>				
	<b>Adjusted Totals</b>	<b>4,197,855</b>	<b>4,497,736</b>	<b>3,887,852</b>	

\*Note: Adjustments are required only if the transfer is being made in 2020 and/or 2021 from a non-budgeted fund.





**WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND  
REGIONAL LIBRARY SYSTEMS**

**Budgeted Year: 2021**

Library found in: RUSSELL  
RUSSELL

Two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

	Current Year	Proposed Year
	<u>2020</u>	<u>2021</u>
Ad Valorem Tax	\$142,296	\$133,983
Delinquent Tax	\$5,386	\$0
Motor Vehicle Tax	\$21,851	\$21,478
Recreational Vehicle Tax	\$610	\$354
16/20M Vehicle Tax	\$395	\$357
LAVTR	\$0	\$0
	<u>\$0</u>	<u>\$0</u>
<b>TOTAL TAXES</b>	<b>\$170,538</b>	<b>\$156,172</b>
Difference in Total Taxes:	(\$14,366)	
Qualify for grant:	Not Qualify	

Second test:

Assessed Valuation	\$29,962,691	\$28,056,715
Did Assessed Valuation Decrease?	Yes	
Levy Rate	4.749	4.775
Difference in Levy Rate:	0.026	
Qualify for grant:	Qualify	

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please see the below narrative for assistance from the State Library.





RUSSELL

2021

Adopted Budget General Fund - Detail Page 1	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
<b>Expenditures:</b>			
Police			
Salaries	388,260	436,555	429,683
Salaries - Animal Control	30,468	31,668	33,571
Contractual	46,559	55,600	55,800
Commodities	35,291	48,910	42,500
Animal Control	7,185	8,000	8,000
Capital Outlay	2,863	590	
<b>Total</b>	<b>510,626</b>	<b>581,323</b>	<b>569,554</b>
<b>City Manager</b>			
Salaries	140,012	142,349	120,953
Contractual	11,828	13,350	13,690
Commodities	1,475	5,300	3,250
Capital Outlay	234	1,200	
<b>Total</b>	<b>153,549</b>	<b>162,199</b>	<b>137,893</b>
<b>City Clerk</b>			
Salaries	93,176	98,878	103,686
Contractual	93,824	83,500	98,500
Commodities	12,073	15,450	15,500
Capital Outlay	3,548		
<b>Total</b>	<b>202,621</b>	<b>197,828</b>	<b>217,686</b>
<b>Public Transportation</b>			
Salaries	47,424	57,938	49,326
Contractual	4,668	4,350	5,350
Commodities	8,272	11,300	10,300
Capital Outlay	234	0	
<b>Total</b>	<b>60,598</b>	<b>73,588</b>	<b>64,976</b>
<b>Fire</b>			
Salaries	110,197	139,185	140,995
Contractual	26,540	26,800	29,900
Commodities	26,033	40,800	36,300
Capital Outlay	1,643	1,200	1,400
<b>Total</b>	<b>164,413</b>	<b>207,985</b>	<b>208,595</b>
<b>Public Works</b>			
Salaries	71,480	76,406	40,056
Contractual	7,577	7,000	5,400
Commodities	5,832	7,000	7,000
Capital Outlay	234		
<b>Total</b>	<b>85,123</b>	<b>90,406</b>	<b>52,456</b>
<b>Mayor/Council/Admin</b>			
Salaries	4,725	4,725	4,725
Contractual	54,081	60,700	54,800
Commodities	772	4,000	2,500
Capital Outlay	235	7,900	
<b>Total</b>	<b>59,813</b>	<b>77,325</b>	<b>62,025</b>
<b>Municipal Court</b>			
Salaries	44,161	48,483	49,332
Contractual	10,481	10,136	11,136
Commodities	544	1,800	1,200
Capital Outlay			
<b>Total</b>	<b>55,186</b>	<b>60,419</b>	<b>61,668</b>
<b>Page 1 - Total</b>	<b>1,291,929</b>	<b>1,451,073</b>	<b>1,374,853</b>

RUSSELL

2021

Adopted Budget General Fund - Detail Page 2	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
<b>Expenditures:</b>			
911			
Salaries	414,445	433,977	454,694
Contractual	16,954	18,750	20,700
Commodities	3,851	3,200	3,200
Capital Outlay	1,023		4,400
<b>Total</b>	<b>436,273</b>	<b>455,927</b>	<b>482,994</b>
<b>Building Planning and Zoning</b>			
Salaries	120,645	127,926	133,069
Contractual	37,457	33,900	26,000
Commodities	2,755	4,100	3,800
Capital Outlay	1,318		
<b>Total</b>	<b>162,175</b>	<b>165,926</b>	<b>162,869</b>
<b>Street</b>			
Salaries	266,737	252,674	248,542
Contractual	20,898	18,950	20,450
Commodities	76,270	82,880	82,200
Capital Outlay	1,643		
<b>Total</b>	<b>365,548</b>	<b>354,504</b>	<b>351,192</b>
<b>Golf Course</b>			
Salaries	103,746	110,209	110,328
Contractual	42,867	44,600	45,450
Commodities	34,517	43,400	43,300
Capital Outlay	13		
<b>Total</b>	<b>181,143</b>	<b>198,209</b>	<b>199,078</b>
<b>Swimming Pool</b>			
Salaries	48,949	80,300	83,600
Contractual	6,262	7,800	9,900
Commodities	23,955	28,250	25,650
Capital Outlay		1,600	2,000
<b>Total</b>	<b>79,166</b>	<b>117,950</b>	<b>121,150</b>
<b>Parks</b>			
Salaries	174,772	188,640	199,336
Contractual	11,794	12,950	13,750
Commodities	37,154	45,250	42,500
Capital Outlay	1,644		1,500
<b>Total</b>	<b>225,364</b>	<b>246,840</b>	<b>257,086</b>
<b>Dienes Cultural Center</b>			
Salaries	34,378	31,547	33,285
Contractual	11,147	13,600	13,150
Commodities	1,827	3,700	3,800
Capital Outlay			1,400
<b>Total</b>	<b>47,352</b>	<b>48,847</b>	<b>51,635</b>
<b>Armory/Community Center</b>			
Salaries			
Contractual	6,978	3,300	3,500
Commodities		7,500	7,500
Capital Outlay	2,700		
<b>Total</b>	<b>9,678</b>	<b>10,800</b>	<b>11,000</b>
Page 2 -Total	1,506,699	1,599,003	1,637,004
Page 1 -Total	<b>1,291,929</b>	<b>1,451,073</b>	<b>1,374,853</b>
<b>Grand Total</b>	<b>2,798,628</b>	<b>3,050,076</b>	<b>3,011,857</b>

(Note: Should agree with general sub-totals.)



RUSSELL

2021

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
<b>Library</b>			
Unencumbered Cash Balance Jan 1		0	7,212
Receipts:			
Ad Valorem Tax	129,352	142,296	XXXXXXXXXXXXXXXXXX
Delinquent Tax	6,328	5,386	
Motor Vehicle Tax	22,014	21,851	21,478
Recreational Vehicle Tax	632	610	354
16/20M Vehicle Tax	388	395	357
Commercial Vehicle Tax			1,082
Watercraft Tax			300
Interest on Idle Funds			
Neighborhood Revitalization Rebate	(3,328)	-3,326	-3,177
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>155,386</b>	<b>167,212</b>	<b>20,394</b>
<b>Resources Available:</b>	<b>155,386</b>	<b>167,212</b>	<b>27,606</b>
Expenditures:			
Library Appropriations	155,386	160,000	160,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>155,386</b>	<b>160,000</b>	<b>160,000</b>
Unencumbered Cash Balance Dec 31	0	7,212	XXXXXXXXXXXXXXXXXX
2019/2020/2021 Budget Authority Amount	160,500	160,000	160,000
<b>Non-Appropriated Balance</b>			
Total Expenditure/Non-Appr Balance			160,000
			Tax Required 132,394
			Delinquent Comp Rate: 1.2% 1,589
			Amount of -1 Ad Valorem Tax 133,983

Adopted Budget	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
<b>Recreation</b>			
Unencumbered Cash Balance Jan 1		0	6,234
Receipts:			
Ad Valorem Tax	105,651	119,611	XXXXXXXXXXXXXXXXXX
Delinquent Tax	5,421	4,699	
Motor Vehicle Tax	18,864	17,849	18,054
Recreational Vehicle Tax	539	498	297
16/20M Vehicle Tax	344	323	300
Commercial Vehicle Tax			909
Watercraft Tax			252
Interest on Idle Funds			
Neighborhood Revitalization Rebate	(2,718)	-2,796	-2,661
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>128,101</b>	<b>140,184</b>	<b>17,151</b>
<b>Resources Available:</b>	<b>128,101</b>	<b>140,184</b>	<b>23,385</b>
Expenditures:			
Recreation Appropriations	128,101	133,950	134,290
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>128,101</b>	<b>133,950</b>	<b>134,290</b>
Unencumbered Cash Balance Dec 31	0	6,234	XXXXXXXXXXXXXXXXXX
2019/2020/2021 Budget Authority Amount	132,140	133,950	134,290
<b>Non-Appropriated Balance</b>			
Total Expenditure/Non-Appr Balance			134,290
			Tax Required 110,905
			Delinquent Comp Rate: 1.2% 1,331
			Amount of 2020 Ad Valorem Tax 112,236

**CPA Summary**

RUSSELL

2021

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Airport</b>	Actual for 2019	Estimate for 2020	Year for 2021
Unencumbered Cash Balance Jan 1	19,043	37,276	75,471
Receipts:			
Ad Valorem Tax	21,359	52,180	XXXXXXXXXXXXXXXXXX
Delinquent Tax	615	762	
Motor Vehicle Tax	1,303	3,607	7,876
Recreational Vehicle Tax	19	101	130
16/20M Vehicle Tax	103	65	131
Commercial Vehicle Tax			397
Watercraft Tax			110
Rental	8,490	8,000	8,000
Fuel	24,116	20,000	20,000
Transfer from General	136	90	100
Interest on Idle Funds	513	300	300
Neighborhood Revitalization Rebate	-550	-1,220	-662
Miscellaneous			
Does miscellaneous exceed 10% Total Receipts			
<b>Total Receipts</b>	<b>56,104</b>	<b>83,885</b>	<b>36,382</b>
<b>Resources Available:</b>	<b>75,147</b>	<b>121,161</b>	<b>111,853</b>
Expenditures:			
Contractual	12,549	15,090	16,550
Commodities	25,322	30,600	30,600
Capital Outlay			92,300
Transfer to Airport Improvement			
Cash Forward (2021 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Expenditures			
<b>Total Expenditures</b>	<b>37,871</b>	<b>45,690</b>	<b>139,450</b>
Unencumbered Cash Balance Dec 31	37,276	75,471	XXXXXXXXXXXXXXXXXX
2019/2020/2021 Budget Authority Amount	71,230	105,690	139,450
<b>Non-Appropriated Balance</b>			
Total Expenditure/Non-Appr Balance			139,450
Tax Required			27,597
Delinquent Comp Rate: 1.2%			331
Amount of 2020 Ad Valorem Tax			27,928

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Industrial</b>	Actual for 2019	Estimate for 2020	Year for 2021
Unencumbered Cash Balance Jan 1	179,696	63,093	88,848
Receipts:			
Ad Valorem Tax		29,914	XXXXXXXXXXXXXXXXXX
Delinquent Tax	146	40	
Motor Vehicle Tax	20		4,515
Recreational Vehicle Tax			74
16/20M Vehicle Tax	2		75
Commercial Vehicle Tax			227
Watercraft Tax			63
Transfer from General	36,077	37,100	28,000
Reimbursed Expense	16,258	0	
Interest on Idle Funds	1,576	400	400
Neighborhood Revitalization Rebate		-699	-81
Miscellaneous			
Does miscellaneous exceed 10% Total Receipts			
<b>Total Receipts</b>	<b>54,079</b>	<b>66,755</b>	<b>33,273</b>
<b>Resources Available:</b>	<b>233,775</b>	<b>129,848</b>	<b>122,121</b>
Expenditures:			
Contractual	36,682	41,000	1,250
Commodities			
Capital Outlay			
Capital Outlay-Land			
Economic Development Incentive	134,000		124,250
Cash Forward (2021 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Expenditures			
<b>Total Expenditures</b>	<b>170,682</b>	<b>41,000</b>	<b>125,500</b>
Unencumbered Cash Balance Dec 31	63,093	88,848	XXXXXXXXXXXXXXXXXX
2019/2020/2021 Budget Authority Amount	217,111	121,150	125,500
<b>Non-Appropriated Balance</b>			
Total Expenditure/Non-Appr Balance			125,500
Tax Required			3,379
Delinquent Comp Rate: 1.2%			41
Amount of 2020 Ad Valorem Tax			3,420

**CPA Summary**

RUSSELL

2021

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
<b>Fire Equipment</b>			
Unencumbered Cash Balance Jan 1	84,247	77,308	101,929
Receipts:			
Ad Valorem Tax	27,772	29,891	XXXXXXXXXXXXXXX
Delinquent Tax	1,407	1,098	
Motor Vehicle Tax	3,420	4,693	4,512
Recreational Vehicle Tax	94	131	74
I6/20M Vehicle Tax	79	85	75
Commercial Vehicle Tax			227
Watercraft Tax			63
Grants	10,808	5,442	
Interest on Idle Funds	1,555	500	500
Neighborhood Revitalization Rebate	-715	-699	-575
Miscellaneous		3,000	3,000
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>44,420</b>	<b>44,141</b>	<b>7,876</b>
<b>Resources Available:</b>	<b>128,667</b>	<b>121,449</b>	<b>109,805</b>
Expenditures:			
Capital Equipment	51,359	19,520	133,790
Cash Forward (2021 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>51,359</b>	<b>19,520</b>	<b>133,790</b>
Unencumbered Cash Balance Dec 31	77,308	101,929	XXXXXXXXXXXXXXXXXX
2019/2020/2021 Budget Authority Amount	62,750	92,550	133,790
<b>Non-Appropriated Balance</b>			
Total Expenditure/Non-Appr Balance			133,790
		Tax Required	23,985
Delinquent Comp Rate:	1.2%		<b>288</b>
Amount of 2020 Ad Valorem Tax			24,273

