

**RUSSELL CITY COUNCIL MEETING**  
**City Hall - 133 W. 8<sup>th</sup> St. - Russell, Kansas**  
**Date: Tuesday, September 1, 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) Water Conservation Status
- 2) Public Hearing – Dangerous Structure at 1537 N. Lincoln Street

**CONSENT AGENDA**

- 1) Approval of August 18, 2020, Council Meeting minutes
- 2) Street Closure – Main at Wisconsin, October 4, 2020, from 3 pm – 9 pm for Fossil Creek 4-H Club
- 3) Licenses:
  - a. Arborist  
Jimmy Kimbrel Jr., 347 W Wisconsin St., Russell, KS
  - b. Roofing  
Royal Roofing & Remodeling LLC, 2309 Donald Dr., Hays, KS

**UNFINISHED BUSINESS**

- 1) Resolution Ordering the Repair or Removal of Dangerous Structure at 1537 N. Lincoln
- 2) Resolution Authorizing Removal of General Nuisances at 1443 N. Lincoln
- 3) CDBG St. John Waterline Project Drawdown #2

**NEW BUSINESS**

- 1) Ordinance Amending Contractor's Continuing Education Requirements
- 2) SPARK Funded COVID-19 Mitigation Access Alterations
- 3) SPARK Funded Telework Capacity Improvements
- 4) Unit #10 Base Alignment Project

**DEPARTMENT REPORTS**

- 1) 2020 Duke Johnson Municipal Swimming Pool Operations

**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.

**EXECUTIVE SESSION**

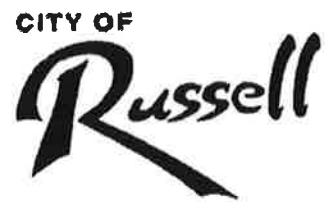
- 1) Preliminary Discussion of the Acquisition of Real Property
- 2) Consultation with an Attorney on Matters Deemed Privileged in an Attorney-Client Relationship

**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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**August 18, 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, Wagner, Matt Driscoll, Talbott, and Morrill.

The following staff members participated by virtual conference: Electric Director Duane Banks and Building Official Roger Sells. The Following staff members were present: City Manager Jon Quinday, Assistant City Manager Kayla Schneider, Public Works Director Rich Krause, City Clerk Katrina Woelk, and Police Chief Dale Weimaster.

**Approval of Agenda**

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

**Public Comments**

None

**Presentations and Public Hearings**

**1. Kansas Association of Chiefs of Police Award Presentation**

Sergeant David Anderson, Senior Officer Danny Hoffman, and Dispatcher Greg Rose were recognized for their exceptional actions on April 18, 2020

**2. Public Hearing – 2021 Budget**

Mayor Mader opened the 2021 Budget Hearing. No comments were made from the public. Mayor Mader closed the hearing.

**3. Public Hearing – KDHE Loan for Water Production Plant A**

Mayor Mader opened the public hearing for the KDHE Loan for Water Plant A. Nathan Bergman from Bartlett & West gave an overview of the project. No comments were made from the public. Mayor Mader closed the hearing.

**4. Duke Johnson Swimming Pool Sound System Donation**

Michael Krug, a former Russell resident, raised \$5,000 for a new sound system.

## **5. Water Conservation Status**

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

## **6. 2019 Audit**

Finance Director Katrina Woelk provided an overview of the 2019 audit prepared by Lindburg, Voegel, Pierce and Faris.

## **Consent Agenda**

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

## **Unfinished Business**

### **1. Adopt 2021 Budget**

Councilmember Cross made a motion to approve the 2021 Budget as presented. Councilmember Matt Driscoll seconded. The motion carried unanimously.

### **2. Resolution Authorizing Loan Application to KDHE for Water Improvements**

Councilmember Cross made a motion to approve the Resolution Authorizing the Loan Application to KDHE for Water Improvements. Councilmember Wagner seconded. The motion carried unanimously.

### **3. Amendment to Bartlett & West Contract – Water Production Plant “A”**

Councilmember Cross made a motion to approve the amended contract with Bartlett & West to include KDHE specifications. Councilmember Matt Driscoll seconded. The motion carried unanimously.

## **New Business**

### **1. Accept 2019 Audit**

Councilmember Wagner made a motion to accept the 2019 Audit as prepared by Lindburg, Vogel, Pierce and Faris. Councilmember Matt Driscoll seconded. The motion carried unanimously.

## **2. Consider Coronavirus Relief Fund Resolution**

Councilmember Cross made a motion to approve City of Russell Coronavirus Relief Fund Resolution as presented. Councilmember Wagner seconded. The motion carried unanimously.

## **3. Consider Donation for Sound System at Duke Johnson Swimming Pool**

Councilmember Matt Driscoll made a motion to accept the donation from Michael Krug for a new sound system at the Duke Johnson Municipal Swimming Pool. Councilmember Wagner seconded. The motion carried unanimously.

## **4. Sanitary Sewer Rehabilitation – Inflow and Infiltration**

Councilmember Cross made a motion to approve the proposal from Insituform Technologies USA, LLC in the amount of \$87,817.80. Councilmember Wagner seconded. The motion carried unanimously.

### **Department Reports**

None

### **Public Comments**

None

### **Executive Session**

Councilmember Cross made a motion to recess into executive session to discuss right of way acquisition pursuant to the preliminary discussions of the acquisition of real property exception, KSA 75-4319 (b)(1) and to include the City Manager, Public Works Director and City Attorney. The open meeting will resume in the city council chamber at 5:30p.m. Councilmember Wagner seconded. The motion carried unanimously.

### **Adjournment**

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

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Katrina Woelk, City Clerk

FEES: 13  
Application Fee - \$25  
Barricades/Rope Standers - \$20/event

CITY OF

Russell

### BLOCK PARTY APPLICATION FORM

A complete application must be submitted at least ten days in advance of City Council Meeting, held on the first & third Tuesday of each month at 4:30 P.M.

Block to be blocked off: Main St @ Wisconsin

Applicant Information: Painting the Clover<sup>4-H</sup>

Date: Aug 21, 2020

Name: Fossil Creek 4-H Club

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

Cell Phone Number: 316-737-0524

Proposed Dates: Oct 4 to \_\_\_\_\_

Proposed hours: 3 to 9

Signatures: Please include signatures of businesses or residences affected by closure

\*Applicant must visit with the Public Works Director & Police Chief and have them sign off\*

#### CHECKLIST:

- Completed Application
- Signatures for the use of barricades (Street Closures)

\*\*Please submit application, required documents, and payment to City Clerk's office at least 10 days prior to regularly scheduled City Council Meeting.

For Office Use Only:			
Date Remitted: <u>8/21/20</u>	Cash/CC/Check# <u>waived</u>	Receipt# _____	
Reviewed by:			
Police Dept. <u>DW 8-21-2020</u>	Public Works <u>PK</u>	City Clerk <u>KEW</u>	
Date Approved: _____			



## City Council Agenda Form

**Meeting Date:** September 1, 2020

**Agenda Item Title:** Resolution Ordering the Repair or Removal of Unsafe Structure- 1537 N. Lincoln

**Department:** Building, Planning, & Zoning

**Agenda Item Description:** Resolution Ordering the Repair or Removal of Unsafe Structure- 1537 N. Lincoln

**Background:** The trailer house and accessory building at 1537 N. Lincoln has been identified as dangerous structures. On July 7th, 2020 the governing body passed Resolution 12-20 setting a public hearing for the owner of the house and accessory buildings at 1537 N. Lincoln. Resolution 12-20 was published in the local news paper on July 16th, 2020 and July 23, 2020. A copy of the resolution was sent by USPS Certified mail to the owner of record.

A Statement of the Enforcing Officer is included in your packet. The Statement contains ownership information, location and description of the property explaining why the structure is unsafe and or dangerous.

Council is asked to approve the resolution finding the structure(s) house and accessory building at 1537 N. Lincoln unsafe and direct the structures to be repaired or removed and the premises made safe and secure.

**City Attorney Review/ Comment:** 8-31-20

**Funding Source:** Building, Planning, Demolition SVC

**Options:**

1. Approve the Resolution finding the structure(s) house and accessory buildings at 1537 N. Lincoln unsafe and direct the structure(s) to be repaired or removed and the premises made safe and secure.
2. Provide staff an alternate direction.
3. Take no action. The condemnation is halted.

**Staff Recommendation:** Approve the Resolution finding the structure(s) house and accessory buildings at 1537 N. Lincoln unsafe and direct the structure to be repaired or removed and the premises made safe and secure.

**Attachment(s):** Statement of the Enforcing Officer/Resolution



133 W. 8th  
P.O. Box 112  
Russell, KS 67665-0112  
Phone: (785) 483-6311  
Fax: (785) 483-4397

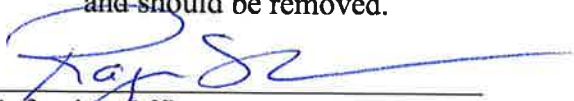
**STATEMENT OF ENFORCING OFFICER  
(Dangerous Structure)**

TO: Governing Body of the City of Russell  
RE: Statement of Dangerous or Unsafe Structure.  
DATE: 9-1-2020

The following described structure is in a dangerous or unsafe condition:

- (a) Description of Structure: Haller, Block 23, Lot 3
- (b) Street Address: 1537 N. Lincoln
- (c) Owner(s): Philip Felio
- (d) Resident Agent: NA
- (e) Occupants: Vacant
- (f) Lienholder(s) of Record: None
- (g) Description of Dangerous or Unsafe Condition:

This is a trailer house that is nonconforming to the City of Russell Zoning Regulations. The current owner lived in it for a short period of time and has moved away from Russell. It has not had utilities since 2-13-18 and has been abandoned. Due to the structure's disrepair and lack of maintenance along with its insanitary conditions because of the infestation caused by the overgrowth of vegetation surrounding the entire skirting of the trailer house. The electrical service is also unsafe and not up to code. The accessory building needs repairs done to the roof, siding and windows. Because of those reasons I believe the two structures are a hazard and should be removed.

  
\_\_\_\_\_  
Enforcing Officer  
Roger Sells

**RESOLUTION NO.**

**A RESOLUTION FINDING THAT THE HOUSE AND ACCESSORY STRUCTURE LOCOATED AT 1537 N. LINCOLN IN SAID CITY MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURE(S) TO BE REPAIRED OR REMOVED AND THE PREMISES MADE SAFE AND SECURE.**

**WHEREAS, the enforcing officer of the City of Russell, Kansas did on the 7<sup>th</sup> day of July 2020, file with the governing body of said city, a statement in writing that certain structure(s) hereinafter described is unsafe or dangerous; and**

**WHEREAS, the governing body did by Resolution dated the 7<sup>th</sup> day of July 2020, fix the time and place of hearing at which the owner, his or her agent, any lien holders of record and any occupant of such structure(s) could appear and show cause why such structure(s) should not be condemned and ordered repaired or demolished, and provided for giving notice there of as provided by law; and**

**WHEREAS, such Resolution was published in the official city paper on the 16<sup>TH</sup> day of July 2020 and on the 23<sup>rd</sup> day of July 2020, and a copy of such Resolution was served on all persons entitled thereto in all respects as provided by law; and**

**WHEREAS, on this 1<sup>st</sup> day of September 2020 the governing body has heard all evidence submitted by the enforcing officer of the city, the owners, agents, lien holders and occupants of such structure(s) (having appeared or having failed to appear); and**

**WHEREAS, the following conditions are found to exist: The trailer house and accessory building have been abandoned without proper maintenance which has left them in disrepair with unsanitary conditions due to the overgrowth of vegetation surrounding both structures and the possibility of infestation. The electrical service is also unsafe and needs to be brought up to code.**

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RUSSELL, KANSAS:**

**That said governing body finds that the structure(s), house and accessory building located at 1537 N. Lincoln on Lot three (3), block twenty three (23), of the Haller Addition to the City of Russell, Russell County, Kansas is unsafe and dangerous and hereby directs such structure(s) to be removed or repaired and the premises made safe and secure. The owner of such structure(s) is hereby given 10 days from the date of publication of this Resolution within which to commence the removal or repairs of such structure(s), such removal or repair to be completed within 90 days from the date of publication of this Resolution, and if such owner fails to commence the removal or repair of such structure(s) within the time stated or fails to diligently prosecute the same until the work is completed, said governing body will cause the structure(s) to be razed and removed and the cost of such razing and removing, less salvage, if any, to be assessed as special assessment against the lot or parcel of land upon which the structure(s) is located as provided by law.**

**BE IT FURTHER RESOLVED, that the City Clerk shall cause this resolution to be published once in the official city paper and a copy mailed to the owners, agents, lien holders and occupants as provided by law.**