Adopted Budget	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
<b>Personnel Benefits</b>			
Unencumbered Cash Balance Jan 1	439,854	663,714	371,509
Receipts:			
Ad Valorem Tax	705,484	448,787	XXXXXXXXXXXXXXX
Delinquent Tax	28,214	27,168	
Motor Vehicle Tax	103,436	119,175	67,738
Recreational Vehicle Tax	2,944	3,327	1,115
I6/20M Vehicle Tax	1,943	2,156	1,125
Commercial Vehicle Tax			3,411
Watercraft Tax			946
Reimbursed Expense	100,898	142,012	111,645
Transfer from Electric	532,200	477,000	500,000
Transfer from Water	289,000	301,500	340,000
Transfer from Sanitation	92,000	99,500	97,000
Transfer from Wastewater	105,000	106,200	85,000
Interest on Idle Funds	11,707	4,000	4,000
Neighborhood Revitalization Rebate	-18,153	-10,489	-6,786
Miscellaneous	63	407	
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,954,736</b>	<b>1,720,743</b>	<b>1,205,194</b>
<b>Resources Available:</b>	<b>2,394,590</b>	<b>2,384,457</b>	<b>1,576,703</b>
Expenditures:			
Health Insurance	773,640	919,677	762,520
Health Insurance - Fire, 911, Police	252,520	300,323	239,421
FICA	208,001	239,134	259,542
FICA - Fire, 911, Police	66,509	72,046	72,990
KPERS	276,414	290,718	316,842
KPERS - Fire, 911, Police	84,899	84,482	86,240
Workers Compensation	34,617	59,000	59,000
Workers Compensation - Fire, 911, Police	29,645	30,608	31,273
Unemployment	3,132	11,924	23,408
Unemployment - Fire, 911, Police	353	3,676	6,927
Insurance	330	360	360
Dues, Fees, Subscription	816	1,000	1,000
Cash Forward (2021 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,730,876</b>	<b>2,012,948</b>	<b>1,859,523</b>
Unencumbered Cash Balance Dec 31	663,714	371,509	XXXXXXXXXXXXXXXXXX
2019/2020/2021 Budget Authority Amount	2,397,292	2,038,340	<b>1,859,523</b>
<b>Non-Appropriated Balance</b>			
Total Expenditure/Non-Appr Balance			1,859,523
		Tax Required	282,820
Delinquent Comp Rate:	1.2%		3,394
Amount of 2020 Ad Valorem Tax			<b>286,214</b>

<b>CPA Summary</b>
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RUSSELL

2021

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Special Highway</b>	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
Unencumbered Cash Balance Jan 1	297,715	65,040	113,530
Receipts:			
State of Kansas Gas Tax	122,243	114,790	100,880
County Transfers Gas		0	0
Interest on Idle Funds	4,981	2,000	1,000
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>127,224</b>	<b>116,790</b>	<b>101,880</b>
<b>Resources Available:</b>	<b>424,939</b>	<b>181,830</b>	<b>215,410</b>
Expenditures:			
Contractual	355,860	37,800	50,000
Commodities	4,039	3,000	
Capital Outlay		27,500	165,410
Transfer to Capital Improvement Fund			
Cash Forward (2021 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>359,899</b>	<b>68,300</b>	<b>215,410</b>
Unencumbered Cash Balance Dec 31	65,040	113,530	0
2019/2020/2021 Budget Authority Amount	422,915	475,445	215,410

Adopted Budget <b>Special Parks &amp; Recreation</b>	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
Unencumbered Cash Balance Jan 1	63,344	57,033	39,394
Receipts:			
Liquor Tax	12,332	11,961	13,108
Grants	4,590		
Interest on Idle Funds	1,016	400	300
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>17,938</b>	<b>12,361</b>	<b>13,408</b>
<b>Resources Available:</b>	<b>81,282</b>	<b>69,394</b>	<b>52,802</b>
Expenditures:			
Contractual			
Commodities			
Capital Outlay	24,249	30,000	52,802
Cash Forward (2021 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>24,249</b>	<b>30,000</b>	<b>52,802</b>
Unencumbered Cash Balance Dec 31	57,033	39,394	0
2019/2020/2021 Budget Authority Amount	63,173	57,211	52,802

**CPA Summary**

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RUSSELL

2021

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget

**Electric**

	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
Unencumbered Cash Balance Jan 1	3,590,767	6,642,692	5,584,824
<b>Receipts:</b>			
Electric Sales	10,288,743	8,500,000	8,500,000
Bad Debt Collections			
Steam & Heat Sales			
Late Payment Penalty	14,768	6,000	8,000
Customer Deposits			
Rent	5,457	5,457	5,457
Reimbursed Expense	11,424	4,070	
Interest on Idle Funds	79,942	35,000	15,000
Miscellaneous	47,199	104,508	
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>10,447,533</b>	<b>8,655,035</b>	<b>8,528,457</b>
<b>Resources Available:</b>	<b>14,038,300</b>	<b>15,297,727</b>	<b>14,113,281</b>
<b>Expenditures:</b>			
<b>Administration:</b>			
Personnel	141,377	150,070	178,536
Contractual	60,532	79,950	83,500
Commodities	3,314	13,600	13,900
Capital Outlay			
<b>Production:</b>			
Personnel	356,973	361,348	409,452
Contractual	202,197	211,700	218,700
Commodities	4,653,890	6,790,500	6,770,500
Capital Outlay	4,369		
<b>Distribution:</b>			
Personnel	418,894	549,545	652,785
Contractual	133,152	60,340	87,140
Commodities	168,543	208,850	138,350
Capital Outlay	16,667		
Transfer to Personnel Benefits	532,200	477,000	500,000
Transfer to General	450,000	450,000	450,000
Transfer to Risk Management Reserve	3,500		
Transfer to Electric Depreciation Reserve	250,000	360,000	350,000
Capital Outlay			20,000
Cash Forward (2021 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>7,395,608</b>	<b>9,712,903</b>	<b>9,872,863</b>
Unencumbered Cash Balance Dec 31	6,642,692	5,584,824	4,240,418
2019/2020/2021 Budget Authority Amount	11,459,715	9,712,903	9,872,863

**CPA Summary**

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RUSSELL

2021

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Water</b>	Prior Year Actual for 2019	Current Year Estimate for 2020	Proposed Budget Year for 2021
Unencumbered Cash Balance Jan 1	2,326,544	2,335,013	1,749,438
Receipts:			
Water Sales	2,668,725	2,260,000	2,260,000
State Water Protection Fee	8,017	8,000	8,000
Late Payment Penalty	5,856	2,500	1,000
Bad Debt Collections		21,213	
Ranch Agreement	18,781		
Water Tap Fees	975	1,811	
Reimbursement			
Customer Deposits		110	
Interest on Idle Funds	35,192	13,000	13,000
Miscellaneous	19,352	22,168	5,000
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>2,756,898</b>	<b>2,328,802</b>	<b>2,287,000</b>
<b>Resources Available:</b>	<b>5,083,442</b>	<b>4,663,815</b>	<b>4,036,438</b>
Expenditures:			
Administration:			
Contractual	27,615	25,080	27,780
Commodities			
Capital Outlay			
Production:			
Personnel	289,646	330,349	393,209
Contractual	116,863	186,200	197,800
Commodities	376,186	454,500	499,500
Capital Outlay			
Distribution:			
Personnel	203,438	230,557	248,502
Contractual	18,726	24,600	24,500
Commodities	22,958	44,600	44,600
Capital Outlay	10,397		
Debt Service	96,728	96,729	186,729
Transfer to Bond & Interest	472,372	475,262	460,752
Transfer to Personnel Benefits	289,000	301,500	340,000
Transfer to Water Improvement	703,500	625,000	300,000
Transfer to General Fund	120,000	120,000	120,000
Transfer to Risk Mgt Reserve	1,000		
Cash Forward (2021 column)			30,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp	<b>2,748,429</b>	<b>2,914,377</b>	<b>2,873,372</b>
<b>Total Expenditures</b>	<b>2,335,013</b>	<b>1,749,438</b>	<b>1,163,066</b>
Unencumbered Cash Balance Dec 31	2,935,812	2,914,377	2,873,372

2019/2020/2021 Budget Authority Amount

<b>CPA Summary</b>
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RUSSELL

2021

**2021 Neighborhood Revitalization Rebate**

Budgeted Funds for 2021	2020 Ad Valorem before Rebate**	2020 Mil Rate before Rebate	Estimate 2021 NR Rebate
General	1,137,217	40.533	27,624
Debt Service			0
Library	130,768	4.661	3,177
Airport	27,258	0.972	662
Industrial	3,338	0.119	81
Fire Equipment	23,691	0.844	575
Personnel Benefits	279,346	9.956	6,786
0			0
0			0
0			0
0			0
0			0
0			0
Recreation	109,543	3.904	2,661
<b>TOTAL</b>	<b>1,711,161</b>	<b>57.085</b>	<b>38,905</b>

2020 July 1 Valuation: 28,056,715

Valuation Factor: 28,056.715

Neighborhood Revitalization Subj to Rebate: 681,534

Neighborhood Revitalization factor: 681.534

\*\*This information comes from the 2021 Budget Summary page. See instructions tab #13 for completing the Neighborhood Revitalization Rebate table.





## City Council Agenda Form

**Meeting Date:** August 18, 2020  
**Agenda Item Title:** Resolution Authorizing Loan Application to KDHE for Water Improvements  
**Department:** Finance

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**Agenda Item Description:** Resolution Authorizing Loan Application to KDHE for Water Improvements

**Background:** The Water Plant A needs significant improvements. Therefore, the City needs to seek financing. A KDHE Loan will offer the City the best financing rate. The resolution attached authorizes the City to file an application to KDHE for financing of water improvements.

**City Attorney Review/ Comment:** Yes

**Funding Source:**

**Options:**

1. Approve Resolution Authorizing the Loan Application to KDHE for Water Improvements.
2. Give Staff another direction for funding.
3. Do nothing

**Staff Recommendation:** 1. Approve Resolution Authorizing the Loan Application to KDHE for Water Improvements.

**Attachment(s):** Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE COMPLETION OF AN APPLICATION TO THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT REGARDING A LOAN FROM THE KANSAS PUBLIC WATER SUPPLY LOAN FUND**

**WHEREAS**, the City of Russell, Kansas (the “City”) is a duly incorporated city of the 2<sup>nd</sup> class organized under the laws of the state of Kansas (the “State”) which operates a public water supply and distribution system (the” System”); and

**WHEREAS**, the City Council (the “Governing Body”) of the City has heretofore determined in to be in the best needs of the customers of the System to undertake certain modifications and improvements (the “Project”) to the System; and

**WHEREAS**, the pursuant to K.S.A. 65-163c *et seq.* (the “Act”), the Kansas Department of Health and Environment (“KDHE”) administers the Kansas Public Water Supply Loan Fund (the “Fund”) from which loans are made to certain qualified Municipalities (as said term is defined in the Act) to finance modification and improvements to public water supply systems; and

**WHEREAS**, the City has heretofore made an application to KDHE for a loan in an amount not to exceed \$4,000,000 (the “Loan”) to finance the Project; and

**WHEREAS**, the Governing Body has conducted a public hearing this date on the advisability of proceeding with the completion of the application for the Loan and desires to authorize the appropriate officials of the City to accomplish the completion process.

**BE IT RESOLVED BY THE GOVERNING BODY OF CITY OF RUSSELL, KANSAS, AS FOLLOWS:**

**Section 1. Loan Application.** The Mayor and City Clerk of the City are hereby authorized to cause to be prepared and to execute a Loan Application, including all attachments thereto (jointly, the “Application”); in substantially the form presented to the Governing Body this date, in order to provide financing for the Project. The Application shall be forwarded to KDHE as soon as possible.

**Section 2. Further Proceedings.** The Mayor and City Clerk and the other officers and representatives of the City are hereby authorized and directed to take such other action as may be necessary to complete the Application and to coordinate processing of a loan agreement for the Loan (the “Loan Agreement”); provided that the authorization to execute the Loan Agreement shall be subject to further resolution of the Governing Body.

**Section 3. Further Authority.** This Resolution shall be in full force and effect from and after its adoption.

**Adopted** by the Governing Body of the City of Russell, Kansas on August 18, 2020.

**(SEAL)**

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*Mayor*

**ATTEST:**

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*City Clerk*



## City Council Agenda Form

**Meeting Date:** August 18, 2020  
**Agenda Item Title:** Amendment to Bartlett & West Contract - Plant A  
**Department:** Finance

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**Agenda Item Description:** Amendment to Bartlett & West Contract - Plant A

**Background:** In May of 2020 Council approved a contract for engineering services to rehabilitate the Water Plant A. Staff is applying for a KDHE Water Loan to fund the project. The contract must be amended in order to comply with KDHE specifications.

**City Attorney Review/ Comment:** N/A

**Funding Source:** Water Improvements

**Options:**

1. Approve the amended contract with Bartlett & West to include KDHE specifications.
2. Do nothing

**Staff Recommendation:** Approve the amended contract with Bartlett & West to include KDHE specifications.

**Attachment(s):** Amended Bartlett & West Contract

**KDHE SRF CONTRACT PROVISIONS FOR  
CONSULTANT CONTRACTS**

STATE OF KANSAS  
ACT AGAINST DISCRIMINATION  
CONTRACT PROVISION CERTIFICATION FORM

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin, or ancestry;
- (2) In all solicitations or advertisements for employees, the contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Commission;
- (3) If the contractor fails to comply with the manner in which the contractor reports to the Commission in accordance with the provisions of K.S.A.44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated, or suspended, in whole or in part, by the contracting agency;
- (4) If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole, or in part, by the contracting agency;
- (5) The contractor shall include the provisions of (1) through (4) in every applicable subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

PROJECT/CONTRACT NAME AND NO.

MUNICIPALITY City of Russell

CONTRACTOR'S SIGNATURE Matt A. Beza

TITLE Sr. Project Manager, Bartlett + West

KPWSLF NO. 3057

DATE 7-30-2020



3057  
KDHE PROJECT #

## CERTIFICATION REGARDING LOBBYING

### CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*Nathan Bergman, Sr. Project Manager*  
Typed Name & Title of Authorized Representative

*Mat A. Berg* 7/30/2020  
Signature and Date of Authorized Representative

### Contract Provisions for Equal Opportunity

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
3. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States." [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

### **Contract Provisions for the Kansas Act Against Discrimination**

(a) Except as provided by subsection (c), every contractor for or on behalf of the State and any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration, or repair of any public building or public work or for the acquisition of materials, equipment, supplies, or services shall contain provisions by which the contractor agrees that:

- (1) The contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin, or ancestry;
- (2) In all solicitations or advertisements for employees, the contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Commission;
- (3) If the contractor fails to comply with the manner in which the contractor reports to the Commission in accordance with the provisions of K.S.A.44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated, or suspended, in whole or in part, by the contracting agency;
- (4) If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole, or in part, by the contracting agency;
- (5) The contractor shall include the provisions of subsections (a)(1) through (4) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

(b) The Kansas Human Rights Commission shall not be prevented hereby from requiring reports of contractors found to be not in compliance with the Kansas Act Against Discrimination.

(c) The provisions of this section shall not apply to a contract entered into by a contractor:

- (1) Who employs fewer than four employees during the term of such contract; or
- (2) Whose contracts with the governmental entity letting such contract cumulatively total \$5,000 or less during the fiscal year of such governmental entity.

### **Contract Provisions for Restrictions on Lobbying**

The Contractor agrees to comply with Title 40 CRF Part 34, New Restrictions on Lobbying. **A Certification form must be submitted with the bid documents.**

### **Contract Provisions for the Trafficking Victims Protection Act of 2000**

The Contractor, its employees, sub-contractors, and sub-contractors employees under any KPWSLF Loan Agreement, may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or sub-awards under the award.

### **Contract Provisions for Suspension and Debarment**

The Contractor certifies that it is not suspended or debarred from participating in federal assistance and benefit programs and further agrees to fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Responsibilities of Participants Regarding Transactions." The Contractor must ensure that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. The Contractor agrees that failing to disclose the required information in 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

#### **Contract Provisions for Non Discrimination**

The contractor must comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and a variety of program-specific statutes with nondiscrimination requirements.

Other civil rights laws may impose additional requirements on the contractor. These laws include, but are not limited to, Title VII of the Civil Rights Act of 1964 (prohibiting race, color, national origin, religion, and sex discrimination in employment), the Americans with Disabilities Act (prohibiting disability discrimination in employment and in services provided by State and local governments, businesses, and non-profit agencies), and the Fair Housing Act (prohibiting race, color, national origin, age, family status, and disability discrimination in housing), as well as any other applicable civil rights laws.

#### **Contract Provisions for Non Segregated Facilities**

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensuring that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. This obligation extends to all contracts containing the equal opportunity clause regardless of the amount of the contract. The term "facilities," as used in this section, means waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, wash rooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees; *Provided*, That separate or single-user restrooms and necessary dressing or sleeping areas shall be provided to assure privacy between the sexes.

**BARTLETT & WEST, INC.**

**AGREEMENT FOR PROFESSIONAL SERVICES**

This is an Agreement (hereafter referred to as the "Agreement") by and between the City of Russell, Kansas("Client"), located at 133 W. 8<sup>th</sup> Street, Russell, KS 67665 and Bartlett & West, Inc. ("Consultant"), located at 230 Poyntz Avenue, Manhattan, KS 66502.

WHEREAS, Client intends to compete upgrades to their Water Treatment Plant A as outline in the Water Treatment Plant Study, dated August 2019, and subsequent Amendment.

WHEREAS, Client intends to engage Consultant to perform certain professional services with regard to such work, which is hereinafter called the Project.

Client and Consultant therefore agree as follows:

ARTICLE I – DEFINITIONS AND RULES OF INTERPRETATION

A. The agreement between Client and Consultant consists of this Agreement for Professional Services, the Standard Provisions of Agreement for Professional Services attached as Exhibit A, and the following exhibits and addenda:

1. Exhibit B – Scope of Work

All such items together shall be referenced herein as the "Agreement."

B. In the event of any conflict in the language of this Agreement for Professional Services with the Standard Provisions of Agreement attached hereto, the language of the Standard Provisions of Agreement shall control.

C. This Agreement represents the entire and integrated agreement between Client and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Consultant.

D. This Agreement shall be governed by the laws of the state of Kansas.

ARTICLE II – SCOPE OF WORK

A. Consultant shall perform services as described in Exhibit B.

1. Any additional services must be requested separately by Client and agreed to by Consultant. Excluded services in addition to those listed in Exhibit B. The following items are specifically excluded from the scope of work:

- a. Geotechnical or soils testing
- b. Environmental assessment
- c. Investigating or performing any archeological study

### ARTICLE III – CLIENT’S RESPONSIBILITIES

In addition to other responsibilities set forth in this Agreement, Client shall:

- A. As outlined in Exhibit B.
- B. Provide Consultant with all criteria and full information as to Client’s requirements for the Project, including design objectives, capacity, performance requirements, and budgetary limitations upon which Consultant may rely. Consultant shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client’s consultants and contractors, and information from public records, without the need for independent verification.
- C. Furnish available information pertinent to the Project including reports and data relative to previous designs, or investigation at or adjacent to the site.
- D. Arrange for safe access to and make all provisions for Consultant to enter upon public and private property as required to perform services under this Agreement.
- E. Examine alternative solutions, reports, drawings, specifications, and other documents presented by Consultant and render timely decisions pertaining to the documents.
- F. Provide timely reviews, approvals, and permits from all governmental authorities having jurisdiction over elements or phases of the Project.
- G. Participate in conferences, meetings, bid openings, and other similar aspects of the Project as requested by Consultant.

### ARTICLE IV – TIME OF PERFORMANCE FOR SERVICES

- A. The services under this Agreement have been agreed to in anticipation of the orderly progress of the Project through completion. Unless a specific time of performance for services is specified in this Agreement, Consultant’s obligation to render services hereunder will be for a period which may be reasonably required for the completion of said services. If a specific time of performance is provided herein and if Client has requested changes in the scope or character of the Project, the time of performance shall be adjusted equitably.
- B. As set forth in Exhibit B.

### ARTICLE V – PAYMENT PROVISIONS

- 1. Client shall pay Consultant for services described in the Scope of Work (Exhibit B), The Lump Sum includes compensation for Consultant’s services, expenses, and services of Consultant’s sub-consultants, if any, for the services as defined.
- C. Additional services, as referenced in Article II.B. shall be agreed upon in advance of the services being provided. The additional services will be billed in the same manner as above unless otherwise stated in this Agreement.

## ARTICLE VI – INSURANCE

A. Consultant shall purchase and maintain insurance as set forth below:

1. Commercial General Liability insurance with a limit of \$1,000,000 for each occurrence and \$2,000,000 general aggregate.
2. Automobile Liability insurance with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
3. Workers Compensation and Employer's Liability insurance in accordance with statutory requirements, with a limit of \$1,000,000 for each accident.
4. Professional Liability insurance on a claims-made basis in the amount of \$3,000,000 per claim and \$3,000,000 annual aggregate.
5. Commercial Umbrella, with a limit of \$2,000,000 each occurrence and aggregate.
6. Technology E&O with a limit of \$1,000,000 each claim and aggregate.

Certificates of insurance evidencing the coverages indicated above will be provided to Client upon request.

## ARTICLE VII – DISPUTE RESOLUTION

A. Prior to arbitration or litigation, the parties shall endeavor to resolve disputes in accordance with paragraph 10 of the Standard Provisions of Agreement attached as Exhibit A to this Agreement. Claims shall be brought only in the district court of Russell County, Kansas and the parties agree to this venue and to jurisdiction by this court.

## ARTICLE VIII – ALLOCATION OF RISKS

A. Percentage Share of Negligence. To the fullest extent permitted by law, a party's total liability to the other party and anyone claiming by, through or under the other party for any cost, loss, or damage caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Client, Consultant, and all other negligent entities and individuals.

## ARTICLE IX – INDEMNITY

A. Indemnity by Consultant. Consultant agrees to indemnify and hold harmless Client from and against damages, losses, costs or expenses (including reasonable attorney's fees) actually incurred by Client but only to the extent caused by the negligent performance of Consultant. In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by any applicable statute of repose or statute of limitations. If Client and Consultant are both at fault for certain damages, then each party shall bear liability for its own respective percentage of fault.

~~B. Consultant will not be required to indemnify Client for claims caused or alleged to be caused in whole or in part by the acts or omissions of Client or other third parties for whom Consultant is not responsible.~~

- C. ~~Consultant's obligation to indemnify Client is limited by Article X – Design Contingency provisions.~~
- D. Under no circumstances shall Consultant be required to pay the defense costs of Client, unless Consultant is adjudged to be negligent by a court of law and such defense costs are included as damages in the award. Consultant's obligation to pay defense costs, if awarded by a court, is limited by Article X – Design Contingency provisions, if any such provisions are part of this Agreement.

ARTICLE X – DESIGN CONTINGENCY

A. ~~DESIGN CONTINGENCY. Consultant makes no warranty, express or implied, that its design is free of errors. Client and Consultant agree that certain increased costs and changes may be required and are anticipated due to omissions, errors or inconsistencies in drawings and specifications prepared by Consultant. Therefore, Client agrees to set aside a reserve in the amount of 10% of the estimated total project cost as a contingency to be used, as needed, to pay for any such increased costs and changes. The percentage is intended to be for the whole project cost and not applied as a percentage to individual segments or quantities of a construction project. Client agrees to make no claim against Consultant with respect to any increased cost within this contingency amount. If costs due to changes resulting from design errors, omissions or inconsistencies exceed the contingency, then Consultant shall be responsible for damages incurred by Client above that sum but only to the extent caused by Consultant's negligent performance. Cost increases as a result of Client requests made after construction documents are issued for permit, changes in governmental agency requirements after previous approval, or unforeseen conditions are not costs due to errors, omissions or inconsistencies. In no event shall Consultant be responsible for direct costs that Client would have incurred in the construction contract, including actual installed quantities during construction, but for Consultant's error or omission.~~

ARTICLE XI – TERM OF AGREEMENT

A. This Agreement shall become effective upon signatures by both Parties.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties hereto have executed this Agreement.

**Client:**

CITY OF RUSSELL, KS

By:

Print Name:

Title:

Date Signed:

Rich Krause  
Rich Krause  
Public Works Director  
5/20/2020

**Consultant:**

BARTLETT & WEST, INC.

By:

Print Name:

Title:

Date Signed:

Nathan A. Bergman  
Nathan Bergman  
Sr. Project Manager  
5/5/2020

**EXHIBIT A**  
**STANDARD PROVISIONS OF AGREEMENT FOR PROFESSIONAL SERVICES**

Client and Bartlett & West, Inc. (referred to as Consultant), agree that the following provisions shall be part of this Agreement.

1. **Payment.** Unless stated otherwise in this Agreement, fees and all other charges will be billed monthly as the work progresses, and the net amount shall be due at the time of billing. If Client does not pay invoices within thirty (30) days of the billing date, Consultant may, upon written notice to Client, suspend further work until payment is current. Client agrees to indemnify and hold Consultant harmless from any claim or liability resulting from such suspension. Interest not exceeding the maximum rate allowable by law will be payable on any amounts not paid within thirty (30) days of the billing date, payment thereafter applied first to accrued interest and then to the principal unpaid amount. If Client fails to pay Consultant pursuant to this section, Client shall be liable for and shall reimburse Consultant for expenses incurred by Consultant in connection with or in any way relating to Client's failure to pay. Such expenses shall include, without limitation, reasonable attorneys' fees, legal expenses, and court costs. In the event Client fails to pay Consultant within ninety (90) days after the billing date, then Client agrees that Consultant shall have the right to consider such failure as a substantial breach of this Agreement and the duties of Consultant under this Agreement may be terminated at the election of Consultant upon five (5) days written notice.
2. **Taxes.** Compensation payable to Consultant pursuant to this Agreement shall be in addition to taxes that may be assessed against Consultant by any state or political subdivision directly on services performed or payments for services performed by Consultant. Such taxes that Consultant may be required to collect or pay shall be added by Consultant to invoices submitted to Client pursuant to this Agreement.
3. **Suspension.** In the event all or any portion of the work prepared or partially prepared by Consultant is suspended, abandoned, or terminated, Client shall pay Consultant for the work performed on an hourly basis, not to exceed any maximum contract amount specified herein.
4. **Termination.** This Agreement may be terminated by Client or Consultant upon thirty (30) days written notice in the event of substantial failure of the other party to perform in accordance with the terms of this Agreement. Client expressly agrees to hold Consultant harmless from any liability arising out of Consultant's termination of its services hereunder due to Client's failure to perform and/or pay in accordance with the provisions of this Agreement. In the event of termination of this Agreement, Client shall promptly pay Consultant for all fees, charges, and services performed by Consultant in accordance with the compensation arrangements under this Agreement or on an agreed hourly basis. If Consultant files suit for breach of contract, all attorney fees, court costs, and other related costs will be paid by Client if a Court finds Client has breached its contract with Consultant.
5. **Delay.** All agreements on Consultant's part are contingent upon, and Consultant shall not be responsible for damages or be in default, or be deemed to be in default, by reason of delays in performance of others by reason of strikes, lock-outs, accidents, widespread infectious disease outbreaks (including, but not limited to, epidemics and pandemics), acts of God and other delays unavoidable or beyond Consultant's reasonable control, or due to shortages or unavailability of labor at established area wage rate or delays caused by failure of Client or Client's agents to furnish information or to approve or disapprove Consultant's work promptly, or due to late or slow, or faulty performance by Client, other contractors or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of Consultant's work. In the case of the happening of any such cause of delay, the time of completion shall be extended accordingly.
6. **Client Changes.** In the event any changes are made in the work to be performed hereunder, by Client or persons other than Consultant, and which affect Consultant's work, any and all liability arising out of such changes is waived as against Consultant and Client assumes full responsibility for such changes unless Client has given Consultant prior notice and has received from Consultant written consent for such changes.
7. **Third Party Information.** Consultant is not responsible, and liability is waived by Client as against the Consultant, for use by Client or any other person of any data, reports, plans or drawings not prepared by Consultant.
8. **Waiver of Consequential Damages.** Neither Client nor Consultant shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.
9. **Completion.** In no event shall any statute of limitations commence to run any later than the date when Consultant's services are substantially completed, and any cause of action against Consultant arising from or pertaining to this Agreement must be initiated no later than two (2) years after the date when Consultant's services are substantially completed.
10. **Disputes.** If a claim, dispute or other matter in question arises out of or related to this Agreement, the parties shall first try to resolve the issue through prompt negotiations conducted by an officer authorized to make decisions on behalf of each party. If the dispute is not resolved within sixty (60) calendar days of the commencement of negotiations, the parties shall appoint a qualified, neutral, third-party mediator, as a condition precedent to the institution of litigation. If the parties are unable to agree upon a

mediator, Consultant shall present a list of three prospective mediators to Client, who shall choose the mediator. In the event of failure on the part of Client to do so within ten (10) days of receipt of the list, Consultant shall choose the mediator. The mediator's fees shall be shared equally and shall be held at the offices of Client or Consultant as selected by the mediator.