**ADOPTED this 1st day of September, 2020.**

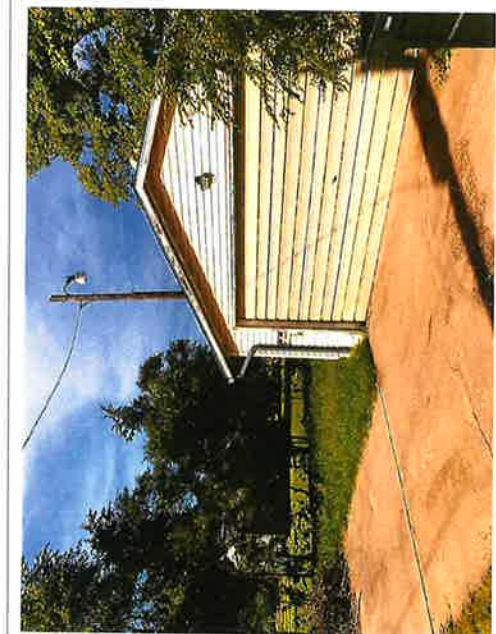
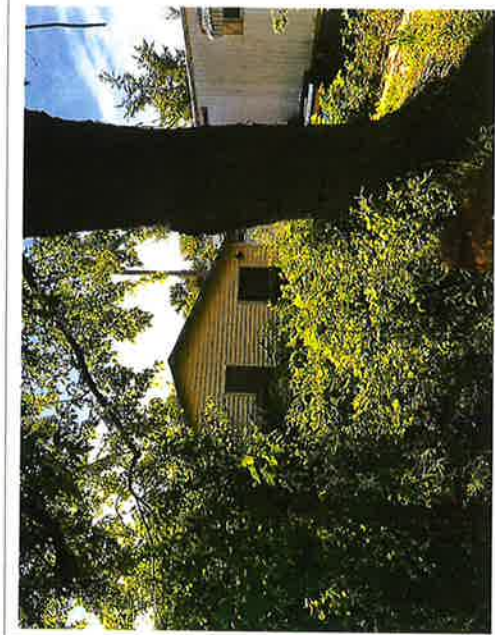
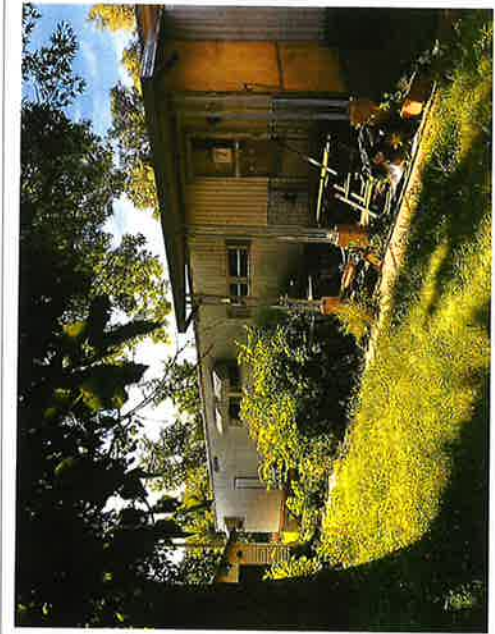
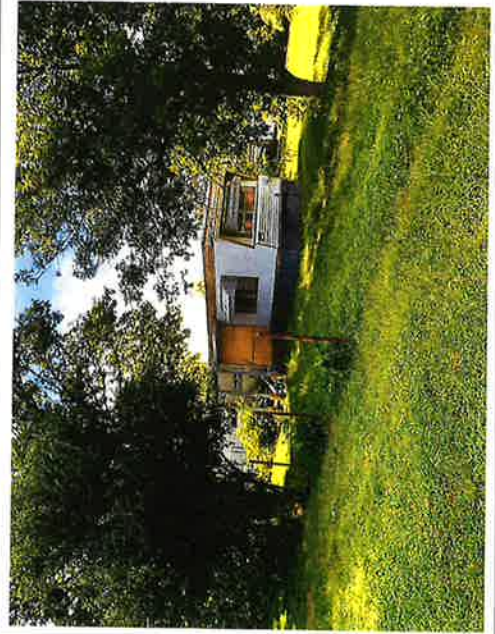
**CITY OF RUSSELL, KANSAS**

\_\_\_\_\_  
**Raymond C. Mader, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Katrina Woelk, City Clerk**

Taken on 8-18-20





Date: May 21, 2020

File No: 2371096

Property Address: 1537 N Lincoln St, Russell, KS  
67665

Title Officer: Jean Rohr

### OWNERS AND ENCUMBRANCES REPORT

For the exclusive use of:

City of Russell

PO BOX 112

Russell, KS 67665

Attn: Roger Sells

Email: roger@russelcity.org

Phone: 785-483-6311

Effective Date of this Report: May 20, 2020 at 7:30 A.M.

On Real Estate described as:

Lot 3, in Block 23, Haller Addition to the City of Russell, Russell County, Kansas

(Includes a 1970 manufactured home)

The County Register of Deeds records indicate that:

A. The Grantees on the last deed of record are:

Philip J. Felio

B. The Real Estate is encumbered by the following Mortgages, Contracts for Deed, Federal Tax Liens, State Tax Liens, Bankruptcies, and Judgments:

NONE



The County Tax Records indicate that the real estate taxes are:

(A) General taxes and special assessments for the fiscal year 2019 in the amount of \$296.02, DELINQUENT.

Property ID # 084-145-22-0-40-16-004.01-0

This Report is limited to only the information described above.

This report is not nor is to be construed as, an Abstract of Title, title opinion, or title insurance policy.

The total liability of this Company by reason of losses and damages that may occur by reason of any errors and omissions in this Company's report, is limited to the fee it received for the preparation and issuance of this report.

SECURITY 1<sup>ST</sup> TITLE

A handwritten signature in black ink, appearing to read 'Seth A. Brown', written over a horizontal line.

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

LICENSED ABTRACTER



133 W. 8th  
 P.O. Box 112  
 Russell, KS 67665-0112  
 Phone: (785) 483-6311  
 Fax: (785) 483-4397

Date: May 22, 2020

To: Philip Felio  
 209 E. 11<sup>th</sup> Apt. C  
 Newton, Ks 67114

Re: Unsafe structure  
 1537 N. Lincoln  
 Russell, KS 67665

Based on the inspection of your property, May 14, 2020, there are indications that the structure is unsafe according to the 2018 IPMC, Section 108 as amended and adopted by reference in Chapter IV, Article 3 of the Russell City Code in that it is dangerous to the life, health, property, or safety of the public or the occupants of the structure or because the structure contains unsafe equipment; or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction, or fails to provide minimum safeguards to protect or warn occupants in the event of fire. Therefore, I am serving you with this notice of condemnation.

As property owner you are hereby being directed to correct violations as noted below no later than the close of business on *June 30, 2020*.

The property located at 1537 N. Lincoln and accessory structure is considered dangerous or unsafe for the following reasons: Due to the structure's disrepair and lack of maintenance along with its insanitary conditions because of the infestation due to the overgrowth of vegetation surrounding the entire skirting of the trailer house. The electrical service is also not up to code.

The procedures for abating the situation are described in Ordinance No. 1604, Ordinance No. 1708 and Ordinance No. 1782 of the city code which are enclosed for your review and consideration. Please notify my office on or before the close of business on *June 30, 2020* or I will proceed with the guidelines listed from the above-mentioned ordinances.

Please contact my office (785-483-6311) in order to discuss alternatives and procedures relative to abating the situation listed above. Your cooperation is respectfully requested.

Sincerely,

Roger Sells  
 Building Official



Encl.

CITY OF

**Russell**

P.O. Box 112  
133 W. 8th  
Russell, KS 67665-0112



67114

U.S. POSTAGE PAID  
FORM LETTER  
RUSSELL, KS  
67665  
MAY 22, 20  
AMOUNT  
**\$0.25**  
R2304P119240-08



7016 3560 0000 3259 8153

4/28 RV 63 6-27  
Philip Felio  
209 E. 11th Apt. C.  
Newton, KS 6

7-1-20

672 DE 1

0006/30/20

RETURN TO SENDER  
UNCLAIMED  
UNABLE TO FORWARD

UNCF WBS BC: 67665011212 \*1160-08678-23-43



02 1P \$006.800  
0004713608 MAY 14 2020  
MAILED FROM ZIP CODE 67665

**U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

Certified Mail Fee	\$ 3.50	- 357
Extra Services & Fees (check box, add fee as appropriate)		
<input type="checkbox"/> Return Receipt (hardcopy)	\$	
<input checked="" type="checkbox"/> Return Receipt (electronic)	\$ 2.90	- 285
<input type="checkbox"/> Certified Mail Restricted Delivery	\$	
<input type="checkbox"/> Adult Signature Required	\$	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$	
Postage	\$ 80.70	
Total Postage and Fees	\$ 84.20	

Sent To: Philip Felio  
Street and Apt. No., or PO Box No.: 209 E. 11th Apt. C  
City, State, ZIP+4®: Newton, K.S. 67114

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7016 3560 0000 3259 8153

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Philip Felio  
209 E. 17th Apt. C.  
Newton, KS, 67114



9590 9402 4135 8092 0219 97

2. Article Number (Transfer from service label)

7016 3560 0000 3259 7293

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  Agent  
*Philip Felio*  Addressee

B. Received by (Printed Name) C. Date of Delivery  
*Philip Felio*

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

*731 Westhaven Dr.  
Newton, KS 67114*

3. Service Type
- Adult Signature
  - Certified Mail®
  - Collect on Delivery
  - Insured Mail (over \$500)
  - Priority Mail Express®
  - Registered Mail™
  - Registered Mail Restricted Delivery
  - Return Receipt for Merchandise
  - Signature Confirmation™
  - Signature Confirmation Restricted Delivery



## City Council Agenda Form

**Meeting Date:** September 1, 2020

**Agenda Item Title:** General Nuisance Abatement at 1443 N. Lincoln

**Department:** Building, Planning, & Zoning

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**Agenda Item Description:** General Nuisance Abatement at 1443 N. Lincoln

**Background:**

A resolution authorizing the removal of nuisances at 1443 N. Lincoln. These nuisances include; Trash & Debris, Tree limbs, Indoor Furniture Not Designed for Outdoor Use Couch., The required notification has been provided and the property owner has failed to abate the nuisance(s) or request a hearing before the governing body as required.

Upon approval of the Resolution if the nuisance(s) are not abated in the required time, the city will have the nuisances abated and the property brought into compliance. Costs of the abatement will be charged to the property.

**City Attorney Review/ Comment:** 9/1/2020

**Funding Source:**

**Options:**

1. Approve the Resolution authorizing the removal of the nuisance(s) from 1443 N. Lincoln
2. Provide alternate direction to staff.
3. Take no action - the abatement process is halted.

**Staff Recommendation:** Approve the Resolution authorizing the removal of the nuisance(s) from 1443 N. Lincoln 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 is located.

**Attachment(s):** Required notice. Resolution, Photos

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE REMOVAL OF A NUISANCE FROM CERTAIN PROPERTY IN THE CITY OF RUSSELL, KANSAS.**

**WHEREAS**, the Governing Body of the City of Russell has declared it unlawful for any person to maintain a nuisance on private property within the City of Russell; and

**WHEREAS**, the owners(s) of the private property at the address listed herein have been notified pursuant to Chapter VIII, Article 2, Section 8-207 of the Code of Ordinances of a violation of the Ordinance and have not requested a hearing before the Governing Body;

**WHEREAS**, the public officer in charge of administration and enforcement of this ordinance has provided the Governing Body with information regarding the condition of the property which is alleged to be a nuisance and after due consideration the Governing Body adopted the following resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RUSSELL, KANSAS:**

Section 1. Upon proper notice and consideration of information provided by the enforcement officer, it was determined that the following condition on the property is a nuisance in violation of Chapter VIII, Article 2, Section 8-201:

1443 N. Lincoln Jacob Helwer  
Trash & Debris, Trees limbs, Indoor Furniture (Couch)

Section 2. Ten (10) days after passage of this resolution the public officer is authorized to enforce the abatement of this condition by abatement of the nuisance if the owner has not previously done so.

Section 3. The abatement costs, if any, incurred by the City shall be charged against the lots or parcels of ground on which the nuisance is located.

Section 4. A copy of this resolution shall be served on the owner of the land as provided in the city's Code of Ordinance.

**PASSED AND APPROVED** by the Governing Body of the City of Russell, Kansas, on this 1<sup>st</sup> day of September, 2020.

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

ATTEST:

\_\_\_\_\_  
Katrina Woelk, City Clerk

## 10 Day General Nuisance Notice

**City of Russell**

133 West 8th Street

Russell, KS. 67665

785-483-6311

**Case Number: 20200220**

CITY OF

The logo for the City of Russell, featuring the word "Russell" in a large, stylized, black serif font. The letter "R" is particularly large and has a long, sweeping tail that extends downwards and to the right. Above the "R" and the beginning of "ussell", the words "CITY OF" are written in a smaller, plain, black sans-serif font.

07/23/2020

HELWER JACOB

520 N EMPORIA ST EL DORADO, KS 67042-1624

Subject Property: 1443 N LINCOLN ST, Russell, KS 67665, ,  
Property ID Number: 084-148-27-0-10-06-00400-0-01

Dear Property Owner:

An inspection by our Division has determined the property listed above is in violation of City Ordinance Article 2; Section 8-201

The following action must be taken to correct the above stated violation:

Remove Trash/Debris, Tree limbs, couch, etc.

**Fines, liens or special assessments may be placed on the property for noncompliance and/or the costs of abatement, repair or demolition by the City.**

**Nuisances as defined in Section 8-201 include without limitation: Filth, excrement, lumber, rocks, dirt, cans, paper, trash, metal, articles or things whatsoever caused, kept, maintained or permitted by any person to the injury, annoyance or inconvenience of the public or of any neighborhood. You have ten (10) days from the receipt of this notice to either abate these violations, or request a hearing, in writing, before the Governing Body as provided by The Code of the City of Russell. Failure on your part to either abate these violations or request a hearing within the time allowed will result in a complaint being filed as provided by Section 8-208 and/or abatement as provided by Section 8-209 or Chapter VIII of the Code of the City of Russell. If the city abates the nuisance pursuant to section 8-209, the cost of abatement shall be charged against the lot or parcel of ground on which the nuisance was located. A copy of Chapter VIII of the Code of the City of Russell is available for your inspection at the City Building, 133 W. 8th Russell, Ks.**

For further information, you may contact me at (785) 483-6311.

Date Served:

Tracking#: 7016 3560 0000 3259 7408

Sincerely,

Kim Grizzle

Code Enforcement Officer

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Received By

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CITY OF RUSSELL  
133 W 8TH STREET  
P O BOX 112  
RUSSELL, KS 67665-0112

U.S. POSTAGE PAID  
FIRST CLASS PERMIT NO. 1  
RUSSELL, KS  
67665  
JUL 23, 20

\$0.00  
R2304P119240-08

67042



Jacob Helwer  
520 N. Emporia St.  
Eldorado, Ks. 67042-1624

1-30-20

WTF

NIXIE

672 FE 1

RETURN TO SENDER  
NOT DELIVERABLE AS ADDRESSED  
UNABLE TO FORWARD

0007/29/20

6704216240812  
UTF

BC: 67665011212

\*1160-03344-24-39



STATE OF KANSAS  
RUSSELL  
COUNTY SS.

# Affidavit of Publication

**Frank Mercer**, being first duly sworn, deposes and says:

That he is publisher of the *Russell County News*, a weekly newspaper printed in the State of Kansas, and published in and of general circulation in Russell County, Kansas, with a general paid circulation on a weekly basis in Russell County, Kansas, and that said newspaper is not a trade, religious or fraternal publication.

Said newspaper is a weekly published one day a week and has been published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Russell, Kansas, in said county as second class matter.

That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for 1 consecutive Week

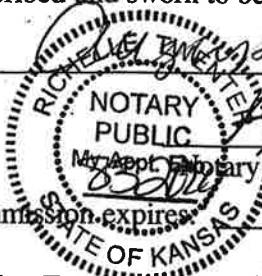
the first publication thereof being made as aforesaid on the 10th day of August, 2020, with subsequent publications being made on the following dates:

\_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_

Signed: [Signature]

Subscribed and sworn to before me this 18th

day of August, 2020.