~~4.1. Waiver of Subrogation. To the extent any damage or claim is covered by property insurance, Client and Consultant waive all rights against each other and against the contractors, consultants, and employees of the other for damages, except such rights as they may have to the proceeds of such property insurance. Client or Consultant, as applicable, shall require of the contractors, consultants, agents, and employees of any of them similar waivers in favor of the other parties enumerated herein.~~

12. Standard of Care. Consultant's services shall be performed in a manner consistent with that degree of skill and care exercised by practicing professionals performing similar services at the same time, at the same locality, and under the same or similar circumstances and conditions. Consultant makes no other representations or any warranties, whether expressed or implied, with respect to the services rendered hereunder.

13. Consultant Data. Consultant Data, All documents and electronic files prepared or furnished by Consultant pursuant to this Agreement are instruments of Consultant's professional service, and Consultant shall retain an ownership and property interest therein. Upon payment of all amounts rightfully owed to Consultant herein, Consultant's instruments of service become of the property of the Client and maybe used and disseminated as determined by the Client for use on this Project.

14. Ownership. Consultant has and will retain all ownership rights in any software developed under this Agreement, including all patent rights, copyrights, trade secrets, trademarks, service marks, related goodwill and confidential and proprietary information, except as explicitly stated in this Agreement.

15. Ownership. Products of work (POW) shall be defined as any deliverable provided to Client as a result of services provided under this Agreement, including but not limited to software applications, databases, specifications, and documentation related to said POW. Delivered POW are proprietary to Consultant and contain trade secrets, inclusive of unpublished specifications. POW are owned by Consultant and are protected by United States copyright laws, trademark laws, and applicable international treaties and/or conventions. In consideration of the rights granted herein, Client agrees to retain all software, related materials, and information delivered or provided to it in strict confidence. All rights, title, and ownership in patents, trademarks, copyrights, trade secrets, know-how, or any other proprietary rights in the POW remain exclusively with Consultant. Client shall not sell, transfer, lease, lend, assign, time-share, sublicense, publish, disclose, display, or otherwise make available the POW in any form, including, but not limited to, flowcharts, logic diagrams, executable code, object code, source code, or technical documentation, to any other person or entity without the express written permission of Consultant. Client shall

secure and protect the POW in the same manner and to the same degree it protects its own proprietary information, using no less than a reasonable standard of care. Client shall not decompile or reverse engineer any of Consultant's software. Client shall not make any modifications or derivative works to the POW.

16. Ownership. All error corrections, enhancements, new releases, and any other products of work created by Consultant as a result of services provided under this Agreement are and shall remain the exclusive property of Consultant, regardless of whether Client, its employees, or agents may have contributed to the conception, joined in its development, or paid Consultant for the development or use of said POW.

17. Confidentiality. All information relating to Client that is known to be confidential or proprietary, or which is clearly marked as such, shall be held in confidence by Consultant and shall not be disclosed or used by Consultant except to the extent that such disclosure or use is reasonably necessary to the performance of Consultant's services. All information relating to Consultant that is known to be confidential or proprietary, or which is clearly marked as such, shall be held in confidence by Client. These obligations of confidentiality shall extend after the termination of this Agreement, but shall not apply with respect to information that is independently developed by the parties, lawfully becomes a part of the public domain, or of which the parties gained knowledge or possession free of any confidentiality obligation.

18. Fees. When applicable to the project, Client shall pay the costs of inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial photography fees, and all other fees, permits, bond premiums, title company charges, and reproductions, and all other charges not specifically covered by the terms of this Agreement.

19. Construction Costs. If any opinion is prepared by Consultant as to anticipated construction costs, such opinion represents a judgment as a professional and is supplied for the general guidance of Client. Since Consultant has no control over the cost of labor and material, or over competitive bidding or market conditions, Consultant does not guarantee the accuracy of such opinion as compared to contractor bids or actual cost to Client.

20. Job Site. If the work involves construction services, Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required by Client to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property and that this requirement shall be made to apply continuously and not be limited to normal working hours. Consultant does not assume responsibility for the safety of persons or property on or about the project site.

20.1 Job Site-Confined Space and/or Permit Required Entry. If confined space and/or permit required entry is required for the services to be provided, general contractor shall provide subcontractor and Consultant with a completed Confined Space

Pre-Entry checklist that complies with 29 CFR 1910.146 and 29 CFR 1926.1200 AA standards for construction as amended and applicable state laws and regulations. general contractor, at its expense, shall obtain any and all required permits and equipment for such entry. general contractor shall determine if the job requires anyone to enter manholes, vaults, lift station, piping, tanks or other confined spaces. Before work at a worksite, general contractor must ensure that a competent person identifies all confined spaces in which one or more of the persons it directs may work, and identifies each space that is a permit space, through consideration and evaluation of the elements of that space, including testing as necessary. If the workplace contains one or more permit spaces, general contractor who identifies, or who receives notice of, a permit space must:

- (1) Inform exposed persons by posting danger signs or by any other equally effective means, of the existence and location of, and the danger posed by, each permit space; and a sign reading "DANGER – PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER" or using other similar language would satisfy the requirement for a sign.
- (2) Inform, in a timely manner and in a manner other than posting, its employees' authorized representatives and the controlling contractor of the existence and location of, and the danger posed by, each permit space.

If general contractor determines any person will enter a permit space, that host employer must have a written permit space program that complies with §1926.1204 implemented at the construction site. Contractor shall provide appropriate air monitoring equipment, employee training, permit forms, rescue procedures, personnel, and other means necessary to safely and independently enter confined spaces. The written program and permit must be made available prior to and during entry operations for inspection by person(s) who need to enter the space for work or inspection.

**20.2. Job Site-Fall Protection and Rescue Plans.** In the event personal fall arrest systems are used, the following rescue considerations shall apply. general contractor must assure that persons can be promptly rescued or can rescue themselves should a fall occur. The availability of rescue personnel, ladders, or other rescue equipment should be evaluated. In some situations, equipment that allows employees to rescue themselves after the fall has been arrested may be desirable, such as devices that have descent capability. All new persons on site shall be given instructions on the proper use of fall protection devices before they begin work, as well as rescue procedures. The written fall protection plan will be reviewed before work begins on the job site. Fall protection equipment use will be reviewed regularly at the weekly safety meetings.

**21. Construction Site Visits.** If applicable, Consultant shall make periodic visits to the project site to observe the progress and quality of the executed work and to generally review whether the work is proceeding in accordance with plans and specifications. Consultant shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of work and does not assume responsibility for construction techniques, procedures, sequences and schedules or for the conduct, action, errors or omissions of any construction contractor, subcontractor, or material supplier, their agents or employees.

**22. Resident Project Representation.** When applicable, and by separate attachment executed by Client and Consultant, Consultant may provide resident project representation under Consultant's supervision that will be paid for by Client as indicated in such separate agreement and that will be intended to give Client further assurance with regard to the finished work, but will not involve Consultant in the construction means, methods, techniques, sequences or procedures or safety precautions or programs nor provide to Client any guarantee by Consultant of the accuracy, quality or timeliness of performance by any contractor, subcontractor, or material supplier.

**23. Hazardous Materials.** In the event that Consultant or any other party encounters asbestos or hazardous or toxic materials at the job site, or should become known in any way that certain materials may be present at the job site or any adjacent areas that may affect the performance of Consultant's services, Consultant may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultants or contractors to identify, abate and/or remove the asbestos or hazardous or toxic material, and warrant that the job site is in full compliance with applicable laws and regulations.

**24. Assignment/Third Party Reliance/Certification.** Neither Client nor Consultant shall assign its interest in this Agreement without the written consent of the other. The services to be provided pursuant to this Agreement are being performed solely for the benefit of Client, and no benefit is meant to be conferred upon any person or entity not a party to this Agreement, and no such person or entity should rely upon Consultant's performance of those services to Client; and no claim against Consultant shall accrue to any contractor, subcontractor, consultant, engineer, supplier, fabricator, manufacturer, lender, tenant, surety, homeowner's association or any other third-party as a result of this Agreement or the performance or non-performance of services on the project. Consultant shall not be required to sign any documents, no matter by whom requested, that would result in Consultant's having to certify, guaranty, or warrant the existence of conditions that Consultant cannot ascertain.

**25. Client Representative.** Client shall designate an individual with authority to act on behalf of Client as to all aspects of the project, shall examine and respond promptly to submissions from Consultant, shall give prompt written notice to Consultant if Client becomes aware of any defect in the project, and shall otherwise fully cooperate as may be required or appropriate in connection with the project.

**26. Equal Opportunity.** Consultant shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a), and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

27. Severability. Should any provision herein be found or deemed to be invalid, this Agreement shall be construed as not containing such provision and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end, the provisions of this Agreement are declared to be severable.

## EXHIBIT B

### WATER TREATMENT PLANT A DESIGN, PERMITTING, AND BIDDING CITY OF RUSSELL, KS

#### **BACKGROUND**

Bartlett & West (Consultant) completed a review and evaluation of the existing City of Russell, KS (City) Water Treatment Plant A and summarized those results in a report titled WATER TREATMENT PLANT STUDY, August 2019. There have been several discussions since the report was finalized, and an Amendment is being prepared to outline those changes.

The outcome of that evaluation resulted in the following list of recommended improvements:

- Address structural and architectural issues addressed in the amended report for the main filter building, chlorine storage and feed buildings, and the South clarifier.
- Replacing the existing solids contact unit equipment with new sedimentation equipment.
- Replacing the lime slaker and soda ash feeder, along with the augers, tubes, motors, and silo vibrators.
- Conversion from a gas chlorine feed to purchase of bulk liquid sodium hypochlorite
- Conversion from dry alum feed to liquid alum
- Replace scale, feed pump for polymer, and install a system to make moving polymer drums easier.
- Replace gas CO2 feed panels.
- Replace in-line pre-sed basin rapid mixer and horizontal flocculators in the pre-sed basin, and secondary flocculation zone.
- Installing filter surface wash equipment on the media filters, and associated pipe, valves, and booster pump.
- Replacing all filter valve actuators, associated flow measuring differential pressure sensors, and associated compressed air piping.
- Replace and upgrade heating and ventilation as outlined in the amended report.
- Complete replacement for the outdated electrical system as outlined in the amended report
- Instrumentation and Controls upgrades as outlined in amended report.

#### **SCOPE OF WORK**

The Consultant shall perform the following services under the Task Order. The following design disciplines are included: Process, Architectural, Structural, Mechanical, Plumbing, Electrical.

#### **Report Amendment**

In the recent weeks there have been several discussions since the report was finalized, and an Amendment will be prepared to outline those changes discussed. Those changes include:

- Phone conversations with the City to discuss options outlined in the report.
- Adding discussion and cost estimate to change the flocculators in the pre-sedimentation basin.
- Add clarity on what can be operated with a new generator at Plant A as it pertains to Plant A operation.
- Incorporate choices made by the City as related to chlorine feed, carbon dioxide feed, and sedimentation equipment.
- Add discussion and cost estimate to include polymer drum floor roller system.

- Add discussion and cost estimate for replace the bulk silo bin vibrators.
- Add discussion and cost estimate for replace the filter gallery piping and valves.