[Signature]  
Public's Signature

My commission expires 8-3-24

Publication Fee \$ 93.00  
Affidavit, Notary's Fee \$ 1.00  
Additional copies @ \$ \_\_\_\_\_  
Total Publication Fee \$ 94.00

## Legal Notice

The properties upon which violations have been found are as follows:

**Legal Description: 1443 N. Lincoln RUSSELL ORIGINAL TOWN, S27, T13, R14W, N16' LOT 2 BLK 16 & S34' W132' VAC ST SECTION 27 TOWN-SHIP 13 RANGE 14W 084-148-27-0-10-06-004.00-0**

No further notice will be given prior to removal of the nuisance from the property described above for the current or subsequent violations during the calendar year 2020.

If you have questions, the Public Officer Kim Grizzle, Code Service Officer, should be contacted at 785-483-6311.

City of Russell  
Kim Grizzle  
Code Service Officer and  
Public Officer

Aug. 6

nuisance is to be abated within ten (10) days of the date of this notice. You are also notified that you may request

a hearing before the governing body concerning this notice, but such request must be submitted in writing to the City Clerk within five (5) days of the date this notice is published in the newspaper.

If the nuisance is not abated within the allotted time and no hearing is requested, the City or its authorized agent will abate or remove the nuisance and assess the cost of abating the same, including a reasonable administrative fee, against the owner, occupant or agent in charge of the property. The owner, occupant or agent in charge of the property will have the opportunity to pay the assessment and, if it is not paid within thirty (30) days of such notice, the assessment will be added to the property tax as a special assessment.

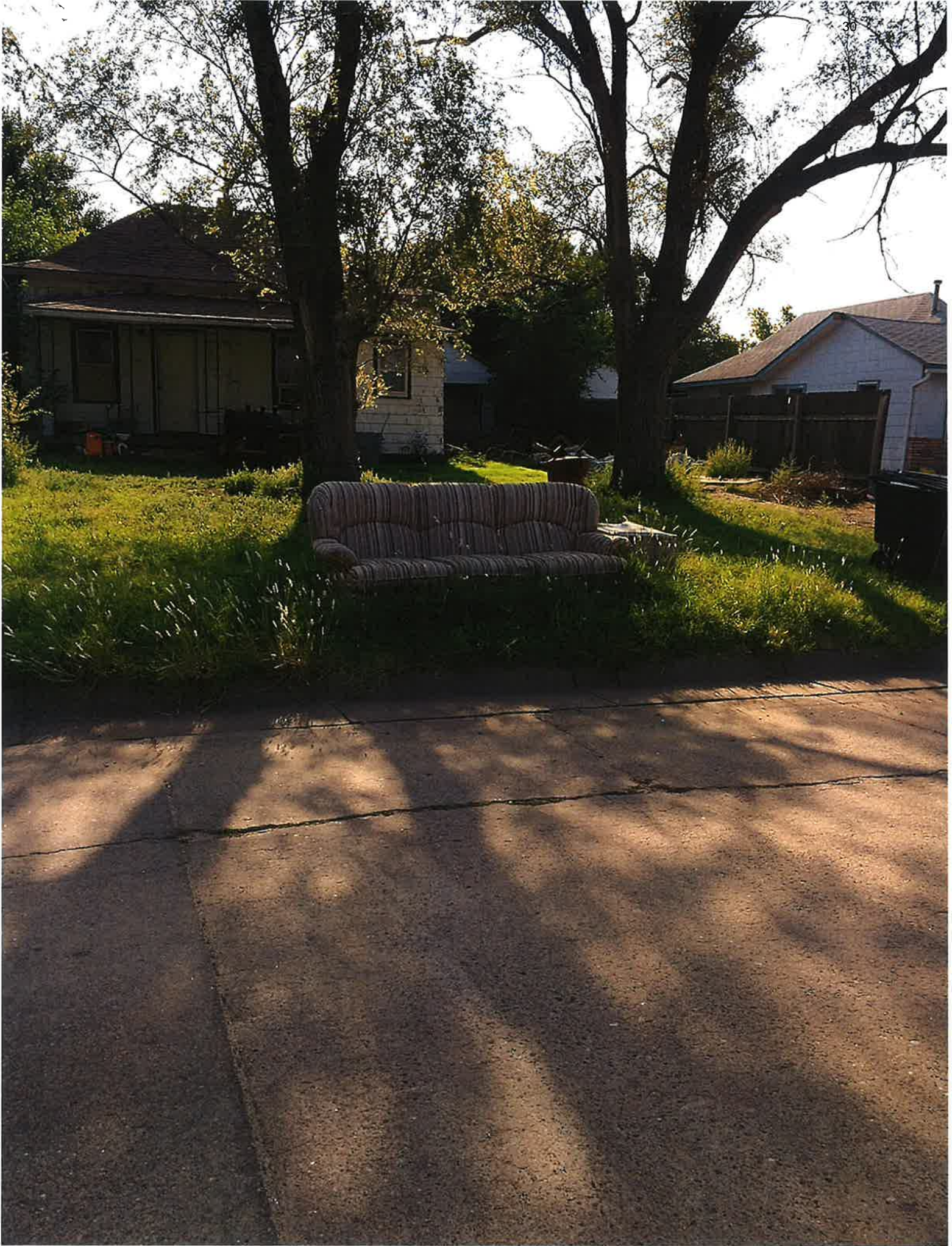
(Published in the *Russell County News* Thursday, Aug. 6, 2020)

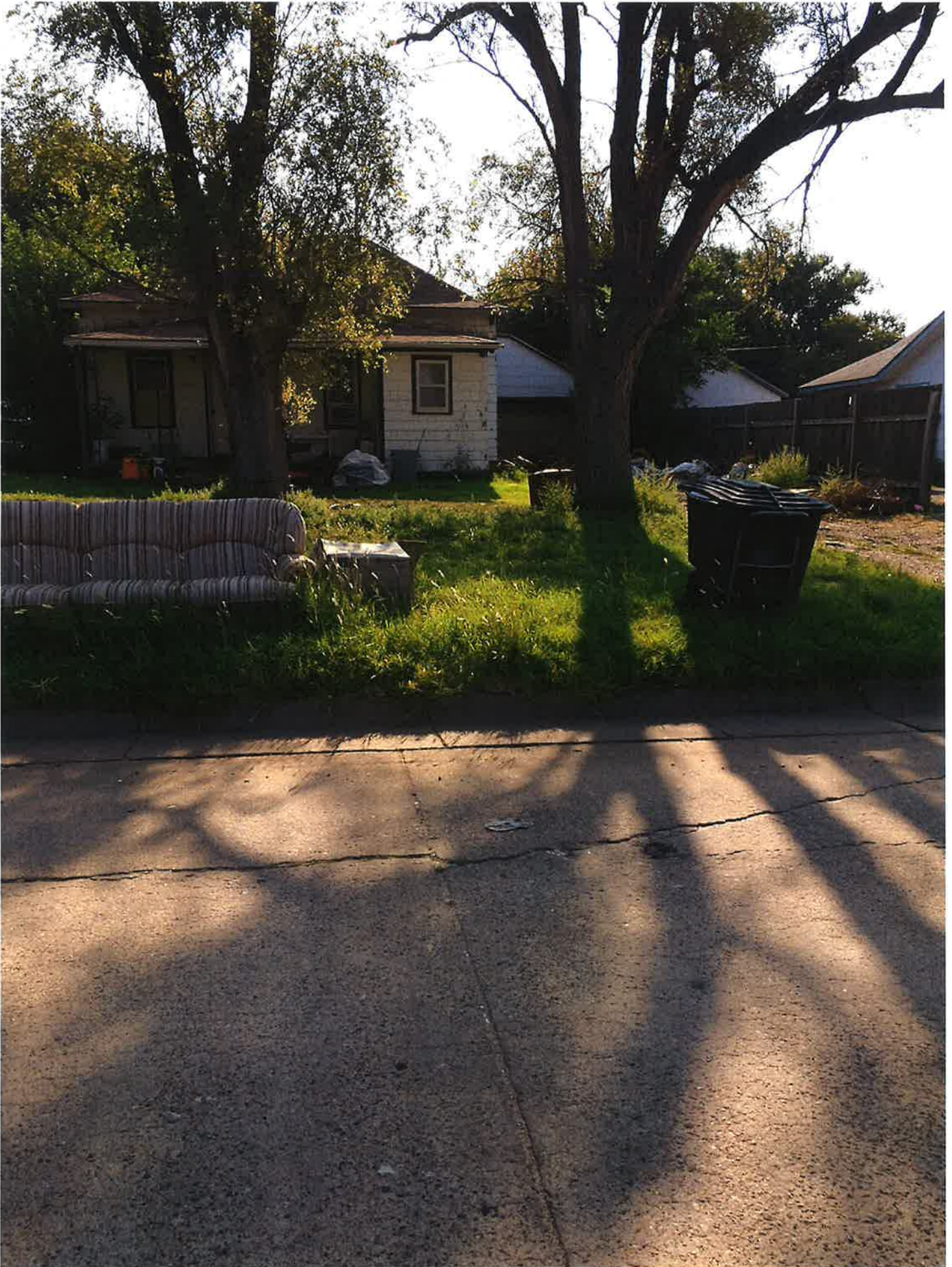
### NOTICE OF GENERAL NUISANCE

**TO: Jacob Helwer and ALL Other Persons Concerned**

Notice is hereby given to the above-identified owner(s), occupants and all other interested persons that the property described below is in violation of City Code Chapter 8 Article 2 which prohibits general nuisances.

Nuisances, as defined in Section 8-201 include without limitation: Filth, excrement, lumber, rocks, dirt, cans, paper, trash, metal, articles or things whatsoever caused, kept, maintained or permitted by any persons to the injury, annoyance or inconvenience of the public or of any neighborhood. You are further notified that the











## City Council Agenda Form

**Meeting Date:** September 1, 2020

**Agenda Item Title:** CDBG St. John Water Line Project Draw Down #2

**Department:** City Clerk

---

**Agenda Item Description:** CDBG St. John Water Line Project Draw Down #2

**Background:** The City received a \$600,000 CDBG Grant for the St. John Water Line Project. Northwest Kansas Planning & Development Commission is the grant administrator. Staff is asking the council to approve the 2nd CDBG draw down in the amount of \$95,700.00 for reimbursement of the grants share of expenses.

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

**Funding Source:** N/A

**Options:**

1. Approve the CDBG St. John water line project Draw Down #2 in the amount of \$95,700.
2. Pass on the draw down.

**Staff Recommendation:** Approve the CDBG St. John water line project Draw Down #2 in the amount of \$95,700.

**Attachment(s):** CDBG Request for Payment

REQUEST FOR PAYMENT OF CDBG FUNDS

CFDA 14.228

PART I: REQUEST FOR PAYMENT INFORMATION

GRANTEE - NAME City of Russell GRANT NO. 19-PF-018  
 STREET ADDRESS 133 W. 8th Street REQUEST NO. 2  
 PO BOX 112 treasurer@russellcity.org  
 CITY, STATE, ZIP Russell, KS 67665 Grantee's - E-mail address for notifying about ACH deposit  
 Administrator - E-mail address for notifying about ACH deposit nwkpdc@ruraltel.net

PART II: STATUS OF CDBG FUNDS

	AMOUNT
1 PAYMENT DUE & AMOUNT OF THIS REQUEST	<u>95,700.00</u>
2 CDBG GRANT AWARD	<u>600,000.00</u>
3 PROGRAM INCOME AND OTHER RECEIPTS	<u>.</u>
4 TOTAL FUNDS ( 2 + 3 )	<u>600,000.00</u>
5 CDBG FUNDS RECEIVED TO DATE	<u>5,000.00</u>
6 TOTAL ( 1 + 5 )	<u>100,700.00</u>
7 REMAINING CDBG FUNDS ( 4 - 6 )	<u>499,300.00</u>

PART III: CERTIFICATION

I HEREBY CERTIFY THAT THE DATA REPORTED ABOVE IS CORRECT AND THAT THE AMOUNT REQUESTED IS NOT IN EXCESS OF CURRENT NEEDS

DATE 9/1/2020 SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_  
 DATE 9/1/2020 SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

PART IV: APPROVAL (FOR KANSAS DEPT. OF COMMERCE USE ONLY)

CDBG APPROVAL:

1. CONTRACT TERMINATION DATE: \_\_\_\_\_
2. AUTHORIZED SIGNATURE: \_\_\_\_\_
3. MONITORING RESOLUTION: CURRENT / PAST DUE / NA
4. QUARTERLY PROGRESS REPORTS: CURRENT / PAST DUE

FIELD REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

ECONOMIC DEVELOPMENT SPECIALIST \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATIVE/ COMPLIANCE \_\_\_\_\_ DATE \_\_\_\_\_

FISCAL \_\_\_\_\_ DATE \_\_\_\_\_

Kansas Department of Commerce  
 Small Cities Community Development Block Grant

REQUEST FOR PAYMENT OF CDBG FUNDS

CFDA 14.228

PART I: REQUEST FOR PAYMENT INFORMATION

GRANTEE - NAME City of Russell GRANT NO. 19-PF-018  
 STREET ADDRESS 133 W. 8th Street REQUEST NO. 2  
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CDBG APPROVAL:

1. CONTRACT TERMINATION DATE: \_\_\_\_\_
2. AUTHORIZED SIGNATURE: \_\_\_\_\_
3. MONITORING RESOLUTION: CURRENT / PAST DUE / NA
4. QUARTERLY PROGRESS REPORTS: CURRENT / PAST DUE

FIELD REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

ECONOMIC DEVELOPMENT SPECIALIST \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATIVE/ COMPLIANCE \_\_\_\_\_ DATE \_\_\_\_\_

FISCAL \_\_\_\_\_ DATE \_\_\_\_\_

Kansas Department of Commerce  
 Small Cities Community Development Block Grant





Z:\data\word\cldb administration\financi

**NORTHWEST KANSAS PLANNING  
& DEVELOPMENT COMMISSION**  
P.O. Box 248  
Hill City, Kansas 67642  
(785) 421-2151

**STATEMENT**

**DATE:** 9/1/2020

**City of Russell  
133 W. 8th Street  
Russell, KS 67665**

**CDBG 19-PF-018**

**ADMINISTRATION CONTRACT AMOUNT:**

**CDBG LOCAL  
\$20,000.00 \$500  
CDBG Env. Review**

DATE	CHARGES AND CREDITS	BALANCE
June 24, 2019	100% Environmental Review	\$ 500.00 PAID
July 31, 2019	25% Receipt of Signed State Grant Agreement	\$5,000.00 PAID
September 1, 2020	25% First Drawdown of funds for Construction	\$5,000.00 DUE
	25% 50% construction Drawdown of CDBG funds	\$5,000.00
	15% Final Const. Drawdown/clearance of monitoring	\$3,000.00
	10% Close out	\$2,000.00
	<b>TOTAL AMOUNT DUE:</b>	<b>\$5,000.00</b>

# Bartlett & West

Driving Community and Industry Forward, Together.

Invoice

Remittance Address  
For Payments Only:  
P.O. Box 663  
Wichita, KS 67201-0663

230 Poyntz Avenue  
Manhattan, KS 66502  
785.537.8467 FAX 785.537.3274 877.508.2252  
F.E.I.N. 48-0770612

Richard Krause  
City of Russell  
133 W 8th  
Russell, KS 67665

July 12, 2019  
Project No: 016251.021  
Invoice No: 730071609

Project Manager: Nathan Bergman

Project 016251.021 Russell, KS: Maple-St. John Waterline Design

Professional Services from May 25, 2019 to June 28, 2019

**Fee**

Total Fee	90,000.00		
Percent Complete	65.00	Total Earned	58,500.00
		Previous Fee Billing	45,000.00
		Current Fee Billing	13,500.00
		<b>Total Fee</b>	<b>13,500.00</b>
		<b>Total this Invoice</b>	<b>\$13,500.00</b>

**Outstanding Invoices**

Number	Date	Balance	
730070055	3/8/2019	-15,300.00	
<b>Total</b>		<b>-15,300.00</b>	
		<b>Total Now Due</b>	<b>-\$1,800.00</b>

We appreciate your business. Please include invoice no. on check.

# Bartlett & West

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P.O. Box 663  
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230 Poyntz Avenue  
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785.537.8467 FAX 785.537.3274 877.508.2252  
F.E.I.N. 48-0770612

Richard Krause  
City of Russell  
133 W 8th  
Russell, KS 67665

August 9, 2019  
Project No: 016251.021  
Invoice No: 730072235

Project Manager: Nathan Bergman

Project 016251.021 Russell, KS: Maple-St. John Waterline Design  
Professional Services from June 29, 2019 to July 26, 2019

## Fee

Total Fee	90,000.00		
Percent Complete	66.50	Total Earned	59,850.00
		Previous Fee Billing	58,500.00
		Current Fee Billing	1,350.00
		<b>Total Fee</b>	<b>1,350.00</b>
		<b>Total this Invoice</b>	<b>\$1,350.00</b>

## Outstanding Invoices

Number	Date	Balance	
730070055	3/8/2019	-15,300.00	
730071609	7/12/2019	13,500.00	
<b>Total</b>		<b>-1,800.00</b>	
		<b>Total Now Due</b>	<b>-\$450.00</b>

We appreciate your business. Please include invoice no. on check.

# Bartlett & West

Driving Community and Industry Forward, Together.

**INVOICE** Remittance Address  
 For Payments Only:  
 P.O. Box 663  
 Wichita, KS 67201-0663

230 Poyntz Avenue  
 Manhattan, KS 66502  
 785.537.8467 FAX 785.537.3274 877.508.2252  
 F.E.I.N. 48-0770612

Richard Krause  
 City of Russell  
 133 W 8th  
 Russell, KS 67665

September 6, 2019

Project No: 016251.021  
 Invoice No: 730072369  
*PO. No 19-0329*  
 Project Manager: Nathan Bergman

#6

*AK 9/10/19*

Project 016251.021 Russell, KS: Maple-St. John Waterline Design

Professional Services from July 27, 2019 to August 23, 2019

**Fee**

Total Fee	90,000.00		
Percent Complete	67.00	Total Earned	60,300.00
		Previous Fee Billing	59,850.00
		Current Fee Billing	450.00
		<b>Total Fee</b>	<b>450.00</b>

**Total this Invoice**

**\$450.00**

**Outstanding Invoices**

Number	Date	Balance
730070055	3/8/2019	-15,300.00
730071609	7/12/2019	13,500.00
730072235	8/9/2019	1,350.00
<b>Total</b>		<b>-450.00</b>

**Total Now Due**

**0.00**

CITY OF RUSSELL

44555

VEND: 02070 BARTLETT & WEST, INC.

044555 5/21/2019

DATE	I.D.	PO #	DESCRIPTION	----- G/L DISTRIBUTION -----		AMOUNT
5/09/2019	730070055	19-0329	SERVICES AGREEMENT	37	-401.4130	15,300.00
4/16/2019	730070635	18-0113	STREETSCAPE	06	-401.2300	5,486.25
4/17/2019	730070643	19-0329	SERVICES AGREEMENT	37	-401.4130	29,700.00
5/15/2019	730070961	19-0329	SERVICES AGREEMENT	37	-401.4130	15,300.00
5/15/2019	730070963	19-0311	SERVICES AGREEMENT	37	-401.2300	13,250.00

CHECK TOTAL 79,036.25

**CITY OF RUSSELL**  
 133 W. 8TH ST. / P.O. BOX 112  
 RUSSELL, KANSAS 67666-0112  
 (786) 483-6311

SOUTHWIND BANK  
RUSSELL, KS 67668

44555

83-636/1011

5/21/2019 044555

DATE

79,036.25

AMOUNT

SEVENTY NINE THOUSAND THIRTY SIX & 25/100 DOLLARS

PAY

BARTLETT & WEST, INC.  
 PO BOX 653  
 WICHITA, KS 67201-0653

TO THE  
ORDER  
OF

*[Signature]*  
 CITY MANAGER  
*[Signature]*  
 CITY CLERK

⑈044555⑈ ⑆101106353⑆ 01 10062114⑈

CITY OF RUSSELL

44555

VEND: 02070 BARTLETT & WEST, INC.

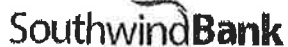
044555 5/21/2019

DATE	I.D.	PO #	DESCRIPTION	----- G/L DISTRIBUTION -----		AMOUNT
5/09/2019	730070055	19-0329	SERVICES AGREEMENT	37	-401.4130	15,300.00
4/16/2019	730070635	18-0113	STREETSCAPE	06	-401.2300	5,486.25
4/17/2019	730070643	19-0329	SERVICES AGREEMENT	37	-401.4130	29,700.00
5/15/2019	730070961	19-0329	SERVICES AGREEMENT	37	-401.4130	15,300.00
5/15/2019	730070963	19-0311	SERVICES AGREEMENT	37	-401.2300	13,250.00

CHECK TOTAL 79,036.25

1/20/2020

Southwind Bank



CITY OF RUSSELL DDA 2114

Last Updated: 1/20/2020 4:33 PM

\$7,305,138.74

Available Balance

Date	Image of Check	Amount
OCT 21 2019	<p>0210181600007 25 CITY OF RUSSELL 133 W. 8TH ST. / P.O. BOX 112 RUSSELL, KANSAS 67685 0112 (785) 463-6311 SOUTHWIND BANK RUSSELL, KS 67685 45490 89-836/1011 10/15/2019 045490 DATE 7,086.15 AMOUNT SEVEN THOUSAND EIGHTY SIX &amp; 15/100 DOLLARS PAY TO THE ORDER OF BARTLETT &amp; WEST, INC. PO BOX 653 WICHITA, KS 67201-0653</p>	-\$7,086.15
Details	<p>Description: CHECK Date: 10/21/2019 Type: Debit - Check 45490</p>	45490

Need  
INVOICE  
450<sup>00</sup>

Page totals: Credits: [0] \$0.00 | Debits: [1] - \$7,086.15

# Bartlett & West

Driving Community and Industry Forward, Together.

INVOICE

Remittance Address  
For Payments Only:  
P.O. Box 653  
Wichita, KS 67201-0653

230 Poyntz Avenue  
Manhattan, KS 66502  
785.537.8467 FAX 785.537.3274 877.508.2252  
F.E.I.N. 48-0770612

Richard Krause  
City of Russell  
133 W 8th  
Russell, KS 67665

*#7*  
October 14, 2019

Project No: 016251.021

Invoice No: 730072769

*P.O. No. 19-0329*

Project Manager: Nathan Bergman

*RK 10/14/19*

Project 016251.021 Russell, KS: Maple-St. John Waterline Design

Professional Services from August 24, 2019 to September 27, 2019

**Fee**

Total Fee	90,000.00		
Percent Complete	80.00	Total Earned	72,000.00
		Previous Fee Billing	60,300.00
		Current Fee Billing	11,700.00
		<b>Total Fee</b>	<b>11,700.00</b>
		<b>Total this Invoice</b>	<b>\$11,700.00</b>

We appreciate your business. Please include invoice no. on check.

# Bartlett & West

Driving Community and Industry Forward, Together.

**INVOICE** Remittance Address  
For Payments Only:  
P.O. Box 663  
Wichita, KS 67201-0653

230 Poyntz Avenue  
Manhattan, KS 66502  
785.537.8467 FAX 785.537.3274 877.508.2252  
F.E.I.N. 48-0770612

Richard Krause  
City of Russell  
133 W 8th  
Russell, KS 67665

*Hg*  
November 11, 2019  
Project No: 016251.021  
Invoice No: 730073327  
*P.O. No. 19-0329*  
Project Manager: Nathan Bergman  
*KK 11/12/19*

Project 016251.021 Russell, KS: Maple-St. John Waterline Design  
Professional Services from September 28, 2019 to October 25, 2019

<b>Fee</b>	90,000.00			
Total Fee			76,500.00	
Percent Complete	85.00	Total Earned	72,000.00	
		Previous Fee Billing	4,500.00	
		Current Fee Billing		4,500.00
		<b>Total Fee</b>		<b>4,500.00</b>
		<b>Total this Invoice</b>		<b>\$4,500.00</b>

**Outstanding Invoices**

Number	Date	Balance	
730070055	3/8/2019	-15,300.00	
730071609	7/12/2019	13,500.00	
730072235	8/9/2019	1,350.00	
730072769	10/14/2019	11,700.00	
<b>Total</b>		<b>11,250.00</b>	
		<b>Total Now Due</b>	<b>\$15,750.00</b>

We appreciate your business. Please include invoice no. on check.



CITY OF RUSSELL DDA 2114

\$7,305,138.74  
Available Balance

Last Updated: 1/20/2020 4:33 PM



Date	Image of Check	Amount
NOV 25 2019	<p>021 021809000 49 CITY OF RUSSELL 133 W. 6TH ST. / P.O. BOX 112 RUSSELL, KANSAS 67065-0112 (785) 483-6311</p> <p>SOUTHWIND BANK RUSSELL, KS 67065</p> <p>45641</p> <p>83 639/1011 11/19/2019 005641</p> <p>DATE 11/19/2019</p> <p>AMOUNT 55,571.65</p> <p>FIFTY FIVE THOUSAND FIVE HUNDRED SEVENTY ONE &amp; 65/100 DOLLARS</p> <p>PAY TO THE ORDER OF BARTLETT &amp; WEST, INC. PO BOX 653 WICHITA, KS 67201-0653</p> <p>11/25/2019</p> <p>045641 1011063531 01 10062114</p>	\$55,571.65

Details

Description:  
CHECK

Date:  
11/25/2019

Type:  
Debit - Check 45641

1 of 2

1 of 2

Page totals: Credits: [0] \$0.00 | Debits: [1] - \$55,571.65

# Bartlett & West

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**Invoice** Remittance Address  
 For Payments Only:  
 P.O. Box 663  
 Wichita, KS 67201-0663

230 Poyntz Avenue  
 Manhattan, KS 66502  
 785.537.8467 FAX 785.537.3274 877.508.2252  
 F.E.I.N. 48-0770612

Richard Krause  
 City of Russell  
 133 W 8th  
 Russell, KS 67665

December 9, 2019

Project No: 016251.021  
 #9 Invoice No: 730073607  
 I.O. No. 19-0329  
 Project Manager: Nathan Bergman  
 12/11/19

Project 016251.021 Russell, KS: Maple-St. John Waterline Design  
Professional Services from October 28, 2019 to November 22, 2019  
 Fee

Total Fee	90,000.00		
Percent Complete	90.00	Total Earned	81,000.00
		Previous Fee Billing	76,500.00
		Current Fee Billing	4,500.00
		<b>Total Fee</b>	<b>4,500.00</b>
		<b>Total this invoice</b>	<b>\$4,500.00</b>

**Outstanding Invoices**

Number	Date	Balance
730070055	3/8/2019	-15,300.00
730071809	7/12/2019	13,500.00
730072235	8/9/2019	1,350.00
<b>Total</b>		<b>-450.00</b>

**Total Now Due \$4,050.00**

We appreciate your business. Please include invoice no. on check.

CITY OF RUSSELL  
133 W. 8TH ST. / P.O. BOX 112  
RUSSELL, KANSAS 67685-0112  
(785) 483-6311

SOUTHWIND BANK  
RUSSELL, KS 67685

45777

83-635/1011

12/17/2019 045777

DATE

32,327.70

AMOUNT

THIRTY TWO THOUSAND THREE HUNDRED TWENTY SEVEN & 70/100 DOLLARS

PAY

BARTLETT & WEST, INC.  
PO BOX 653  
WICHITA, KS 67201-0653

TO THE  
ORDER  
OF

*[Signature]*  
CITY MANAGER  
*[Signature]*  
CITY CLERK  
MR

⑈045777⑈ ⑆101106353⑆ 01 10062114⑈

CITY OF RUSSELL

45777

VEND:02070 BARTLETT & WEST, INC.

045777 12/17/2019

DATE	I.D.	PO #	DESCRIPTION	G/L DISTRIBUTION		AMOUNT
12/11/2019	730073605	19-0491	FOSSIL ST SIDEWALK DESIGN	29 -401,2300	2,438.25	2,438.25
12/11/2019	730073606	19-0540	PROFESSIONAL SERVICES	29 -401,2300	25,839.45	25,839.45
12/11/2019	730073607	19-0329	SERVICES AGREEMENT	37 -401,4130	4,050.00	4,050.00

CHECK TOTAL 32,327.70

# Bartlett & West

Driving Community and Industry Forward, Together.

**Invoice** Remittance Address  
For Payments Only:  
P.O. Box 663  
Wichita, KS 67201-0663

230 Poyntz Avenue  
Manhattan, KS 66502  
786.537.8467 FAX 785.537.3274 877.508.2252  
F.E.I.N. 48-0770612

Richard Krause  
City of Russell  
133 W 8th  
Russell, KS 67665

January 13, 2020

Project No: 016251.021

#10 Invoice No: 730074240

10 No 19-0329

Project Manager: Nathan Bergman

Project 016251.021 Russell, KS: Maple-St. John Waterline Design *AK*

Professional Services from November 23, 2019 to December 27, 2019

*Closed out*

**Fee**

Total Fee	90,000.00		
Percent Complete	100.00	Total Earned	90,000.00
		Previous Fee Billing	81,000.00
		Current Fee Billing	9,000.00
		<b>Total Fee</b>	<b>9,000.00</b>
		<b>Total this Invoice</b>	<b>\$9,000.00</b>

*owe  
PO 19-03201*

CITY OF RUSSELL

51  
46749

VEND: 02070 BARTLETT & WEST, INC.