#### Design Phase

1. Site Review and Data Gathering: The Consultant will visit the plant site to collect dimensional information needed for the final design. Gather information on existing equipment and facilities needed for final design.
2. Gather Equipment Information from Manufacturers: Communicate with equipment manufacturers on details of equipment being considered for design, compile, and discuss with the City.
3. Develop 30% level drawings: Drawings to include, but not limited to: Existing background information, new equipment preliminary sized and placed, design criteria near 75% complete. A list of anticipated technical specifications developed. Prepare a submittal set for review by the City.
4. Develop 65% level drawings and technical specifications. Drawings show all key upgrades and improvements but lack notes and some dimensions. Technical specifications started, those for key equipment fully drafted. Design criteria complete. Prepare a submittal set for review by the City.
5. Develop 95% level drawing and technical specifications: Drawings are near completion. Equipment design is complete, equipment tables complete, technical specifications near completion. Prepare a submittal set for review by the City.
6. Develop Final Bid Ready Documents: Final drawings, technical specifications completed and ready for bidding.
7. Instrumentation and Control: The City has a System Integrator with which the Consultant will coordinate for system design. It is also assumed that the System Integrator will be available for meetings with the Consultant during design. The Consultant will prepare a controls signal list table and include function and action notes for each signal. The location of field instruments will be shown on the drawings. The Consultant will coordinate with the System Integrator to specify field instruments. This task assumes the System Integrator will develop design for the control panel(s) and supply such panels for contractor installation.
8. Develop Front End (Contract Portion) of specifications and incorporate funding agency language. It is anticipated that EJCDC documents will be utilized.
9. Submit KDHE Construction Permit application and respond to comments from KDHE in order to obtain construction permit. Submit waste stream summary to KDHE.
10. Coordinate with electrical and gas utilities on changes needed for plant improvements.
11. Provide City with a current opinion of probable Construction Cost, and any adjustments to Total Project Costs known to Engineer. It is anticipated that updated cost estimates will be developed at 30%, 65%, and Final Bid Document design status.
12. Quality Control Review: At times deemed appropriate by the Consultant, conduct internal QC review of the drawings, specifications, and design calculations.
13. Meetings  
In addition to the initial site visit (Task 1) the Consultant will attend:
  - a. Up to two (2) additional site visit to gather more detailed dimensional information and check existing facilities with proposed design.

- b. 30% design review meeting. Some team members will join remotely.
- c. 65% design review meeting. Some team members will join remotely.
- d. 95% design review meeting. Some team members will join remotely.
- e. Once per month (remote) check in meetings.
- f. Intermediate calls will occur as needed to exchange information while the work is being completed.
- g. Internal team meetings to coordinate between disciplines.
- h. Attend two (2) City Board meetings. One intermediate update, and when ready for Authorization to Bid.

14. Project Management

- a. At a minimum, on a monthly basis, review the scope and budget. Incorporate changes to stay on time and within budget.
- b. Provide a monthly report or call to keep the City up to date on project status.
- c. Coordination with Client staff, financial advisors, and attorney.

Bidding Phase Services

1. Direct the bidding process for the City.
2. Provide Notice to Bidders for the City to publish in local newspaper. The City is to pay for all advertising fees. The Consultant will arrange for publishing in local plan rooms.
3. Administer the distribution of bidding documents to prospective bidders. Bid sets will be made available electronically. If a bidder desires a hard paper copy, a non-refundable fee will be charged.
4. Prepare for and conduct a Pre-Bid Conference for prospective bidders.
5. Address bidder questions regarding the plans and contract documents. Prepare and issue addenda and provide supplemental information or clarification, as appropriate, to interpret, clarify or expand the bidding documents to all prospective bidders during the bidding process.
6. Attend the bid opening, prepare the bid tabulation sheets, assist the City in evaluating the bids and the contract award.
7. Attend City Council meeting to present results of the bid and provide bid recommendation.

Services Not Included

The following items are not included, but can be incorporated upon request by the City, and with additional agreed upon fee.

1. Addition of any improvements not outlined in the preliminary report and amendment.
2. Incorporation of replacement of the filter piping and valves.
3. Civil/Site design for any site improvements.
4. Preparation of a Controls (Operations) Narrative.
5. Assistance with project funding applications, review of water budget income and expenses, or water rates.
6. Environmental review or gathering of information for another party to complete an environmental review.
7. Water Rate impacts
8. Assist City with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
9. Geotechnical engineering

10. Determination of the existence of any hazardous materials associated with building components or systems.
11. Attendance at City Council meetings, except as defined above.
12. Re-advertising and rebidding
13. Revision of plans to reduce cost following bid opening.
14. Surveying of any kind.
15. Preparation of Operations and Maintenance manual.

**Responsibilities of the City**

1. Provide existing data, maps, plan sets, water quality, water quantity, and other information the City has that will be needed.
2. Contract directly with the controls system integrator for their services during design.
3. Pay for any permit fees, application fees, notice advertising fees, and other similar fees.
4. Any legal fees incurred during the project.
5. Prompt reviews of plans during design submittals.

**Fee**

The services contained in this Task Order shall be performed on a Lump Sum basis for a fee of \$325,000 including expenses.

**Schedule**

It is anticipated the project will progress at the following approximate schedule following receipt of a signed Agreement.

- Amendment: Within 15 days after agreement execution.
- 30% Submittal: Within 75 days after agreement execution.
- 65% Submittal: Within 60 days after the 30% review meeting.
- 95% Submittal: Within 60 days after the 65% review meeting
- Submittal to KDHE: Within 45 days after the 95% review meeting
- Bidding: Start the bid process within two weeks of receiving KDHE approval.



## City Council Agenda Form

**Meeting Date:** August 18, 2020  
**Agenda Item Title:** 2019 Audit Report  
**Department:** Finance

---

**Agenda Item Description:** 2019 Audit Report

**Background:** The accounting firm of Lindburg, Vogel, Pierce, and Faris has completed an audit of the City of Russell's Financial records for the year 2019. Included in their scope of work is the audit of the City's Financial Statements, the Electric Utility Inventory Agreed-Upon Procedures and the Firefighters' Relief Association Agreed-Upon Procedures.

**City Attorney Review/ Comment:** N/A

**Funding Source:** N/A

**Options:**

1. Accept the 2019 Audit as prepared by Lindburg, Vogel, Pierce and Faris.
2. Take No Action.

**Staff Recommendation:** Accept the 2019 Audit as prepared by Lindburg, Vogel, Pierce and Faris

**Attachment(s):** Printed Audit Reports



## City Council Agenda Form

**Meeting Date:** August 18, 2020  
**Agenda Item Title:** Coronavirus Relief Fund  
**Department:** City Manager

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**Agenda Item Description:** Coronavirus Relief Fund Resolution

**Background:** The Kansas State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Taskforce's proposal to distribute money to Russell County to help provide for reimbursement of COVID-19 related costs and direct aid. Counties were directed to allocate and share Coronavirus Relief Funds with public educational and municipal entities within their counties. City staff has been working with Russell County and USD407 to equitably distribute the \$1,365,626 for eligible purposes based on guidance from the State of Kansas and U.S. Treasury.

Presented for Council consideration is a Coronavirus Relief Fund Resolution which, if adopted, outlines the terms to accept the funds and is designed to ensure the lawful use of funds, transparency, equity, and accountability.

**City Attorney Review/ Comment:** 8/6/2020

**Funding Source:** N/A

**Options:**

1. Approve City of Russell Coronavirus Relief Fund Resolution as presented
2. Provide staff with alternate direction
3. Take no action - the city's participation in the Coronavirus Relief Funds allocation is halted.

**Staff Recommendation:** Approve City of Russell Coronavirus Relief Fund Resolution as presented

**Attachment(s):** Coronavirus Relief Fund Resolution

**City of Russell Coronavirus Relief Fund Resolution**

# \_\_\_\_\_

**WHEREAS**, securing the health, safety, and economic well-being of our residents is the City of Russell's top priority;

**WHEREAS**, the City of Russell is facing both a public health and economic crisis – the pandemic and public health emergency of COVID-19 – which has resulted in illness, quarantines, school closures, and temporary closure of businesses resulting in lost wages and financial hardship to Kansas citizens;

**WHEREAS**, the World Health Organization declared a pandemic on March 11, 2020;

**WHEREAS**, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, et seq. and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020;

**WHEREAS**, as of this date, in Russell County there have been fifteen (15) reported positive cases of COVID-19, with a reported likely second wave of COVID-19 cases expected in the Fall;

**WHEREAS**, the City of Russell must remain flexible to account for the evolving nature and scope of the unprecedented public health emergency posed by COVID-19, while also simultaneously safely, strategically, and incrementally reopening business and facilitating economic recovery and revitalization;

**WHEREAS**, for the aforementioned and other reasons, and in recognition and furtherance of the City's responsibility to provide for and ensure the health, safety, security, and welfare of the people of the City of Russell the City has determined that the evolving public health and economic threats posed by COVID-19 require a proactive approach to provide immediate financial relief and long-term economic investment in Russell, Kansas.

**WHEREAS**, in these challenging times, the City of Russell will do what it can to avoid immediate dangers to the health, safety, and welfare of our constituents and prepare for future waves of COVID-19;

**WHEREAS**, on June 16, 2020 the State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Taskforce's proposal to distribute money to Russell County to help address the health and economic challenges inflicted by COVID-19 based on Russell County's population and impact from COVID-19 with funds provided for reimbursement of COVID-19 related costs and as direct aid unless otherwise approved by the SPARK Taskforce.

**WHEREAS**, to ensure that all educational and municipal entities within counties receiving Coronavirus Relief Funds meet their respective health and economic challenges, the SPARK Taskforce Executive Committee passed a motion on June 2, 2020, to direct counties to allocate and share Coronavirus Relief Funds with public educational and municipal entities within their counties.

**WHEREAS**, Russell County adopted a Resolution to accept and distribute funds to cities within Russell County.

**Be it resolved that,** pursuant to the authority vested in the Governing Body of the City of Russell, including the authority granted to this body by constitutional home rule in order to begin the process of safely, strategically, and proactively providing the resources the city needs to both mitigate the spread of COVID-19 and invest in long-term economic recovery, the Governing Body of the City of Russell accepts any funds appropriated to Russell County by the State of Kansas through the State's Coronavirus Relief Fund and distributed by Russell County pursuant to the following terms designed to ensure the lawful use of funds and transparency, equity, and accountability:

1. Section 5001 of the Coronavirus Aid, Relief, and Economic Security ("CARES") Act, as codified in 42 U.S.C. § 801, provides the eligible purposes for which Coronavirus Relief Fund ("CRF") payments may be used. Under 42 U.S.C. § 801(d) funds may be used for:
  - a. necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19);
  - b. not accounted for in the budget most recently approved for the City as of March 27, 2020; and
  - c. incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
2. The following are examples of public health expenditures allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
  - COVID-19 related expenses of public hospitals or clinics
  - COVID-19 testing and quarantine costs
  - Payroll of employees substantially dedicated to COVID-19 mitigation or response
  - Expenses for establishing and operating public telemedicine capabilities
  - Technological improvements to facilitate distance learning
  - Improving telework capabilities
  - Grants to small businesses to reimburse the costs of business interruption caused by required closures
  - Government payroll support program
  - Unemployment insurance costs related to COVID-19
3. The following are examples of public health expenditures NOT allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
  - Damages covered by insurance
  - Payroll or benefits for employees not substantially dedicated to mitigating or responding to COVID-19
  - Expenses that will be reimbursed under any federal program
  - Reimbursement to donors for donating items or services
  - Workforce bonuses other than hazard pay or overtime
  - Severance pay
  - Legal settlements
4. Additionally, as outlined in guidance issued by the Congressional Research Service on April 14, 2020, "Coronavirus Relief Fund payments may not be used to directly account for revenue shortfalls related to the COVID-19 outbreak. Such funds, however, may indirectly assist with revenue shortfalls in cases where expenses paid for by the Coronavirus Relief Fund would otherwise widen the gap between government outlays and receipts."
5. To ensure effective and timely oversight of local spending, the City of Russell will comply with reporting requirements established by Russell County.

6. To ensure transparency and accountability in the deliberation, expenditure, and oversight processes associated with CRF funds, the City of Russell, will comply with all requirements of the Kansas Open Meetings Act.
7. The COVID-19 pandemic has disproportionately impacted racial minorities within the State of Kansas, illustrating long-standing health disparities for African-American, Latino, and other racial minority populations in the United States. Accordingly, the City of Russell will consider and incorporate efforts to address such disproportionate impacts on racial minorities in its direct aid plan.
8. As provided in 42 U.S.C. § 801(f), the Inspector General of the Department of the Treasury determines whether CRF payments have been used for eligible purposes. Fund payments that are deemed to have been used for ineligible purposes are treated as a debt owed by the implementing government to Treasury. This resolution signifies that, upon approval, the City of Russell agrees to cooperate with any audits or inquiries by the Department of the Treasury concerning CRF funds and agrees to pay any debt incurred to the Department of the Treasury due to ineligible expenditures of appropriated CRF funds.
9. The City of Russell understands that the United States Department of the Treasury or the Governor's Office of Recovery may issue guidance regarding the transfer, expenditure, reimbursement, or other use of CRF funds.
10. The City of Russell understands and agrees that any unspent funds must be returned to the State for recoupment. The City of Russell understands that Russell County must return all unspent funds no later than December 30, 2020, and will make any unspent funds available for return prior to December 30, 2020. All reconciliation documents submitted to the SPARK Taskforce will be made publicly available by the Governor's Office of Recovery, including supporting documentation submitted by the City of Russell to Russell County.

This document shall be filed with the City Clerk. It shall become effective as of August 18, 2020.

This Resolution shall be in full force and effect from and after its adoption.

PASSED AND APPROVED by the Governing Body of the City of Russell, Kansas on this 18th day of August, 2020.

CITY OF RUSSELL, KANSAS

By: \_\_\_\_\_  
Raymond C. Mader, Mayor

ATTEST:

\_\_\_\_\_  
Katrina Woelk, City Clerk  
(Seal)



## City Council Agenda Form

**Meeting Date:** August 18, 2020  
**Agenda Item Title:** Consider Donation for Sound System at Duke Johnson Swimming Pool  
**Department:** City Manager

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**Agenda Item Description:** Consider accepting a donation for a sound system at the Duke Johnson Swimming Pool

**Background:** Michael Krug, a former Russell resident who currently lives in Texas, recently visited the Duke Johnson Swimming Pool. Mr. Krug began to raise funds to replace the sound system at the Duke Johnson Swimming Pool. Mr. Krug advised city staff that he has raised \$5,000 for a new sound system. Mr. Krug is back home in Texas but was invited to present the donation to the City via virtual conference.

**City Attorney Review/ Comment:** N/A

**Funding Source:** N/A

**Options:**

1. Accept the donation from Michael Krug for a new sound system at Duke Johnson Municipal Swimming Pool
2. Provide staff with alternate direction
3. Take no action - the donation is not accepted

**Staff Recommendation:** Accept the donation from Michael Krug for a new sound system at the Duke Johnson Municipal Swimming Pool.