046749 5/11/202

DATE	I.D.	PO #	DESCRIPTION	----- G/L DISTRIBUTION -----	AMOUNT
5/01/2020	730074240	19-0329	SERVICES AGREEMENT	37 -401.4130	9,000.00

CHECK TOTAL 9,000.00

CITY OF RUSSELL  
133 W. 8TH ST. / P.O. BOX 112  
RUSSELL, KANSAS 67665-0112  
(786) 483-6311

SOUTHWIND BANK  
RUSSELL, KS 67665

46749

83-635/1011

5/11/2020 046749

DATE

9,000.00

AMOUNT

----- NINE THOUSAND & 00/100 DOLLARS -----

PAY

BARTLETT & WEST, INC.  
PO BOX 653  
WICHITA, KS 67201-0653

TO THE  
ORDER  
OF



*[Signature]*  
CITY MANAGER  
*[Signature]*  
CITY CLERK

Sumiplus Features (in/with) Details on next

⑈046749⑈ ⑆101106353⑆ 01 10062114⑈

CITY OF RUSSELL

46749

VEND: 02070 BARTLETT & WEST, INC.

046749 5/11/202

DATE	I.D.	PO #	DESCRIPTION	----- G/L DISTRIBUTION -----	AMOUNT
5/01/2020	730074240	19-0329	SERVICES AGREEMENT	37 -401.4130	9,000.00

CHECK TOTAL 9,000.00



<b>Contractor's Application for Payment No. One (1)</b>	
Application Period: 02/19/2020 to 07/22/2020	Application Date: 7/22/2020
To (Owner): City of Russell, Kansas	Via (Engineer): Bardlett & West
Project: Waterline Improvements	Contract: Contractor's Project No.: 690717
Owner's Contract No.: 16251.021	Engineer's Project No.: 16251.021

Application For Payment  
Change Order Summary

Approved Change Orders	Number	Additions	Deductions
TOTALS			
NET CHANGE BY CHANGE ORDERS			

1. ORIGINAL CONTRACT PRICE..... \$ 1,057,188.00
2. Net change by Change Orders..... \$
3. Current Contract Price (Line 1 + 2)..... \$ 1,057,188.00
4. TOTAL COMPLETED AND STORED TO DATE  
(Column F total on Progress Estimates)..... \$ 5718,541.58
5. RETAINAGE:
  - a. 10% X \$5,321.03 Work Completed..... \$ 552.10
  - b. 10% X \$213,220.55 Stored Material..... \$ 21,322.05
  - c. Total Retainage (Line 5.a + Line 5.b)..... \$ 21,854.16
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 1,966,687.42
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$
8. AMOUNT DUE THIS APPLICATION..... \$ 1,966,687.42
9. BALANCE TO FINISH, PLUS RETAINAGE  
(Column G total on Progress Estimates + Line 5.c above)..... \$ 860,500.58

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor's Signature:

By: \_\_\_\_\_ Date: 7/22/2020

Payment of: \$ 1,966,687.42  
(Line 8 or other - attach explanation of the other amount)

is recommended by: (Engineer) 07-22-20 (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) \_\_\_\_\_ (Date)

## City of Russell, Kansas Contractors Payment Estimate

Project: Water Well and Waterline Improvements  
 Estimate No: One (1)  
 Estimate Period: 7-22-2020

Contractor: APAC-Kansas, Inc., Shears  
 Address: P. O. Box 1605  
 Hutchinson, KS 67504-1605  
 Jobs: 690718

Bid Item	Quantity	Unit	Bid Item Unit Price	Bid Price Extension	Completed Quantity	Completed Amount	Stored Material	Completed & Stored to Date	Balance to Finish	Percent Complete
1 8" C900 PVC Pipe	9,680	LF	\$24.57	\$237,837.60	41	\$1,007.37		\$1,007.37	\$236,830.23	0.42%
STORED MATERIAL	9,680	LF	\$7.43	\$71,922.40		\$0.00	9,680	\$71,922.40	\$0.00	100.00%
2 6" C900 PVC Pipe	4,829	LF	\$27.55	\$133,038.95		\$0.00		\$0.00	\$133,038.95	0.00%
STORED MATERIAL	4,829	LF	\$3.45	\$16,660.05		\$0.00	4,829	\$16,660.05	\$0.00	100.00%
3 3/4" Copper Service Line	45	LF	\$5.00	\$225.00		\$0.00		\$0.00	\$225.00	0.00%
4 8" Gate Valves	30	EA	\$302.40	\$9,072.00	1	\$302.40		\$302.40	\$8,769.60	3.33%
STORED MATERIAL	30	EA	\$871.60	\$26,148.00		\$0.00	30	\$26,148.00	\$0.00	100.00%
5 6" Gate Valves	20	EA	\$328.88	\$6,577.60		\$0.00		\$0.00	\$6,577.60	0.00%
STORED MATERIAL	20	EA	\$565.12	\$11,302.40		\$0.00	20	\$11,302.40	\$0.00	100.00%
6 Fire Hydrants	26	EA	\$2,537.46	\$65,973.96		\$0.00		\$0.00	\$65,973.96	0.00%
STORED MATERIAL	26	EA	\$2,009.54	\$52,248.04		\$0.00	26	\$52,248.04	\$0.00	100.00%
7 8" Road Crossing	19	EA	\$2,880.22	\$54,724.18		\$0.00		\$0.00	\$54,724.18	0.00%
STORED MATERIAL	19	EA	\$903.78	\$17,171.82		\$0.00	19	\$17,171.82	\$0.00	100.00%
8 6" Road Crossing	9	EA	\$2,416.82	\$21,751.38		\$0.00		\$0.00	\$21,751.38	0.00%
STORED MATERIAL	9	EA	\$132.18	\$1,189.62		\$0.00	9	\$1,189.62	\$0.00	100.00%
9 8" Install by Bore	1,197	LF	\$61.32	\$73,500.24	50	\$2,561.50		\$2,561.50	\$58,760.81	4.18%
STORED MATERIAL	1,197	LF	\$7.77	\$9,300.69		\$0.00	1,197	\$9,300.69	\$0.00	100.00%
10 6" Install by Bore	175	LF	\$50.43	\$8,825.25		\$0.00		\$0.00	\$8,825.25	0.00%
STORED MATERIAL	175	LF	\$0.57	\$99.75		\$0.00	175	\$99.75	\$0.00	100.00%
11 R&R Concrete Pavement	50	SY	\$121.00	\$6,050.00		\$0.00		\$0.00	\$6,050.00	0.00%
12 R&R Concrete Parking	371	SY	\$65.00	\$24,115.00		\$0.00		\$0.00	\$24,115.00	0.00%
13 R&R Brick Pavement	8	SY	\$425.00	\$3,400.00		\$0.00		\$0.00	\$3,400.00	0.00%
14 R&R Curb & Gutter	56	LF	\$28.00	\$1,568.00		\$0.00		\$0.00	\$1,568.00	0.00%
15 R&R Concrete Sidewalk	1,005	SF	\$6.00	\$6,030.00		\$0.00		\$0.00	\$6,030.00	0.00%
16 R&R Gravel Surfaces	222	SY	\$9.00	\$1,998.00		\$0.00		\$0.00	\$1,998.00	0.00%
17 R&R Asphalt Surfaces	14	SY	\$118.00	\$1,652.00		\$0.00		\$0.00	\$1,652.00	0.00%
18 Connect to Existing 8" Line	18	EA	\$1,449.76	\$26,095.68	1	\$1,449.76		\$1,449.76	\$24,645.92	5.56%
STORED MATERIAL	18	EA	\$169.24	\$3,046.32		\$0.00	18	\$3,046.32	\$0.00	100.00%
19 Connect to Existing 6" Line	4	EA	\$1,969.96	\$7,879.84		\$0.00		\$0.00	\$7,879.84	0.00%
STORED MATERIAL	4	EA	\$109.04	\$436.16		\$0.00	4	\$436.16	\$0.00	100.00%
20 Connect to Existing 4" Line	17	EA	\$1,267.37	\$21,545.29		\$0.00		\$0.00	\$21,545.29	0.00%
STORED MATERIAL	17	EA	\$183.63	\$3,121.71		\$0.00	17	\$3,121.71	\$0.00	100.00%
21 Reconnect Svc Lines, Short	163	EA	\$483.00	\$78,729.00		\$0.00		\$0.00	\$78,729.00	0.00%
22 Reconnect 1" Service Line	3	EA	\$715.00	\$2,145.00		\$0.00		\$0.00	\$2,145.00	0.00%
23 Landscaping and Seeding	1	LS	\$55,666.00	\$55,666.00		\$0.00		\$0.00	\$55,666.00	0.00%

City of Russell, Kansas  
**Contractors Payment Estimate**

Project: Water Well and Waterline Improvements  
 Estimate No: One (1)  
 Estimate Period: 7-22-2020

Contractor: APAC-Kansas, Inc., Shears  
 Address: P. O. Box 1605  
 Hutchinson, KS 67504-1605  
 Jobs: 690718

Bid Alt	Bid Item	Quantity	Unit	Bid Item Unit Price	Bid Price Extension	Completed Quantity	Completed Amount	Stored Material	Completed & Stored to Date	Balance to Finish	Percent Complete
24	Bid Alt 1	1	LS	\$7,745.41	\$7,745.41		\$0.00		\$0.00	\$7,745.41	0.00%
	STORED MATERIAL	1	LS	\$573.59	\$573.59			1	\$573.59	\$0.00	100.00%
	<b>GRAND TOTAL</b>				\$1,057,188.00		\$5,321.03		\$218,541.58	\$838,646.42	20.67%

## Invoice

Page 1 of 6

**MUNICIPAL SUPPLY, INC. OF NEBRASKA***Municipal, Contractor, and Industrial Supplies*

P.O. Box 2045 Hastings, NE 68902-2045  
 PH: (402) 462-4191 FAX: (402) 462-4408  
 WATS (800) 395-7473

INVOICE NUMBER: 0767146-JN  
 INVOICE DATE: 6/30/2020

ORDER NUMBER:  
 ORDER DATE:  
 SHIP DATE: 6/30/2020  
 SALESPERSON: AS2  
 CUSTOMER NO: 20-APACKS

SOLD TO:  
 APAC  
 SHEARS DIVISION  
 P.O. BOX 1605  
 HUTCHINSON, KS 67504-1605

SHIP TO:  
 CITY OF RUSSELL  
 133 W. 8TH ST  
 RUSSELL, KS 67665

JOB #:

CUSTOMER P.O.	TERMS	SHIP VIA					
RUSSELL KS	NET 30 DAYS	OUR TRUCK					
ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT	
NLFB1000-3 3/4" NL CXPJ BALL CORP STOP C	EACH	168.00	0.00	168.00	45.490	0.00	
KCT34-100 3/4" K COPPER TUBE 100' ROLL	FOOT	1,200.00	0.00	1,200.00	2.900	0.00	
A423-4 4' BURY A423 MUELLER SUPER CEN	EACH	26.00	17.00	9.00	1,600.000	27,200.00	
DR18-4 4" DR 18 GJ C900 PIPE	FT	60.00	0.00	60.00	1.950	0.00	
CDMJB4504 4" MJ 45 BEND L/ACC	EACH	2.00	2.00	0.00	28.220	56.44	
CDMIC04 4" MJ SOLID CAP L/ACC	EACH	2.00	2.00	0.00	12.730	25.46	
EZPVCNG04 4" MJ RESTRAINT GLAND FOR PVC	EACH	37.00	37.00	0.00	28.010	1,036.37	

Continued

## Invoice

Page 2 of 6

**MUNICIPAL SUPPLY, INC. OF NEBRASKA***Municipal, Contractor, and Industrial Supplies*

P.O. Box 2045 Hastings, NE 68902-2045  
 PH: (402) 462-4191 FAX: (402) 462-4408  
 WATS (800) 395-7473

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 RUSSELL, KS 67665

JOB #:

CUSTOMER P.O.	TERMS				SHIP VIA		
RUSSELL KS	NET 30 DAYS				OUR TRUCK		
ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT	
MGP4 4" MJ BOLT & GASKET KIT	EACH	37.00	0.00	37.00	0.000	0.00	
DR18-6 6" DR 18 GJ C900 PIPE	FT	1,540.00	0.00	1,540.00	3.700	0.00	
3KE06002020100 6" DR18 C900 RJ CERTALOK ILB	FOOT	2,100.00	2,100.00	0.00	7.850	16,485.00	
SO# 68178 160KJ0600200 6" X 20' GJ SDR21 200 PSI PVC	FOOT	200.00	0.00	200.00	2.930	0.00	
06-CL350 6" CLASS 350 DUCTILE IRON PIPE	FT	162.00	0.00	162.00	14.250	0.00	
A-2361-23-06 6" MJ GATE VALVE OL	EACH	47.00	47.00	0.00	445.000	20,915.00	
CDMJB4506 6" MJ 45 BEND L/ACC	EACH	10.00	10.00	0.00	45.420	454.20	

Continued

## Invoice

Page 3 of 6

**MUNICIPAL SUPPLY, INC. OF NEBRASKA***Municipal, Contractor, and Industrial Supplies*

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 HUTCHINSON, KS 67504-1605

SHIP TO:  
 CITY OF RUSSELL  
 133 W. 8TH ST  
 RUSSELL, KS 67665

JOB #:

CUSTOMER P.O. RUSSELL KS	TERMS NET 30 DAYS			SHIP VIA OUR TRUCK			
ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT	
EZPVC06 6" MJ RESTRAINT GLAND FOR PVC	EACH	150.00	150.00	0.00	35.060	5,259.00	
MGP6 6" MJ BOLT & GASKET KIT	EACH	150.00	0.00	150.00	0.000	0.00	
CDMJS06 6" MJ SOLID SLEEVE LP L/ACC	EACH	20.00	20.00	0.00	50.580	1,011.60	
CDMJT0606 6" MJ TEE L/ACC	EACH	60.00	60.00	0.00	80.520	4,831.20	
S90-603 6" C900 X 3/4" AWWA TAP BR SAD	EACH	59.00	0.00	59.00	43.220	0.00	
SO# 68185 CDMJR0604 6" X 4" MJ REDUCER L/ACC	EACH	2.00	2.00	0.00	32.340	64.68	
CDMJRS0604 6" X 4" MJ SEB REDUCER L/ACC	EACH	13.00	13.00	0.00	33.380	433.94	

Continued

## Invoice

Page 4 of 6

**MUNICIPAL SUPPLY, INC. OF NEBRASKA***Municipal, Contractor, and Industrial Supplies*

P.O. Box 2045 Hastings, NE 68902-2045  
 PH: (402) 462-4191 FAX: (402) 462-4408  
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 CUSTOMER NO: 20-APACKS

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 SHEARS DIVISION  
 P.O. BOX 1605  
 HUTCHINSON, KS 67504-1605

SHIP TO:  
 CITY OF RUSSELL  
 133 W. 8TH ST  
 RUSSELL, KS 67665

JOB #:

CUSTOMER P.O. RUSSELL KS	TERMS NET 30 DAYS				SHIP VIA OUR TRUCK		
ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT	
DR18-8 8" DR 18 C900 PVC PIPE	FT	4,600.00	4,600.00	0.00	6.420	29,532.00	
3KE08002020100 8" DR18 C900 RJ CERTALOK ILB	FOOT	5,000.00	5,000.00	0.00	13.300	66,500.00	
A-2361-23-08 8" MI GATE VALVE OL	EACH	30.00	30.00	0.00	727.000	21,810.00	
CDMJB4508 8" MJ 45 BEND L/ACC	EACH	25.00	25.00	0.00	66.060	1,651.50	
CDMJB9008 8" MJ 90 BEND L/ACC	EACH	3.00	3.00	0.00	80.860	242.58	
CDMJX0808 8" MJ CROSS L/ACC	EACH	2.00	2.00	0.00	128.000	256.00	
EZPVC08 8" MJ RESTRAINT GLAND FOR PVC	EACH	150.00	150.00	0.00	47.300	7,095.00	

Continued

## Invoice

Page 5 of 6

**MUNICIPAL SUPPLY, INC. OF NEBRASKA***Municipal, Contractor, and Industrial Supplies*

P.O. Box 2045 Hastings, NE 68902-2045  
 PH: (402) 462-4191 FAX: (402) 462-4408  
 WATS (800) 395-7473

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 INVOICE DATE: 6/30/2020

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JOB #:

CUSTOMER P.O.	TERMS	SHIP VIA					
RUSSELL KS	NET 30 DAYS	OUR TRUCK					
ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT	
MGPE 8" MJ BOLT & GASKET KIT	EACH	150.00	0.00	150.00	0.000	0.00	
SO# 68186 CDMJLS08 8" MJ SOLID SLEEVE LP L/ACC	EACH	25.00	25.00	0.00	81.890	2,047.25	
CDMJT0808 8" MJ TEE L/ACC	EACH	11.00	11.00	0.00	120.430	1,324.73	
S90-803 8" C900 X 3/4" AWWA TAP BR SAD	EACH	109.00	0.00	109.00	60.410	0.00	
CDMIRS0804 8" X 4" MJ SEB REDUCER L/ACC	EACH	2.00	2.00	0.00	44.390	88.78	
CDMJX0806 8" X 6" MJ CROSS L/ACC	EACH	2.00	2.00	0.00	121.460	242.92	
CDMJR0806 8" X 6" MJ REDUCER L/ACC	EACH	2.00	2.00	0.00	47.140	94.28	

Continued

## Invoice

Page 6 of 6

**MUNICIPAL SUPPLY, INC. OF NEBRASKA***Municipal, Contractor, and Industrial Supplies*

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 PH: (402) 462-4191 FAX: (402) 462-4408  
 WATS (800) 395-7473

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JOB #:

CUSTOMER P.O.	TERMS			SHIP VIA			
RUSSELL KS	NET 30 DAYS			OUR TRUCK			
ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT	
CDMJT0806 8" X 6" MJ TEE L/ACC	EACH	20.00	20.00	0.00	99.790	1,995.80	
DTWATER-3 3" X 1000' DETECTABLE TAPE-BLU	EACH	10.00	0.00	10.00	35.350	0.00	
739010250 PRO TRACE CONNECTOR	EACH	76.00	0.00	76.00	3.500	0.00	
12SOLHDDCCSPE45 12 SOLID PE 45X500' DIRECTIONA	EACH	15,000.00	0.00	15,000.00	0.200	0.00	
SO# 68188 T2-B COBRA 2 ACCESS POINT BLUE	EACH	26.00	0.00	26.00	29.500	0.00	
GS80-1X18 1" X 18" GALV STEEL NIPPLE	EACH	26.00	0.00	26.00	0.000	0.00	
VB264 4' BURY VALVE BOX WITH LID	EACH	53.00	53.00	0.00	50.000	2,650.00	
SO# 68189							

A SERVICE CHARGE OF 1 1/2% WITH A MINIMUM OF \$1.00 PER MONTH  
 WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

Net Invoice: 213,303.73  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
 Invoice Total: 213,303.73



## City Council Agenda Form

**Meeting Date:** September 1, 2020

**Agenda Item Title:** Ordinance Amending Contractor's Continuing Education Requirements

**Department:** Building, Planning, & Zoning

---

**Agenda Item Description:** Ordinance Amending Contractor's Continuing Education Requirements

**Background:** At the last Trade Board meeting the following was discussed. Amending Building and General Contractor's continuing education requirements due to the lack of opportunities for those contractors to attend classes. The option of on line classes has also been difficult because the courses are not being updated and the contractors are having to repeat many of the courses. For these reasons the Building Trade Board felt that the 12 hour requirement should be done away with until better opportunities are available to these types of contractors.

The Trade Board is asking Council to consider the Ordinance Amending the renewal requirements of continuing education for Building and General Contractors.

**City Attorney Review/ Comment:** 8-31-20

**Funding Source:** NA

**Options:**

1. Approve the Ordinance as presented.
2. Vote against the Ordinance and keep the current continuing education requirement.

**Staff Recommendation:** Approve the Ordinance as presented.

**Attachment(s):** Amendment to Section 4 ,4-808.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING RUSSELL CITY CODE SECTION 4-808 ON RENEWAL OF CONTRACTOR LICENSES AND CONTINUING EDUCATION REQUIREMENTS FOR THE CITY OF RUSSELL, KANSAS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RUSSELL, KANSAS:

Section 1. Section 4-808 of the Code of the City of Russell is hereby amended to read as follows:

“4-808. Annual renewal of license; continuing education.

All licenses shall be renewable biennially as in the case of an original license on or before December 31<sup>st</sup> of every even numbered year. All licenses shall be renewable for two-year terms beginning January 1<sup>st</sup> of an odd numbered year and ending December 31<sup>st</sup> of every even numbered year. For all, except Limited Contractor licenses, Building licenses and General Contractor licenses, not less than twelve (12) classroom hours of trade associated continuing education approved by the City of Russell are required every two years prior to license renewal approval. Continuing education credits in excess of 12 hours will not carry over from one license renewal period to another. Continuing education may be provided by the local governing body, a nationally recognized trade organization, community college, technical school, technical college, or manufacturers of equipment and/or systems used regularly in that type of trade.

Section 2. This ordinance shall be in full force and effect after its passage and publication of the ordinance or a summary of the ordinance as provided by law.

PASSED this \_\_\_\_\_ day of September, 2020, by the governing body of the City of Russell, Kansas.

APPROVED this \_\_\_\_\_ day of September, 2020, by the Mayor of the City of Russell, Kansas.

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

ATTEST:

\_\_\_\_\_  
Katrina Woelk, City Clerk

(seal)



## City Council Agenda Form

**Meeting Date:** September 1, 2020

**Agenda Item Title:** SPARK Funded COVID-19 Mitigation - Access Alterations

**Department:** City Manager

---

**Agenda Item Description:** Alterations to City Building to Mitigate COVID-19 Spread

**Background:** The Kansas State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Task force'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. Of the \$1,365,626 received by Russell County, \$393,891.93 was provided to the City of Russell for eligible purposes based on guidance from the State of Kansas and U.S. Treasury.

Presented for Council consideration are two bids to make alterations at the city building to mitigate the spread of COVID-19 to our customers and employees. Seven companies requested bid information, with two submitted sealed bids. Commercial Builders from Hays bid \$83,224.00, which include flooring. Stoppel Construction from Russell bid \$52,500 does not include flooring.

**City Attorney Review/ Comment:** 8/25/2020

**Funding Source:** SPARK Grant Funds

**Options:**

1. Approve bid from Stoppel Construction, contingent upon receipt of direct aid SPARK grant funds for the project.
2. Approve bid from Commercial Builders, contingent upon receipt of direct aid SPARK grant funds for the project.
3. Reject all bids - any SPARK grant funds dedicated to alterations will be returned.

**Staff Recommendation:** Approve bid from Stoppel Construction, contingent upon receipt of direct aid SPARK grant funds for the project.

**Attachment(s):** Bids



August 21, 2020

City of Russell  
 Attn: Jon Quinday  
 133 W. 8<sup>th</sup> St.  
 Russell, KS 67665

RE: City Building Office Alterations

Dear Jon,

We propose to provide all construction services for the improvements identified in our attached floor plan and related notes as developed during our site survey. All finishes shall either match your existing, or shall be replaced new with equivalent products as per the notes detailed for each area affected by the alterations.

**For the above considerations, our proposed bid is \$83,224.00**

Alternate #1: Providing new finishes for ceiling, wall & flooring including new electrical lighting and HVAC register at the ceiling, and an allowance of \$1,500.00 for roof patch and repair.

**Alt. #1 proposed bid \$ 6,898.00**

Project is assumed sales tax exempt.  
 Add 1.5% for Bond (if required)

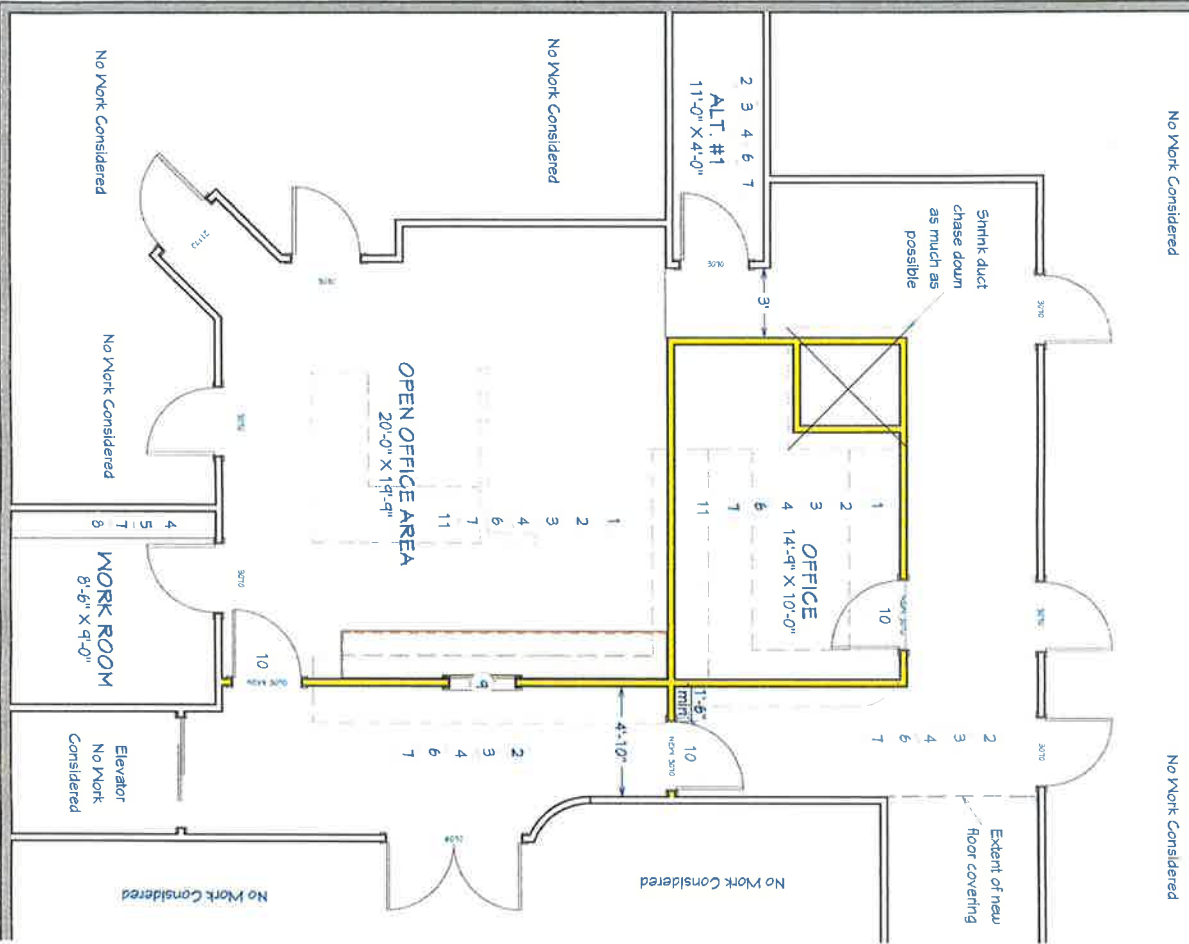
Please contact me at our office with any questions or to approve the above proposed work. Thank you for considering Commercial Builders, Inc. for all your construction solutions.

Sincerely,




---

Brett D. Ottley  
 Design-Build Manager



**NOTE SCHEDULE**

1	REMOVE EXISTING MILLWORK AND PROVIDE NEW/WHERE INDICATED
2	REMOVE EXISTING AND PROVIDE NEW AT/C GRID AND TILE
3	REMOVE EXISTING AND PROVIDE NEW LED 2x4 LAY IN LIGHT FIXTURES
4	REMOVE EXISTING AND PROVIDE NEW FLOOR COVERING
5	REMOVE EXISTING SHELVING AND REPLACE NEW
6	PROVIDE NEW GYP DRYWALL WALL FINISHES
7	PAINT ALL NEW AND AFFECTED WALLS FROM CORNER TO CORNER
8	PROVIDE NEW/REAP AROUND LED SURFACE MOUNTED LIGHT FIXTURE AND RE-PAINT CEILING
9	NEW ADA TRANSACTION WINDOW WITH GLASS AND MICROPHONE/SPEAKER
10	NEW 3070 FL. DOOR WITH TIMELY FRAME
11	REVISE ELECTRICAL IN FLOOR AS REQUIRED INCLUDING PROVIDING RECESSED FLOOR OUTLET BOXES AND COVERS WHERE EXISTING WALLS HAVE BEEN REMOVED

Russell City Office  
Scale: 3/16" = 1'-0"



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**DATE:** 8/21/2020  
**SHEET:** A101

**Version: #1**  
Russell City Building  
Office Alterations  
133 W. 8th St.  
Russell, KS 67665

Drawings Provided By:  
**Commercial Builders Inc.**  
2717 Canal Blvd | Hays, KS 67601  
Telephone: (785) 628-1031  
Fax: (785) 628-6786





# CONSTRUCTION ESTIMATE

## OWNER INFORMATION

City of Russell  
133 W.8th St.  
Russell, Ks 67665

Office Remodel

## CONTRACTOR INFORMATION

Company: Stoppel Construction, LLC  
Name: Blaine & Brady Stoppel  
Address: 570 South Kansas  
City, State ZIP: Russell, KS 67665  
Phone: 785-483-0671 / 785-324-1263  
Email: blaines61@hotmail.com

**8/20/2020**

## SCOPE OF WORK

### Front Counter Area:

Build front counter area with glass pay window, and A.D.A. pay window.