**Attachment(s):**



## City Council Agenda Form

**Meeting Date:** August 18, 2020  
**Agenda Item Title:** Sanitary Sewer Rehabilitation - Inflow and Infiltration  
**Department:** City Manager

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**Agenda Item Description:** Rehabilitation of a section of sanitary sewer to eliminate inflow and infiltration

**Background:** Inflow and Infiltration are when groundwater and stormwater enter the City's sanitary sewer collection system. Inflow happens when groundwater and stormwater seep into the sanitary sewer system through private and public defects within the collection system. Residential homes or businesses can contribute to I/I in many ways – downspouts and sump pumps being the primary contributors. Public infrastructure can contribute by a leaky or vented manhole covers. Infiltration is when groundwater enters the sanitary sewer system through faulty pipes or manholes. These pipes might have cracks or leaks that let the water in - this can happen because of age, design, or root intrusion.

Staff solicited proposals to reline 1,100 feet of 18" sewer main from E. 7th to E. 5th - the area with the highest probable infiltration. Insituform Technologies USA proposal is \$87,817.80 and Johnson Service proposal is \$89,475. This is a budgeted item in the Wastewater Replacement Plan.

**City Attorney Review/ Comment:** 8/11/2020

**Funding Source:** Wastewater Replacement

**Options:**

1. Approve the proposal from Insituform Technologies or Johnson Service
2. Provide staff with alternate direction
3. Take no action - the relining is not completed

**Staff Recommendation:** Approve the proposal from Insituform Technologies USA, LLC in the amount of \$87,817.80

**Attachment(s):** Proposals



17220 Bel Ray Place  
Belton, Missouri 64012

Tel: (816) 318-8477  
Fax: (816) 318-8495  
[www.insituform.com](http://www.insituform.com)

**AAJA-YZQ9K3**

**August 6, 2020**

Russell KS City Hall

133 W 8th St  
Russell, KS 67665  
(785) 483-6311

<https://www.russellcity.org/>

Rich Krause, CPM

Public Works Director

Russell, Kansas 67665

O: 785- 483-6311

[rich@russellcity.org](mailto:rich@russellcity.org)

## **Proposal**

**Project Name: City of Russell KS Sewer Rehab 2020  
Proposal due August 6, 2020**

**No Specification Provided by Owner**

**INSITUFORM TECHNOLOGIES USA, LLC** herein proposes to furnish a Proposal for all labor, materials, equipment, and services necessary to reconstruct the referenced project.

### **ASSUMPTIONS AND QUALIFICATIONS**

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We have based this proposal on a **nominal wall thickness per wall thickness design calculations required** for the Insitube as shown in the price. This is based on the best available information at the time of this proposal. Existing pipe deterioration in excess of the conditions assumed, ground water loads in excess of those assumed, or other loads or conditions may increase the recommended thickness for all or portions of the work. Final recommendations may be submitted to you following the completion of the preliminary CCTV phase of the project. Stated prices are subject to adjustment if design changes are agreed upon.

Laterals: During TV inspection all side sewers are verified, using best practical efforts, to determine if each is an active hook up. Normal practice only reinstates those, which are active. You may direct us to reinsta<sup>t</sup>e all or specific laterals as you desire. This proposal, unless otherwise stated, assumes that all laterals will be reconnected, and all will be internally reconnected using the Insitucutter. Specific service connections will not be reconnected only when written directions are received from the Owner. The Owner will indemnify and hold **INSITUFORM TECHNOLOGIES** harmless from all claims arising from backups and other effects of such actions or inaction's from services not opened at the owner's request. In the event that Insituform is unable

to locate or reconnect a service lateral internally, the Owner will externally reconnect the service at no cost to INSITUFORM TECHNOLOGIES.

**PROPOSAL PRICING**

DESCRIPTION	APPROX. QUANTITY (L F)	U/M	UNIT PRICE	AMOUNT
Mobilization	1	L S	\$9,000.00	\$9,000.00
12" CIPP	55	L F	\$165.00	\$9,075.00
18" CIPP	1053	L F	\$65.00	\$68,445.00
12" LMK End Seals, if required	0	Each	\$125.00	\$0.00
18" LMK End Seals, if required	0	Each	\$165.00	\$0.00
Protruding Tap Removal - Robotic Method Only, if required	0	Each	\$250.00	\$0.00
	0	0	\$0.00	\$0.00
<b>Quantity Adjustments may require pricing adjustments</b>				
<b>PRICING IS "TAX EXEMPT" – CERTIFICATE REQUIRED</b>			<b>TOTAL</b>	<b>\$86,520.00</b>

**City personell shall provide ALL access to CIPP access points / manholes – including clearing / grubbing, ROW access agreements, special permits, including ALL restoration scopes, etc.**

**INCLUDED:**

- ✓ Prevailing Wages.
- ✓ Pipeline cleaning prior to installation.
- ✓ Bypass pumping of existing mainline flows during our work.
- ✓ Local Traffic Control – CIPP scopes [Detours, Lane Drops, Special Permits, etc. – Excluded].
- ✓ Installation of Insituform® complete per ASTM F1216.

- ✓ CD media of internal inspection pre and post Insituform®.
- ✓ Local Traffic control [CIPP scopes Only - - - Detours, Lane drops, permits - Excluded].
- ✓ Water [for CIPP and cleaning scopes] shall be provided by Owner at No cost to ITUSA.

**EXTRA:**

- **ADD Performance / Payment Bond at 1.5% of project cost, if required.**
- Special Insurance such as OCP, Builders Risk, Railroad, Non-Contributory, etc.
- Weekend/Holiday Work, if required by others.
- Point Repairs (if required) at obstructions that cannot be removed with conventional sewer cleaning equipment.
- If required, ADD P.E. Stamp for CIPP Design – ADD \$2,000
- If required, ADD \$500 per independent testing sample

Others to provide dump site, haul permits, and associated items for sewer debris disposal. Any toxic waste handling is to be done by others.

**General Conditions:**

1. Laterals that can be positively identified (with the camera) as plugged will not be reinstated. All other laterals will be opened unless otherwise directed in writing by the owner.
2. To the extent permitted by law and in accordance with the terms of this contract, Contractor shall indemnify and hold harmless the Owner, Architect/Engineer, and agents and employees of any of them from and against claims, damages, losses, and expenses including but not limited to attorneys' fees, arising out of or resulting from the work performed by Contractor, save and except any economic losses not related to bodily injury, sickness, disease or death, provided that such claim, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property excluding economic loss or use thereof (other than the work itself), but only to the extent caused in whole or in part by negligent acts or omissions of Contractor, anyone directly or indirectly employed by it or anyone for whose acts Contractor may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this paragraph by an employee of Contractor, anyone directly or indirectly employed by it or anyone for whose acts Contractor may be liable, the indemnification obligation under this paragraph shall be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or its subcontractors under workers' compensation acts, disability benefit acts or other employee benefit acts.

The obligations of Contractor under this paragraph shall not extend to the liability of the Owner, Architect/Engineer, Architect/Engineer's consultants, and agents and employees of any of them arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or instructions by the Owner, Architect/Engineer, Architect/Engineer's consultants, and agents and employees of any of them.

3. **MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES.** Neither party shall be liable to the other for consequential damages relating to or arising out of the Contract.
4. Any restrictions in our normal weekday work hours required by local, state, and/or federal authorities (due to noise restrictions or other reasons not known at the time of this proposal) will be an extra charge.
5. All labor, equipment, material, supervision, and mobilization necessary to complete the Insituform® process per the above conditions, and Insituform® specifications, are included.
6. **PAYMENT TERMS:** Payment is due in full, without exception or retention, within 35 days of date of invoice.
7. If materials are not in stock and need to be ordered, we cannot order the custom Insitubetube until we have accurate measurements of diameter and length. After receipt of a purchase order we will take

measurements and order material. Materials may take in excess of 2 weeks to arrive at our shop. Upon receipt of the materials we will schedule installation.

8. If diameter and length warrant, we will need to work round the clock in two shifts to complete the installation.
9. This proposal supersedes and nullifies all previous estimates and proposals under the same number, and is good for 60 days.
10. Insituform submits this bid based on the plans and specifications furnished to it. Insituform's bid is expressly conditioned upon the negotiation of terms and conditions fair to Insituform. Insituform shall have no obligation to perform and shall not be bound by its bid until the execution of a mutually agreeable written contract.

**Submitted by:**  
**INSITUFORM TECHNOLOGIES USA, LLC**  
**Brian T. McCrary P.E.**  
**Business Development Manager**  
**Cellular 816 / 206 – 7703**  
[bmccrary@aeqion.com](mailto:bmccrary@aeqion.com)

**Accepted**

---

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone / email: \_\_\_\_\_

Tax Exemption Number: \_\_\_\_\_

**This accepted proposal constitutes a formal agreement. If you initiate a purchase order or other document, it will not be acknowledged without this proposal as an attachment.**

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Accepted By: **INSITUFORM TECHNOLOGIES USA, LLC**

By: \_\_\_\_\_

Date: \_\_\_\_\_

# Insituform<sup>®</sup> CIPP

*Affordable, reliable and non-disruptive solutions for sewer pipe reconstruction.*



**Insituform**

# Insituform® CIPP

Affordable, reliable and non-disruptive solutions for sewer pipe reconstruction.

## Our trenchless solution

The Insituform® process can be used to rehabilitate sanitary sewers, storm sewers and force mains. Insituform® cured-in-place pipe (CIPP) is a jointless, seamless, pipe-within-a-pipe with the capability to rehabilitate pipes ranging in diameter from 6 to 96 inches.

## Insituform® CIPP addresses your top concerns:

**Infiltration reduction.** Water entering your sewer system through cracks, holes and joint failures can overload your treatment facilities, especially during wet weather. Insituform® CIPP can significantly reduce this infiltration. In dry climates, roots find the sewer system an attractive source of water and nutrients. Entering through pipe defects, roots create blockages and overflows. Insituform® CIPP contains your flow within the pipe while keeping external water and roots out.

**Structural integrity.** Insituform® CIPP restores structural integrity to your damaged sewer pipes. The design models used, independent test results and over 35 years of service all confirm that Insituform® CIPP is a structural product with a 100-year design life.

**Increased flow capacity.** Insituform® CIPP provides the least cross-sectional reduction of all methods used to rehabilitate pipes. There are no joints or seams that can separate over time and the smooth, jointless interior provides excellent abrasion resistance and typically improves flow capacity.

**Affordability.** The Insituform® CIPP process is usually less expensive than conventional dig and replace methods of sewer repair. When you consider the lost business revenues, traffic congestion and social costs associated with other methods, your savings are immeasurable.

**Installation flexibility.** Insituform offers flexibility in both the method of installation and the cure process. Insituform® CIPP can be inverted with either air or water, or pulled into place. The cure can be done with steam or hot water. All processes are consistent with nationally recognized standards and Insituform's own ISO-certified quality control program. Since each job is unique, we apply the most cost effective, technically optimal solution to solve your pipeline rehabilitation problem.

## Insituform® CIPP is the best choice for trenchless rehabilitation.

### Insituform superior processes

Since inventing CIPP over 35 years ago, Insituform has developed the highest quality manufacturing and installation systems in the trenchless industry.

As a vertically integrated company, we take responsibility for R&D, manufacturing, installation and service. Our systems are designed to produce consistency and high performance in our products and services.

### Manufacturing

Insituform's patented manufacturing techniques ensure that our tubes are constructed for optimal long-term performance. During the manufacturing process, each tube goes through 25 separate quality checks.

### Wet out

Insituform's patented serial vacuum impregnation process ensures that Insituform® CIPP achieves the required strength,

enables wet out of any length, diameter or thickness and allows a faster wet out in less space, saving on time and cost.

Insituform's wet out facilities utilize environmentally friendly methods and equipment. In fact, Insituform has been recognized by the United States' Environmental Protection Agency for efforts at its various wet out facilities to protect the environment.

### Installation

Every Insituform installation is completed using our own safety-certified crews who follow strict safety procedures and documented work practices in accordance with the company's ISO: 9000 certified quality program. Each crew is equipped with highly specialized equipment, backup resources and engineering support.

Insituform's advanced installation methods include air invert steam cure (AISC), which reduces energy usage on a job site by approximately 95 percent.

## The Insituform® CIPP Installation Process



### Step 1:

A resin-saturated, coated felt tube is inverted (shown) or pulled into a damaged pipe.



### Step 2:

Hot water or steam is used to cure the resin and form a tight-fitting, jointless and corrosion-resistant replacement pipe.



### Step 3:

Service laterals are restored internally with robotically controlled cutting devices and the rehabilitated pipe is inspected by closed-circuit TV.

### The Insituform® CIPP Technical Envelope

Diameter Range	6in - 96in
PH Range	6 - 10.5
Installation Temperature	Up to 140°F
Pipe Condition - Fully Deteriorated	Yes
Pipe Condition - Partially Deteriorated	Yes
Berds	Yes
Offset Joints	Yes
Diameter Changes	Yes, without mandrel support
Thickness Changes	Yes, without mandrel support
Typical Shot Length	200 to 1000 ft
Host Pipe Shape	All Shapes
Host Pipe Material	All Material

*This table refers to general purpose municipal sewer CIPP projects. Insituform can provide products that extend beyond these parameters through our engineering group. Please contact your local representative at 800-234-2992 for assistance with applications extending beyond this technical envelope.*



## Insituform®

Insituform Technologies, Inc.  
17988 Edison Avenue, Chesterfield, MO 63005  
www.insituform.com 800-234-2992

## Independent Test Results

### Product tested:

Cured-In-Place Pipe Insituform® Process

### Test:

Design Life

### Conducted by:

Trenchless Technology Center at Louisiana Tech University; funded by U.S. Army Corps of Engineers

### Report Date:

August 1994

**INNOVATIVE METHODS OF TESTING** the long-term structural behavior of Cured-In-Place Pipe (CIPP) demonstrates that the Insituform product design life exceeds 50 years and that ASTM F-1216 design recommendations for physical properties are conservative for the Insituform product.