Install 2 - Oak doors as shown in drawing, doors to have card readers.

### Office Area :

Install walls for offices and doors as shown in drawing.

Move existing lighting and ceiling tiles to accommodate new office area.

**\*This bid includes all materials and labor for work described above.**

**\*This bid does not include Plumbing. H.V.A.C. or floor coverings.**

**Total amount of materials and labor to complete job.....\$52,500.00**

\_\_\_\_\_  
Submitted by (Company Representative)

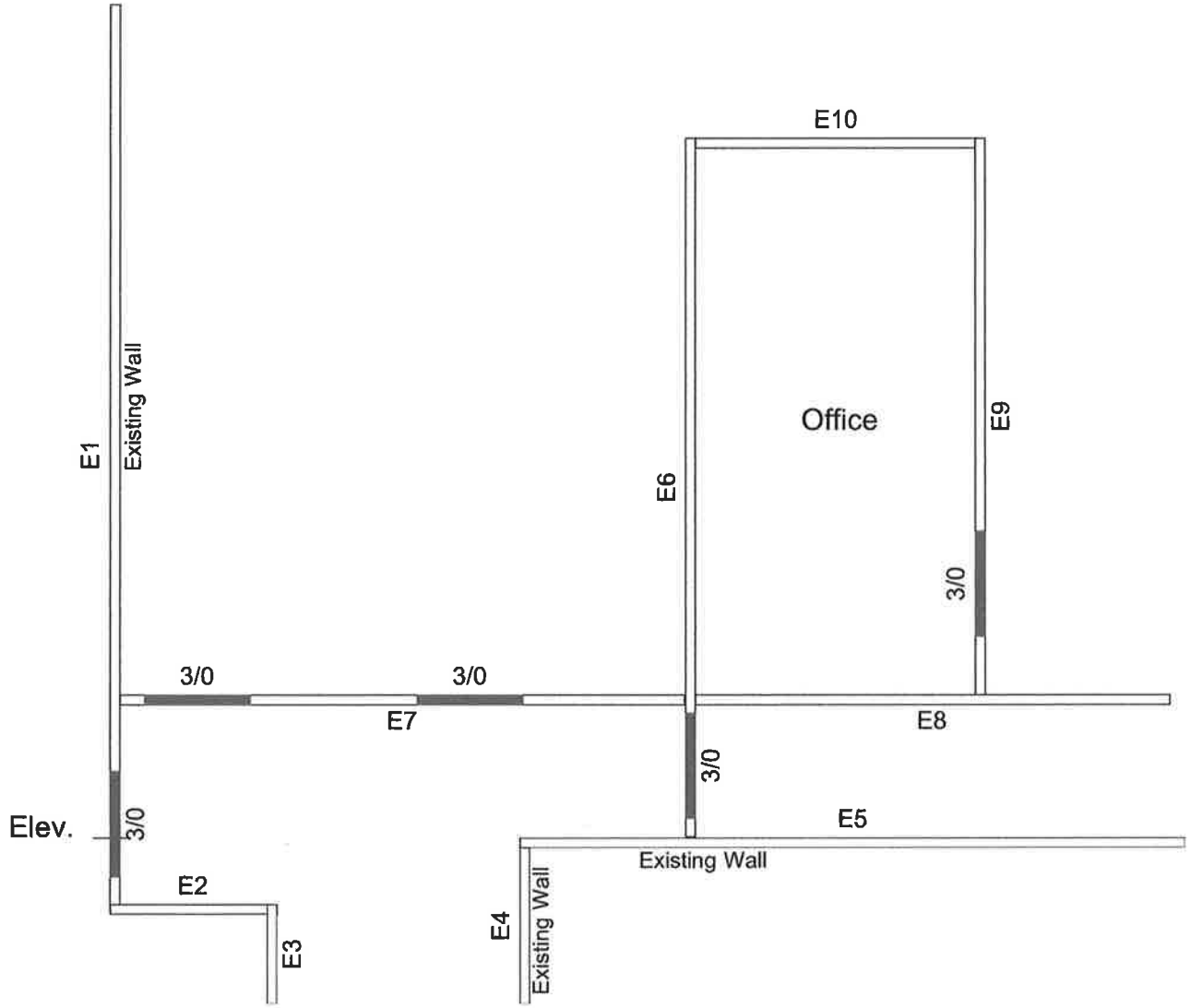
8/20/20  
\_\_\_\_\_

## OWNER ACCEPTANCE

I, , do accept the above scope of work, proposed to be completed by Date for the amount of \$ See Above.

\_\_\_\_\_  
Submitted by (home owner or authorized representative)

\_\_\_\_\_  
Date





## City Council Agenda Form

**Meeting Date:** September 1, 2020

**Agenda Item Title:** SPARK Funded Telework Capacity Improvements

**Department:** City Manager

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**Agenda Item Description:** Upgrade two of the city's network servers to improve telework capacity

**Background:** The Kansas State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Task force'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. Of the \$1,365,626 received by Russell County, \$393,891.93 was provided to the City of Russell for eligible purposes based on guidance from the State of Kansas and U.S. Treasury.

Presented for Council consideration is a sole source proposal to upgrade two city network servers for additional remote use. The current server lacks capacity and resources to provide access to critical software efficiently and securely for remote work. Gilmore Solutions, our managed IT provider provided a upgrade cost of \$49,633.16 to be paid for with SPARK grant funds.

**City Attorney Review/ Comment:** NA

**Funding Source:** SPARK Grant Funds

**Options:**

1. Approve proposal from Gilmore Solutions, contingent upon receipt of direct aid SPARK grant funds for the project
2. Provide staff with alternate direction
3. Take no action - SPARK grant funds dedicated to telework upgrades will be returned.

**Staff Recommendation:** Approve proposal from Gilmore Solutions, contingent upon receipt of direct aid SPARK grant funds for the project

**Attachment(s):** Proposal



# SPARK Server Replacement


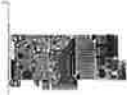
**Prepared for:** Jon Quinday  
City of Russell  
133 W 8th St  
Russell, KS 67665  
Ph: (785) 483-6311  
Fax:

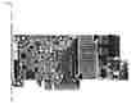
**Proposal #:** AAAQ3972  
**Date:** 6/22/2020  
**Expiration Date:** 8/31/2020  
**Reference:** SPARK Server Replacement

**Prepared By:** Chris Schneider  
866-978-3600 Ext.  
cschneider@gilmoresolutions.com

Here is the quote you requested.

## Products & Services

Qty	Description	Unit Price	Ext Price
	SPARK Server Replacement		
	Products		
2	Lenovo ThinkSystem SR650 2U Rack Server - 1 x Xeon Gold 5218 - 32 GB RAM HDD SSD - Serial ATA/600 Controller - 2 Processor Support - Matrox G200e 16 MB Graphic Card - Gigabit Ethernet - 1 x 750 W	\$3,288.28	\$6,576.56
			
2	Lenovo 32GB TruDDR4 Memory Module - 32 GB - DDR4-2933/PC4-23466 TruDDR4 - 1.20 V - Registered - 288-pin - DIMM	\$332.60	\$665.20
2	Lenovo ThinkSystem SR550/SR650 2.5" SATA/SAS 8-Bay Backplane Kit	\$196.69	\$393.38
16	Lenovo PM1645 1.60 TB Solid State Drive - 2.5" Internal - SAS (12Gb/s SAS) - Mixed Use - 2050 MB/s Maximum Read Transfer Rate - Hot Swappable - 1 Year Warranty	\$1,319.29	\$21,108.64
			
2	Lenovo ThinkSystem RAID 730-8i 2GB Flash PCIe 12Gb Adapter - 12Gb/s SAS - PCI Express 3.0 x8 - Plug-in Card - RAID Supported - 0, 1, 5, 10, 50, JBOD, 60, 6 RAID Level - 8 Total SAS Port(s) - 8 SAS Port(s) Internal - PC, Linux - 2 GB	\$584.24	\$1,168.48



2	Lenovo ThinkSystem 1Gb 4-Port RJ45 LOM - PCI - 4 Port(s) - 4 - Twisted Pair	\$143.56	\$287.12
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2	Lenovo ThinkSystem 750W (230/115V) Platinum Hot-Swap Power Supply - 750 W - 120 V AC, 230 V AC	\$338.95	\$677.90
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2	Lenovo Standard Power Cord - For Server - 120 V AC / 10 A - 9.19 ft Cord Length	\$11.56	\$23.12
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1	Tripp Lite 24U Rack Enclosure Server Cabinet 33" Deep w/ Doors & Sides - For Server - 24U Rack Height32.50" Rack Depth - Floor Standing - Black - 1000 lb Dynamic/Rolling Weight Capacity - 1000 lb Static/Stationary Weight Capacity	\$887.56	\$887.56
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6	C2G 6ft Cat6 Snagless Unshielded (UTP) Network Patch Ethernet Cable - Blue - Cat6 for Network Device - RJ-45 Male - RJ-45 Male - 6ft - Blue	\$3.13	\$18.78
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1	Lenovo Foundation Service - 5 Year Extended Warranty - Warranty - 6 - On-site - Maintenance - Parts & Labor - Physical Service	\$1,374.24	\$1,374.24
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Lenovo Services

2	Lenovo Microsoft Windows Server 2019 Standard - License - 16 Core - OEM - Reseller Option Kit (ROK) -	\$937.33	\$1,874.66
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## Multilingual

1	Lenovo Microsoft Windows Server 2019 - License - 50 User CAL - OEM - PC	\$2,060.08	\$2,060.08
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2	Lenovo Microsoft Windows Server 2019 - License - 10 User CAL - PC	\$419.22	\$838.44
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## Service

85.4	Professional Services (inFocus) - Deliver, install and configure storage device (on network if required), testing of all functions to ensure proper operation, and initial user training on features.	\$135.00	\$11,529.00
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Subtotal	\$49,483.16
Shipping	\$150.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>\$49,633.16</b>

Please contact me if I can be of further assistance.

## Delivery, Installation & Configuration

The 'x' below indicates the selected method of engagement with Gilmore Solutions for delivery, installation & configuration.

This proposal is for the products listed above only. The client does not wish to utilize Gilmore for any delivery, installation or configuration services. **COVID-19 UPDATE: This proposal is for the products AND Services listed above and is provided as an estimate only. Given the current lack of clarity surrounding onsite delivery of projects in this pandemic environment, we will be in contact to provide more accuracy on product pricing and availability as the planned implementation approaches. Thank you for your patience and trust in Gilmore.**

This proposal is for the products listed above only. The client does wish to utilize for Gilmore for delivery, installation or configuration services. These services shall be provided by Gilmore on an hourly basis in accordance with the current non-inFocus rate schedule or the rates outlined in the current inFocus agreement.

**X** **COVID-19 UPDATE: This proposal is for the products AND Services listed above and is provided as an estimate only. Given the current lack of clarity surrounding onsite delivery of projects in this pandemic environment, we will be in contact to provide more accuracy on product pricing and availability as the planned implementation approaches. Thank you for your patience and trust in Gilmore.**

This proposal is for the products AND services listed above. The services noted within this proposal shall be provided by Gilmore as proposed. (This is a fixed fee price).

**COVID-19 UPDATE: This proposal is for the products AND Services listed above and is provided as an estimate only. Given the current lack of clarity surrounding onsite delivery of projects in this pandemic environment, we will be in contact to provide more accuracy on product pricing and availability as the planned implementation approaches. Thank you for your patience and trust in Gilmore.**

## Terms & Conditions

- All products are custom ordered. If client wishes to return, cancel, or change products after proposal acceptance, a restocking fee equal to 10% of returned products, excluding sales tax, will be assessed.
- Returns for defective products must be made within 30 days of delivery and in accordance with the manufacturer's warranty terms.
- The products proposed herein are subject to the manufacturer's warranty. Gilmore does not warrant any products against manufacturing defect, therefor all claims for warranty service must be logged with the applicable manufacturer. The manufacturer's warranty does not cover any charges for Gilmore services.
- Gilmore reserves the right to cancel this proposal at any time prior to acceptance by both parties due to pricing changes or product availability.
- Payment for one half of the total products and services (services may be an estimate) shall be due at the time of approval of this proposal.

## Approval & Authorization

I, the undersigned, do understand and agree to these terms and conditions set forth for the product(s)/service(s) (see attached) offered by Gilmore to the Client, and do hereby authorize and initiate this binding agreement by and between the Client and Gilmore for the services as outlined above by affixing my signature below.

Authorized by (Please Print) \_\_\_\_\_ as an authorized representative of the Client.

Client Signature	Gilmore Authorized Signature
Printed Name & Title	Printed Name & Title

<b>City of Russell</b> <i>Full Business Name of Client</i>	<i>Date</i>
<i>Date</i>	



## City Council Agenda Form

**Meeting Date:** September 4, 2020  
**Agenda Item Title:** Unit #10 Base Alignment  
**Department:** Electric

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**Agenda Item Description:** Frame Realignment and Chocking

**Background:** Unit 10 Web deflections indicated potential crank shaft bowing. Exline was contacted and additional tests and measurements were performed. It was recommended to bring in Iron Horse Energy Services for Laser measuring of the engine base and crank shaft. Iron Horse was able to identify that the engine base was out of alignment and would need to be re-chocked. Iron Horse has provided two options.

#1. Chip out 4-5 blocks, align and repour. Option 1 is estimated at \$47,711.

#2. Grind overpour from the chocks, raise, align and add shims. Option 2 is estimated at \$27,711

In addition to both options, Exline would provide one mechanic to work with Iron Horse to provide the mechanical work needed for the realignment. Exline provided a quote for \$3,929.

**City Attorney Review/ Comment:**

**Funding Source:** Electric Depreciation Fund

**Options:**

1. Authorize the Electric Department to proceed with accepting the proposal from Iron Horse and Exline to realign the bed plate of unit 10.
2. Provide alternative direction to the Electric Department
3. Take no action

**Staff Recommendation:** Council is not being asked to take action at this time.

**Attachment(s):** Test results, quotes and estimate

# Iron Horse Energy Services, Inc.

419 W. Outer Road  
Eolia, MO 63344  
573-485-8000  
573-485-8006 (Fax)

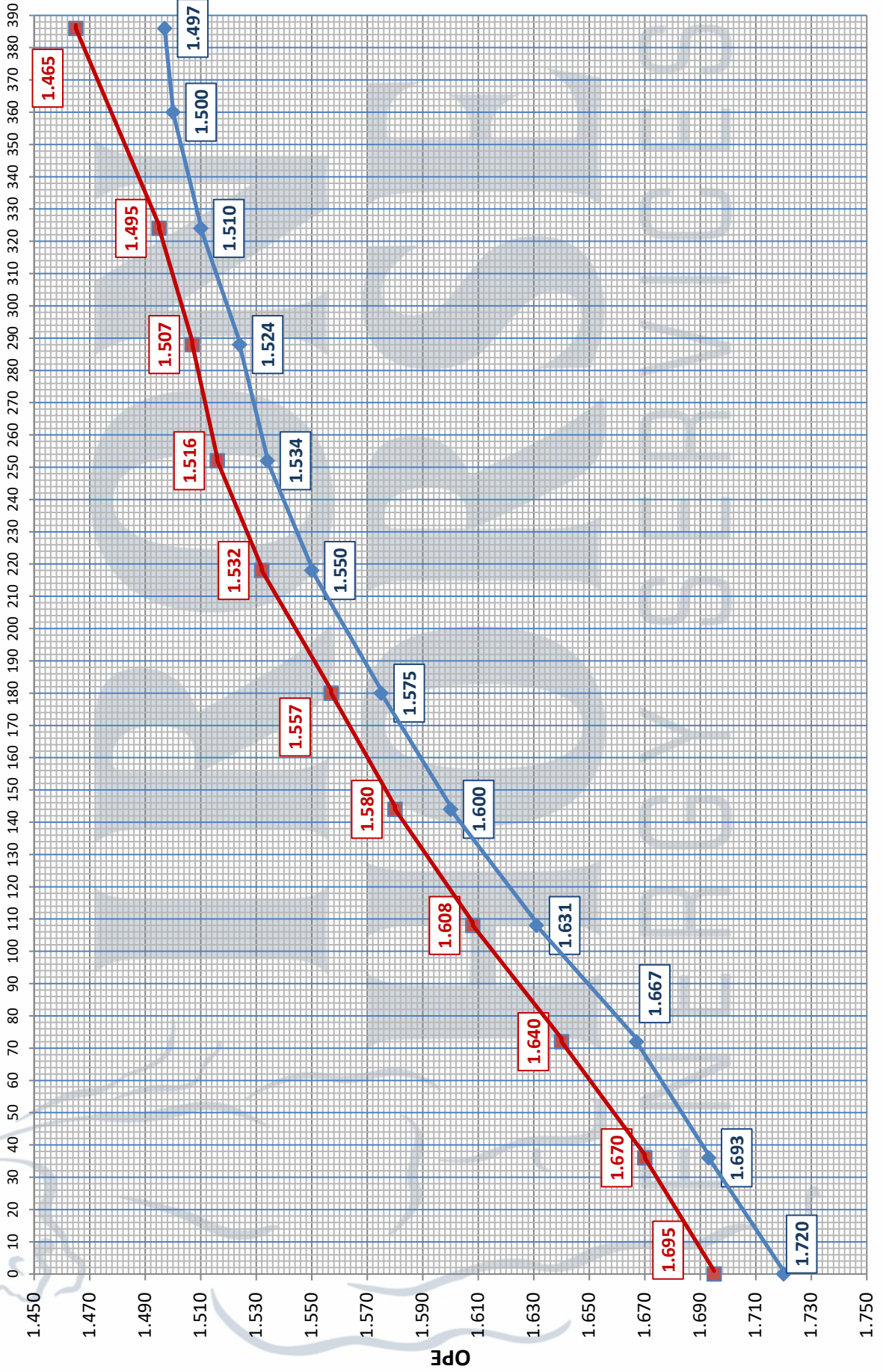
# Optical Profile

City of Russell  
Russell, KS  
Nordbert TS2110 Unit 10  
As found - Shot off machined AB area  
J. Leake 05-22-2020 mw

Job # 927T

◆ Left Side  
■ Right Side

Inches



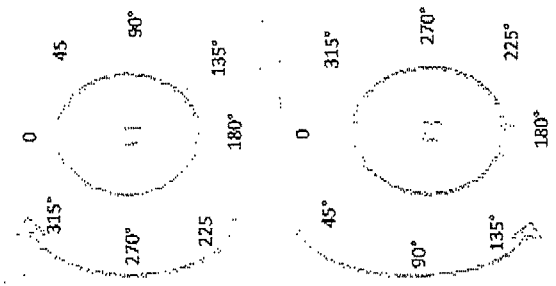
IRON HORSE ENERGY SERVICES

DATA SHEET

ENGINE HRS.	THIS REPORT	LAST REPORT	HRS. OPERATED
ENGINE MFG.	ENGINE TYPE:	UNIT NO.	DATE
LOCATION	ANCHOR BOLT TORQUE VALUES	WORK ORDER NO. - JOB NUMBER	
CROSSHEAD:			

CRANKSHAFT WEB DEFLECTIONS HOT  WARM  COLD  72° READ TO THE NEAREST 1/4 THOUSANDTH OF AN INCH

CIRCLE	PWR/COMP 1	PWR/COMP 2	PWR/COMP 3	PWR/COMP 4	PWR/COMP 5	PWR/COMP 6	PWR/COMP 7	PWR/COMP 8	PWR/COMP 9	PWR/COMP 10
THROW										
0										
45										
90										
135										
180										
225										
270										
315										
VERT.										
HORIZ.										



CRANK POSITION FACING FLYWHEEL

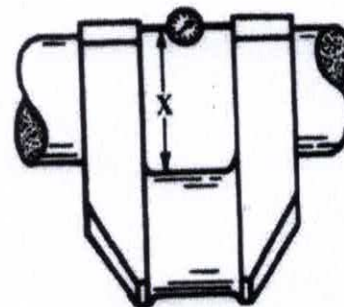
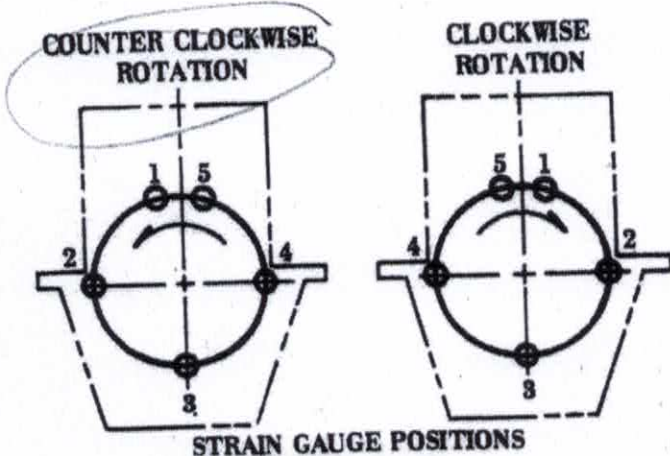
(please check the one that applies)

BENCHMARK & LOCATION	Span	1	2	3	4	5	6	7	8	9	10	11	12
B.M. 1.000	Span	0	36	72	108	144	180	218	252	288	324	360	386
Left	Span	1.720	1.693	1.667	1.631	1.600	1.575	1.550	1.534	1.524	1.510	1.500	1.497
Right	Span	1.695	1.670	1.640	1.608	1.580	1.557	1.532	1.516	1.507	1.495	1.480	1.465
COMPRESSOR Rod Run Out & Slide Elevation	Span	0	36	72	108	144	180	218	252	288	324	360	386

NOTE: RUN OUT TO BE STARTED WITH PISTON FULL INBOARD, 1 DIAL INDICATOR ON TOP OF ROD AND 1 INDICATOR ON FW SIDE OF ROD.

Shot off machined Anchor Bolt Area  
 tmarose@rusbellcity.org  
 Fax 573-485-8006

CUSTOMER DAVE  
 ORDER NO. 10  
 READINGS TAKEN BY DAVE  
 ENGINE TYPE TS  
 DATE 28 APR 2020



STRAIN GAUGE IN POSITION WITH CRANK NEAR BOTTOM CENTER FOR FIRST READING

ROTATION WHEN FACING POWER END FLANGE IS:

COUNTER CLOCKWISE  
 CLOCKWISE

DISTANCE & STRAIN GAUGE FROM CRANKPIN:  
 DIMENSION 'X' = \_\_\_\_\_ INCHES

ENG. HOT       ENG. COLD

CRANK NUMBER	STRAIN GAUGE POSITION					REMARKS
	1	2	3	4	5	
1	0	+1/2	+1	+1	0	
2	0	+1	+1	+1	0	
3	0	0	-.5	0	+1/2	
4	0	-1/2	-2.5	-1	+1/2	
5	0	-2	-3.5	-1	0	
6	0	-2	-4.5	-2	0	
7	0	-1.5	-4	-2.5	0	
8	0	-1	-3	-1	0	
9	0	-1	-2	-2	-1	
10	0	-1	-5	-4	-2	
11						
12						

**Duane Banks**

---

**From:** Randy Johnson <rjohnson@ironhorseinc.net>  
**Sent:** Saturday, August 22, 2020 8:28 AM  
**To:** Terry Morse  
**Cc:** John Luder; John Leake; Mary Winkle  
**Subject:** RE: City of Russell, KS Readings  
**Attachments:** Exline-City of Russell KS.pdf

Terry,

If we would chip out 4-5 chocks back from the FEW align and repour they would be looking at a cost around \$47,711.00 4 men 7 days. If we grind the over pour off the chocks raise/align and try to put shims on top of the epoxy chock cost around \$27,711.00 4 men 4 days. Exline could send 1 tech to assist on setting of air gap their pricing is attached please call me after you review.

Thanks,

Randy Johnson  
 Iron Horse Energy Services  
 419 W. Outer Road  
 Eolia, MO 63344  
 573-485-8000 Office  
 573-470-7631 Cell

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**From:** Mary Winkle <[mwinkle@ironhorseinc.net](mailto:mwinkle@ironhorseinc.net)>  
**Sent:** Friday, May 22, 2020 1:12 PM  
**To:** [tmorse@russelcity.org](mailto:tmorse@russelcity.org)  
**Cc:** Randy Johnson <[rjohnson@ironhorseinc.net](mailto:rjohnson@ironhorseinc.net)>; John Leake <[jleake@ironhorseinc.net](mailto:jleake@ironhorseinc.net)>  
**Subject:** City of Russell, KS Readings

Attached please find the readings for unit 10, please call John Leake at 573-470-8013.

*Thank you,*

*Mary Winkle*

Iron Horse Energy Services, Inc.  
419 W. Outer Road  
Eolia, MO 63344  
573-485-8000  
573-485-8006 Fax

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An Experienced Value-Added Approach

**Iron Horse Energy Services, Inc.  
419 W Outer Rd  
Eolia, MO 63344**

**Exline Quotation #: 20-040087-1**

**Date: 08-13-2020**

**Attn: Johnson, Randy**

---

Thank you for the opportunity to present this proposal. Exline, Inc. has been in the Industrial Repair, Service and Manufacturing business for over 140 years providing a full range of products and services to natural gas transmission, petrochemical, power utilities, marine, plastics and industrial customers. Exline features a reliable staff who specialize in your repair and manufacturing needs.

Exline welcomes the opportunity to meet and discuss the details of our proposal prior to order placement and we look forward to working with you.

Sincerely,

Kevin Koochel  
Exline, Inc.  
3256 East Country Club Road  
PO Box 1487  
Salina, KS 67402-1487  
Phone: 800.255.0111 \* 785.825.4683  
Mobile: 785.643.0249  
Fax: 785.826.4425  
Email: [k.koochel@exline-inc.com](mailto:k.koochel@exline-inc.com)

*'It's time to put our experience to work for you'*



PO BOX 1487 \* 3256 E. COUNTRY CLUB ROAD  
SALINA, KANSAS 67402-1487  
800-255-0111 \* 785-825-4683 \* FAX 785-826-4425

**Iron Horse Energy Services, Inc.**  
**Attn: Johnson, Randy**  
**419 W Outer Rd**  
**Eolia, MO 63344**

## PRICE QUOTATION 20-040087-1

PLEASE INDICATE THIS  
NUMBER WHEN ORDERING

DATE <b>08-13-2020</b>	
YOUR INQUIRY DATED	
AVAILABILITY	
TERMS <b>Net 30</b>	FOB <b>Salina, KS</b>
CUSTOMER REPRESENTATIVE <b>Kevin Koochel</b>	

Item	Quantity	Description	Unit Price	Amount
1	1	<p>Labor, expenses, and travel for 1 Exline mechanic working ten hour days for four days to assist with taking webs and mechanical work associated with the frame alignment and chock work on one Nordberg TS 21 generation unit located at the City of Russell, KS power plant.</p> <p>Freight, Handling and Sales/Use Taxes are not included in the price quotation. Additional charges, if any, will be added to the invoice upon completion of work.</p> <p>Warranty: Refer to Exline, Inc. Product and Service Warranty statement for details. A copy can be obtained at <a href="http://www.exline-inc.com/warranty">www.exline-inc.com/warranty</a>.</p> <p>This quotation is valid for: 30 days</p> <p>Price and delivery are based on costs and conditions existing on the date of quotation and are subject to change. Typographical and stenographic errors are subject to correction. Buyer assumes liability for patent and copyright infringements when goods are made to Buyer's specifications. Conditions specifically stated herein shall be governed by established trade customs. Unless a previously, mutually executed agreement exists, terms inconsistent with those stated herein which may appear on Buyer's formal order will not be binding on the Seller</p> <p>Acceptance of the offer being made under this quotation is expressly limited to Buyer's acceptance of all the terms and conditions of this offer, including, without limitation, Exlines standard Product and Service Warranty statement. Exline hereby objects to any additional, contradictory or different terms contained in any subsequent order or communication from Buyer pertaining to the goods or services described herein. <a href="http://www.exline-inc.com/terms-conditions">http://www.exline-inc.com/terms-conditions</a></p>	3,929.00	3,929.00

Signed

P.O. #	Date Accepted	Approved By
--------	---------------	-------------