The research was conducted by the Trenchless Technology Center (TTC) at Louisiana Tech University and funded by the U.S. Army Corps of Engineers. The purpose was to provide, for the first time, an independent assessment of manufacturer's claims regarding long-term buckling behavior of their pipeline rehabilitation products.

## *Research conducted by the Trenchless Technology Center at Louisiana Tech University confirms Insituform's 50-year design life.*

The expected design life and long-term behavior of trenchless pipeline rehabilitation products is important to owners and engineers in evaluating the various systems available in the marketplace, especially since none of these systems have been in actual service for the design lives claimed. This becomes even more critical considering the recent growth of the trenchless pipeline rehabilitation industry and that many products have less than five years of experience.

The research included both experimental and analytical studies related to the application of CIPP and Fold-and-Formed Pipe (FFP) technologies in partially deteriorated, gravity pipeline applications where bonding did not exist between the plastic pipe and the host pipe.

Five manufacturers participated in the test program. Seven different products, including six CIPP products and one FFP product, were evaluated in approximately 200 tests. Insituform products that were tested included Insituform® Standard, which is a widely used polyester resin Insitupipe® material, and Insituform® Enhanced, which contains an additive to the polyester resin to increase the flexural properties of the finished Insituform product.

The plastic pipes were encased in steel pipes, with hydrostatic pressure applied between the two pipes. To measure long-term performance, each test remained under constant pressures for up to 10,000 hours or until failure, whichever occurred first. The test results were plotted and extrapolated beyond the test period to estimate behavior up to 50 years.

Standardized material tests (flexure, tensile and pipe stiffness tests) were also conducted to characterize the fundamental properties of the product materials.

## PUTTING CLAIMS TO THE TEST

### Overview of Test System and Procedures

The installation of all products used in the test was performed by the manufacturers on the Louisiana Tech University campus under close monitoring by TTC personnel. Forty specimens each of Insituform

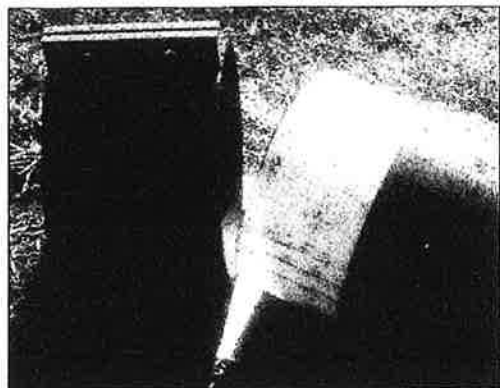


Figure 1

Standard and Insituform Enhanced were tested.

Each test specimen was installed to fit snugly inside a 1.83 m (6 ft.) long, 305 mm (12 in.) internal diameter, schedule 40 steel casing pipe. Each casing pipe was fitted with short, bolted pipe segments (clamshells) at each end. (See Figure 1).

Preparing the specimens for testing involved trimming the ends flush with the clamshells, removing the clamshells, and cleaning the ends of the specimens.

This resulted in the plastic pipe extending beyond the ends of the steel casing pipes. The specimens were then fitted with end seals applied externally, spanning the casing pipe and plastic pipe. (See Figure 2). The end seals contained the water at the prescribed pressure, which was



Figure 2

supplied between the plastic and casing pipes from a pressurized water distribution system.

At least three specimens of each product were used for short-term buckling tests to determine the upper pressure limit for the long-term tests. A regulator was used to raise the pressure on the specimen, and the rate of load application was kept constant until failure occurred.

For the long-term tests, each specimen was pressurized at a controlled rate of 10 psi/minute (69 kPa/minute) until a selected pressure was reached. A minimum of five pressure levels were selected for each product to cause the specimens to fail at various times over a 10,000-hour test period.

Specimens were monitored at least once a day for evidence of buckling. Failures that occurred during normal work hours were monitored manually. After normal work hours, failures were detected electronically.

### Material Characterization Tests

Numerous tests, including flexural modulus, flexural strength and tensile strength, were conducted on each product according to ASTM standards. On each of these tests, the results found that both Insituform products far surpassed the design values. (See Table 1).

**Table 1**  
Material Characterization Tests (*Short-term*)

PHYSICAL PROPERTY	INSITUFORM PRODUCT	ASTM TEST METHOD	MANUFACTURER'S DESIGN VALUE psi (MPa)	TTC TEST RESULTS psi (MPa)
Flexural Modulus	Standard	D790	300,000 (2070)	448,630 (3090)
	Enhanced	D790	400,000 (2760)	538,620 (3710)
Flexural Strength	Standard	D790	4,500 (31)	9,310 (64)
	Enhanced	D790	4,000 (28)	8,400 (58)

*From TTC Technical Report #302, Table 4-2*

## SHORT-TERM TEST RESULTS

Short-term buckling tests demonstrate that Insituform design is conservative in terms of both the enhancement factor, K, and the predicted buckling pressures using the following ASTM F-1216 design model:

$$P = \frac{2KE_L}{(1-\nu^2)} \cdot \frac{1}{(DR-1)^3} \cdot \frac{C}{N} \quad (1)$$

- where, P = Buckling pressure, psi (MPa)  
 K = Enhancement factor  
 E<sub>L</sub> = Long-term (time-corrected) modulus of elasticity, psi (MPa)  
 ν = Poisson's ratio  
 DR = Dimension ratio (outside diameter divided by thickness)  
 C = Ovality factor = 1 (for test program)  
 N = Safety factor = 1 (for analysis of test data)

The enhancement factor, K, is a measure of the restraining action of the host pipe that encases the Insituform product and greatly increases the allowable external buckling pressure. A conservative enhancement factor of 7 is typically recommended for design. The tests measured the average enhancement factor, K, of the Insituform Standard at 9.8 and the Insituform Enhanced product at 10.5.

## CREEP FACTOR

Creep factor reflects the reduction in buckling resistance of a plastic pipe over time, typically 50 years. The creep factor, C<sub>L</sub>, is the ratio of Experimental E<sub>L</sub> to the measured flexural modulus reported in Table 1 and represents the retention of buckling resistance at 50 years (i.e., E<sub>L</sub> = C<sub>L</sub> E). A value of C<sub>L</sub> greater than the manufacturer's recommended value is desirable. As shown in Table 2, the reported creep factor confirms the conservative nature of the 50% creep reduction factor applied to flexural modulus in the Insituform product design.

**Table 2**  
Creep Factor

	TTC Creep Factor, C <sub>L</sub>	Manufacturer's Recommended Design Value
Insituform Standard	0.58 (42% reduction)	0.50 (50% reduction)
Insituform Enhanced	0.73 (27% reduction)	0.50 (50% reduction)

From TTC Technical Report #302, Table 4-8

## LONG-TERM TEST RESULTS

Regression analysis was used to extrapolate long-term buckling pressures beyond the 10,000-hour test period to 50 years. (See Figure 3, next page).

### Flexural Modulus

Test results supported the flexural modulus reduced to account for long-term effects, E<sub>L</sub>, used in the Insituform product design, by comparing it to the experimentally derived apparent long-term flexural modulus for a 50-year design life. The tested value greatly exceeded the conservative value used in the Insituform product design. (See Table 3).

**Table 3**  
Flexural Modulus (Long-term)

	TTC Experimental E <sub>L</sub> psi (MPa)	Manufacturer's Recommended Design E <sub>L</sub> psi (MPa)
Insituform Standard	259,990 (1790)	150,000 (1030)
Insituform Enhanced	393,965 (2720)	200,000 (1380)

From TTC Technical Report #302, Table 4-8

## LONG-TERM BUCKLING BEHAVIOR

It is important that the design procedures used for a rehabilitation product accurately predict the long-term structural behavior of the product. The TTC data analysis compared the long-term buckling test data to that predicted by Equation 1. This comparison indicated that Equation 1 conservatively predicts long-term hydrostatic buckling behavior of both Insituform products.

## 50 - PLUS YEARS DESIGN LIFE

One of the primary goals of the TTC test program was to evaluate the design lives of various rehabilitation products. This was accomplished by comparing the 50-year extrapolated test pressure to the design 50-year buckling pressure calculated using Equation 1 with manufacturer's recommended design values for  $E_L$ . An Insituform design life in excess of 50 years was confirmed.

## WITHSTANDING THE TESTS OF TIME

The most rigorous, innovative and independent tests ever conducted on pipeline rehabilitation products clearly demonstrates that service life beyond 50 years can be expected with properly designed and installed Insituform products.

A copy of "Long-Term Structural Behavior of Pipeline Rehabilitation Systems" (TTC Technical Report #302) may be obtained by writing:

Trenchless Technology Center  
Louisiana Tech University  
P.O. Box 10348  
Ruston, Louisiana 71272

or by calling (318) 257-4072.

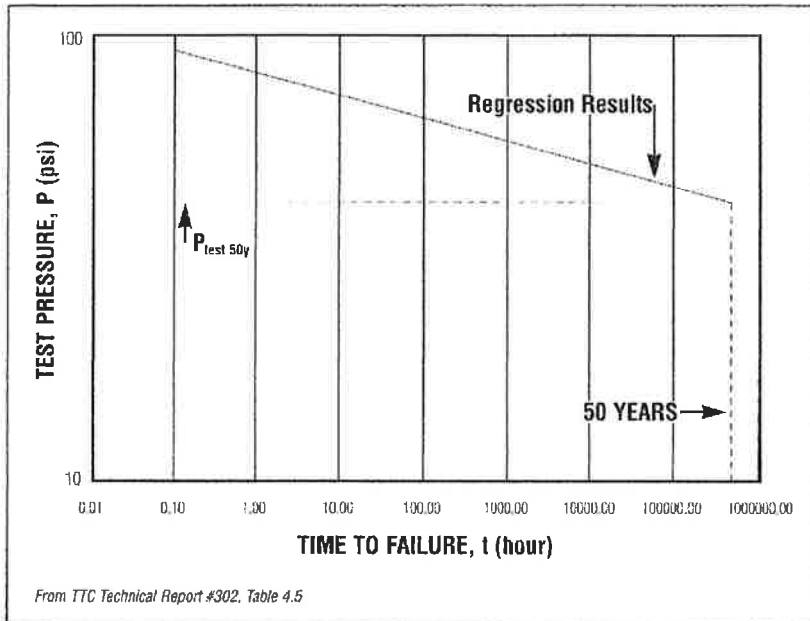


Figure 3. Long-term Test and Regression Results for Insituform Enhanced Product.



702 Spirit 40 Park Drive  
Chesterfield, MO 63005  
Toll Free: 800-234-2992  
Phone: 636-530-8000  
Fax: 636-519-8010



# QUOTATION

P.O. Box 1065  
 Kearney, Nebraska 68848  
 (308) 237-6651 Fax: (308) 234-5390

QUOTE SUBMITTED TO:	CITY OF RUSSELL, KS	DATE:	6/24/20
ATTENTION:	RICH KRAUSE	PROJECT NAME:	2020 CIPP QUOTE – 18"
ADDRESS:		PROJECT LOCATION:	RUSSELL, KS
PHONE:		ENGINEER:	

DESCRIPTION OF WORK	UNIT PRICE	UNIT	TOTAL BASED ON UNITS	NOTES
1. Mobilization	\$4,500	LS	\$4,500	
2. 18" CIPP Liner	\$75	LF	\$78,975	Estimated 1,053'
3. 12" CIPP Liner	\$6,000	LS	\$6,000	
4. Service Reinstatements	\$250	EA	\$0	No services called out on prior CCTV work
<b>Estimated Total:</b>			<b>\$89,475</b>	

**Manhole-to-manhole sections proposed by City –**

28.1 to 27.1	292 feet
27.1 to 26.1	161 feet
26.1 to 25.1	123 feet
25.1 to 24.1	477 feet
25.1 to 25.2	Lump Sum

**CLARIFICATIONS:**

- Prices are valid through 2020.
- Timing will be based on our workload at time of acceptance.
- To line the 12" run by the park, there can be no active infiltration at the time of lining. This work will also need to be done as additional lining to the other proposed sections; there is not enough work to justify a mobilization for this run alone.
- We require the City to locate and expose all access points (manholes, cleanouts, etc.).
- City shall provide water for jetting and a waste disposal site.
- Pre- and post CCTV inspection is included in above pricing.
- Estimated unit price quote – Actual quantities installed will be billed.

Terms: Net 30 Days, 1.5% surcharge on past due accounts

Bret Melson  
 Signature

# Russell Police



## Department

Est. 1872

### ACTIVITY REPORT FOR 2020

#### INCIDENTS REPORTED

OFFENSES	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Offenses Reports	29	28	26	21	32	32	33						201
Supplement Reports	7	3	11	4	12	8	8						53
Non-Crime Reports	8	12	8	7	11	15	8						69
Felony	6	5	11	2	6	6	9						45
Misdemeanor	23	23	15	19	26	26	24						156

#### CRIMINAL ENFORCEMENT ACTIVITIES

DESCRIPTION	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Adult Arrest	17	20	1	7	7	8	10						70
Juvenile Arrest	6	1	5	0	1	1	2						16
Child in Need of Care	1	3	0	0	2	1	3						10
Total Custody	23	23	6	7	10	9	12						90
Alcohol Related	1	0	4	1	1	1	0						8
Drug Related	3	4	0	2	0	1	1						11
Curfew Violation	0	0	0	1	0	0	0						1

#### INVESTIGATION ACTIVITIES

DESCRIPTION	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total Cases Assigned	34	35	42	21	37	43	49						261
Total Active Cases	4	5	17	9	11	15	17						78
Cases Referred	9	10	2	8	7	8	13						57
Adult Affidavits Filed	5	10	0	1	2	0	7						25
Juvenile Affidavits Filed	6	1	1	1	0	0	3						12
Follow-Up Contacts	6	2	9	16	1	3	3						40
Search Warrants	1	0	0	0	2	1	1						5

#### TRAFFIC ACCIDENT INVESTIGATIONS

DESCRIPTIONS	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Injury Accidents	0	0	1	1	0	0	3						5
Non-Injury Accidents	1	4	3	4	3	7	6						28
TOTAL ACCIDENTS	2	7	7	7	6	8	14						51
Private Property	1	3	3	2	3	1	5						18

**PATROL ACTIVITIES**

DESCRIPTION	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Community Policing	0	1	0	1	0	2	1						5
Speeding Citation	1	1	2	1	2	0	1						2
Other Traffic Citation	12	6	10	11	15	3	9						66
Parking Warning	6	4	4	4	2	0	2						22
DUI Arrest	1	0	0	2	0	0	0						3
Vacation Watches	0	4	0	0	0	0	0						4
Open Buildings	3	0	0	2	3	1	0						483
Public Assists	61	56	42	58	81	91	94						54
Alarms	11	4	9	9	6	9	6						54
Animal Complaints	12	37	19	31	28	25	47						199
Subpoena Served	5	6	0	0	0	14	12						37

**TRAINING HOURS RECEIVED**

DESCRIPTION	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
In-House	0	0	0	16	20	53	0						89
Academy/Other	358	200	190	0	20	0	16						784
Instructor Hours	0	0	0	2	0	0	0						2
Total Training Hours	358	200	0	16	40	53	16						683

**ADMINISTRATIVE INVESTIGATIONS**

DESCRIPTION	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Allegations received	0	0	0	0	0	0	0						0
Unfounded	0	0	0	0	0	0	0						0
Founded	0	0	0	0	0	0	0						0
Not Sustained	0	0	0	0	0	0	0						0
Investigation in Process	0	0	0	0	0	0	0						0
Administrative Closure	0	0	0	0	0	0	0						0
Commendations	0	0	0	0	0	0	0						0

**ANIMAL CONTROL**

DESCRIPTION	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Calls for Service	34	73	64	76	87	92	86						512
Animal Bite Rpts.	2	3	2	2	1	3	3						16
At Large Complaints	11	36	25	33	26	23	34						188
Barking Dog Complaints	2	0	2	3	2	1	0						10
Skunk Complaints	2	5	4	7	6	12	7						43
Other Animal Complaints	7	23	10	23	18	21	21						123
Tickets issued	1	2	1	3	3	2	2						14
Verbal/Written Warning	2	9	9	11	9	11	17						68
Animals Returned	5	16	15	18	9	22	30						115
Dead Animals Removed	6	12	7	6	5	12	10						58
Traps Set	8	12	68	82	76	116	76						438
Animals Trapped	0	2	5	6	6	8	9						36
Lost Animals	3	7	5	2	6	11	14						48
Injured Animals	1	4	1	2	1	3	2						14
Impounded Animals	8	8	8	6	5	4	4						43
Rabies	0	0	0	0	1	3	0						4



Fire Department	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Inspections	5	1	2	0	0	13	0						21
Incidents	18	11	11	16	16	20	22						114
Fire Hydrants	0	0	0	75	28	36	0						139
Training Hours	9	8	10	2	14.5	13	12.5						69
Smoke Detector Install	5	3	2	0	1	0	0						11
Fire Extinguisher Install	0	0	0	0	0	0	0						0
Presentations	0	1	0	0	0	0	0						1

# Permit Report

7/1/2020 - 7/31/2020

Permit #	Permit Date	Project Address	Description	Project Cost	Primary Contractor
<b>Group: Building</b>					
20200231	7/30/2020	610 E Margaret	Property line locate	0.00	
20200224	7/28/2020	31 N. Elm St.	Fence	300.00	
20200223	7/27/2020	553 E. 7th	Fence	3,500.00	Brueggemann Fencing
20200219	7/23/2020	570 S Kansas St	Fence	3,000.00	Stoppel Construction, LLC
20200218	7/17/2020	610 N Elm St Ste C	Roofing	6,000.00	Pentad Properties Corp.
20200211	7/13/2020	123 W. 4 St.	Fence	3,000.00	
20200199	7/7/2020	621 W 4th	Roofing	7,000.00	
20200198	7/7/2020	223 E 4th St.	Roofing	7,000.00	
20200197	7/7/2020	29 N Franklin	Roofing	11,500.00	
20200196	7/7/2020	518 W. 4th	Roofing	12,000.00	
20200195	7/7/2020	130 S Franklin	Roofing	7,000.00	
20200194	7/7/2020	1232 N Seitz	Roofing	8,000.00	
20200193	7/7/2020	29 N Franklin	Roofing	11,500.00	
20200191	7/7/2020	610 N Elm St Ste C	Roofing	4,000.00	Pentad Properties Corp.
20200190	7/7/2020	610 N Elm St Ste C	Roofing	4,500.00	Pentad Properties Corp.
20200189	7/7/2020	810,812 N Main	Office at 810 N. Main and 812 N. Main.	60,000.00	BH Construction
20200186	7/6/2020	429 E 2nd	Roofing	2,300.00	
20200185	7/6/2020	518 S. Fossil	36 X 39 Building	70,000.00	
20200184	7/6/2020	131 W. 13th	Roofing	1,000.00	
20200180	7/2/2020	807 E 2nd	Fence	900.00	

20200174	7/2/2020	758 E 5th	Roofing	4,000.00	Pentad Properties Corp.

**Group Total: 21**

**Group: Demolition**

20200187	7/6/2020	1334 N Main	Demo. Trailer House	0.00	Western Sales Company

**Group Total: 1**

**Group: Electrical**

20200228	7/28/2020	731 N Main	Exit Lights	1,000.00	ESC Electric
20200208	7/13/2020	600 N Grant	Service Repair	550.00	ESC Electric
20200207	7/13/2020	1645 N Elm	Change out service	1,600.00	Russell Contractors
20200202	7/8/2020	810 N Main	Electric for offices	5,000.00	DNA Electric LLC
20200182	7/6/2020	1720 N Elm	Service Upgrade	3,000.00	Riedel Electric

**Group Total: 5**

**Group: Mechanical**

20200232	7/30/2020	1454 N Lincoln	Furnace/AC Replacement	8,900.00	Rube's , Inc.
20200221	7/23/2020	625 W 5th	Furnace Replacement	6,500.00	Don's Plumbing, Heating and Air
20200220	7/23/2020	423 W 5th	Furnace Replacement	6,500.00	Don's Plumbing, Heating and Air
20200204	7/10/2020	324 N Elm	Furnace/Water Heater Replacement	8,000.00	Don's Plumbing, Heating and Air

**Group Total: 4**

**Group: Plumbing**

20200222	7/27/2020	521 W 16th	Water Heater Replacement	900.00	Don's Plumbing, Heating and Air
20200217	7/16/2020	518 S. Fossil	Plumbing for Storage/Shop	3,000.00	Suchy Tank Service, Inc
20200216	7/15/2020	518 N. Main	Sewer Replacement	4,890.00	Shubert Heating & Air Inc
20200214	7/14/2020	518 E. Fossil	water Tap	975.00	Suchy Tank Service, Inc
20200201	7/8/2020	518 S	1" Water Tap	975.00	

		Fossil			
20200200	7/8/2020	1650 N. Elm	Sewer Tap	890.00	Comfort Pro, Inc.
20200188	7/7/2020	189 W. Luray St	Gas Line	6,800.00	Comfort Pro, Inc.
20200183	7/6/2020	731 N. Main	Pre-Plumbing Inspection	0.00	

**Group Total: 8**

**Group: Property Line Locate**

20200230	7/29/2020	564 S. Kansas	Locate property line	0.00	
20200229	7/29/2020	702 W Wisconsin	Locate property line	0.00	
20200227	7/28/2020	31 N Elm	Locate property line	0.00	
20200226	7/28/2020	942 E. Wisconsin	Property line locate	0.00	
20200225	7/28/2020	508 N. Brooks	Locate property line	0.00	
20200215	7/14/2020	604 E 1st	Property line locate	0.00	
20200213	7/14/2020	113 Barbara Ave.	Property line locate	0.00	
20200212	7/14/2020	123 W. 4th St.	Locate property line	0.00	
20200209	7/13/2020	307	Locate property line	0.00	
20200206	7/10/2020	319 W 15th	Property line locate	0.00	
20200205	7/10/2020	1658 N Maple	Locate property line	0.00	
20200170	7/1/2020	807 E 2nd	Property line locate	0.00	

**Group Total: 12**

**Group: Street**

20200203	7/10/2020	518 N Main	Alley Repair	624.00	

**Group Total: 1**

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**Total Records: 52**

**7/31/2020**

# Case Report

7/1/2020 - 7/31/2020

Case #	Case Date	Case Address	Description	Assigned To
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## Group: General Nuisance

20200221	7/23/2020	1537 N. Lincoln	General Nuisance	Kim Grizzle
20200220	7/23/2020	1443 N Lincoln	General Nuisance	Kim Grizzle
20200218	7/21/2020	351 W. 12	General Nuisance	Kim Grizzle
20200209	7/9/2020	1720 N Maple	General Nuisance	Kim Grizzle

Group Total: 4

## Group: Overgrowth

20200226	7/29/2020	106 N Grant	Overgrowth	Kim Grizzle
20200225	7/28/2020	1404 N. Kansas	Overgrowth	Kim Grizzle
20200223	7/27/2020	443 E. 1st	Overgrowth	Kim Grizzle
20200222	7/27/2020	435 E. 3rd	Overgrowth	Kim Grizzle
20200219	7/21/2020	661 E 1st	Overgrowth	Kim Grizzle
20200216	7/20/2020	66 S. Culp	Overgrowth	Kim Grizzle
20200215	7/17/2020	1740 N. Main	Overgrowth	Kim Grizzle
20200214	7/17/2020	343 W. 12	Overgrowth	Kim Grizzle
20200213	7/16/2020	1013 N. Lincoln	Overgrowth	Kim Grizzle
20200211	7/10/2020	520 E 5th	Overgrowth	Kim Grizzle
20200210	7/9/2020	1122 N. Seitz	Overgrowth	Kim Grizzle
20200208	7/8/2020	140 E 5th	Overgrowth	Kim Grizzle
20200207	7/7/2020	338 W. 17th	Overgrowth	Kim Grizzle
20200206	7/6/2020	319 N. Fossil	Overgrowth	Kim Grizzle
20200205	7/1/2020	523 E. Sunset	Overgrowth	Kim Grizzle
20200204	7/1/2020	820 E. 7th	Overgrowth	Kim Grizzle
20200203	7/1/2020	426 N. Ober	Overgrowth	Kim Grizzle
20200202	7/1/2020	416 N. Ober	Overgrowth	Kim Grizzle
20200201	7/1/2020	820 E 7th	Overgrowth	Kim Grizzle
20200200	7/1/2020	338 W. 17th	Overgrowth	Kim Grizzle

Group Total: 20

**Group: Pool without a fence**

20200212	7/13/2020	967 E 7th	Pool without a fence	Roger Sells

**Group Total: 1**

**Group: Vehicle's**

20200224	7/28/2020	971 E. 4th	Vehicle's	Kim Grizzle

**Group Total: 1**

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**Total Records: 26**

**7/31/2020**

Russell Public Library Board Meeting  
Monday, June 15, 2020

Call to order: President Dan Krug called the meeting to order. Other board members present were: Andrea Cross, Audrey Lofland, Mayor Curt Mader, Gay Busker, Sandy Ochampaugh, Amanda Smith, and Margaret Walter. Library Director, Jessica McGuire was in attendance.

Approval of minutes: Curt moved that the minutes from a special meeting held May 2, 2020 and for the regular board meeting held May 18, 2020 be approved. Margaret seconded the motion and it passed with the following voting yes: Dan, Andrea, Audrey, Curt, Gay, Sandy, Amanda and Margaret.

Communications: See agenda for full details. Amanda Smith was welcomed as a new board member, she is completing Jaynell Cole's term. Jessica reported that clerk, Angelica Hernandez resigned her job on May 20, 2020, at this time there is no need to fill her position. The Summer Library Program is open for registration and the virtual program begins June 29.

Bills: Curt moved and Sandy seconded that the bills be paid as presented in the Description/Invoice spread sheet. Dan, Andrea, Audrey, Curt, Gay, Sandy, Amanda and Margaret voted yes.

Treasurer's Report: There was no in-house income. The library received \$100 from Beta Sigma Phi. Jessica reported a loss in the Russell Public Library's endowment account due to the stock market decline.

Librarian's Report: Jessica reported circulation stats from April, Facebook Live! Story time views and other information. See the agenda for a complete accounting. The 2021 budget was presented to the city council. A bid for replacing ceiling tile was requested per the insurance company's request. The tiles will be replaced after the roof work has been completed. Other items presented can be viewed in the agenda.

Old Business: Library board members signed conflict of interest statements and loyalty oaths.

New Business: Curt moved that Russell Public Library's internet safety policy be approved. The motion was seconded by Gay and passed with the following voting yes: Dan, Andrea, Audrey, Curt, Gay, Sandy, Amanda and Margaret. A video projector was donated to the library by Heather Reisig in memory of her parents, David and Pamela Reisig. The board discussed moving into Phase 3 of the RPL Re-opening Plan. Curt moved the library move into Phase 3 as per our plan and that we revisit the plan during our August meeting. Andrea seconded the motion. It passed with the following voting yes: Dan, Andrea, Audrey, Curt, Gay, Sandy, Amanda and Margaret. The board was presented the idea of having a teen advisory

committee. The board encouraged Jessica to research how other libraries are using this committee in their libraries and report back to the board. Board members were reminded of the CKLS Trustee Training on June 16 by Zoom.

Curtis Mader moved to adjourn the meeting and the motion was seconded by Sandy. The motion carried with the following voting yes: Dan, Andrea, Audrey, Curt, Gay, Sandy, Amanda and Margaret. The next board meeting will be held July 20, 2020.

Gay Busker, Secretary