

Rose Hill City Council Packet



MEETING NOTICE

ROSE HILL CITY COUNCIL

REGULAR MEETING

Monday, March 5, 2018

7:00 p.m.

ROSE HILL CITY HALL/COUNCIL CHAMBERS

125 W. ROSEWOOD

AGENDA

- Call to Order
- Invocation and Flag Salute – Pastor Robert Varner, Rose Hill Bible Church
- Citizen Forum
- Minutes
- Claims
- Approval of Agenda
-

Presentations

- 2018 Girl Scout Week Proclamation - Mayor

Action Items:

- Approval of Router (TKFast)
- Approval of Project Graduation Donation
- Approval of Safety Manual
- Appointment of Planning Commission Member

Staff Reports

Adjournment

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MINUTES THE REGULAR MEETING OF THE ROSE HILL CITY COUNCIL TUESDAY, FEBRUARY 20, 2018 - 7:00 P.M. ROSE HILL CITY HALL/COUNCIL CHAMBERS

Call to Order

The regular meeting of the Rose Hill City Council was called to order at 7:00 p.m. by Mayor Steve Huckaby. Councilmembers present, Bill Baker, Beth Pompa, Gary Weaver and Rachel Wright. Councilmember Ross Chappell was absent with prior notice. Administration and staff present: Kelly Mendoza, Interim City Administrator/City Clerk, Nelson Mosley, Police Chief, Dillan Curtis, Public Works Superintendent and Andrew Marino, City Attorney.

Invocation and Flag Salute

Pastor David Crisp, Rose Hill Friends Church gave the invocation, followed by the flag salute.

Citizen Forum

There were none.

Approval of minutes and claims

Councilmember Weaver made motion to approve the minutes, seconded by Baker. Motion carried 4-0.

Councilmember Wright made motion, seconded by Pompa to approve appropriation #4. Motion carried 4-0.

Approval of agenda

Mayor Huckaby requested that the agenda be amended to remove the donation to SCARF, add WAMPO discussion, and include a 10 minute executive session to discuss attorney-client privilege. Councilmember Pompa made motion to amend the agenda, seconded by Wright. Motion carried 4-0.

Presentations

Katrina Chance was sworn in as the City's newest police officer.

Mayor Huckaby read a Proclamation for Severe Weather Awareness Week. The purpose of the Severe Weather Awareness Week is to heighten the public's awareness to the dangers that severe weather and tornadoes can possess.

Ordinance to amend KDHE Loan

P.E.C.'s Trevor Kaufman, updated the Council on the loan increase. Motion by Pompa to

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approve Ordinance #670 approving KDHE loan amendment, seconded by Wright. Motion carried 4-0.

Discussion of Deer Creek Lift Station concrete improvements

Motion by Baker to table until staff meeting with contractor on Friday, February 23, seconded by Weaver. Motion carried 3-1. Councilmember Pompa opposed.

Discussion of Garage Sale Days

After a lengthy discussion over rain days, adding an additional day in the fall, and waiving the fees, Councilmember Baker made motion to authorize staff to draft an amending resolution, seconded by Weaver. Motion carried 3-1. Councilmember Pompa opposed.

League Administrative Questionnaire/Point of Contact

Councilmember Pompa made motion to approve the Interim City Administrator as the Point of Contact for the Administrator Search, seconded by Baker. Motion carried 4-0.

WAMPO/Point of Contact

Mayor Huckaby requested that he be made primary contact for WAMPO, with Councilmember Weaver being secondary. Baker made motion to approve Mayor Huckaby as primary and Councilmember Weaver as secondary, seconded by Weaver. Motion carried 4-0.

Executive Session for attorney-client privilege

Councilmember Wright made motion to move into executive session @ 7:50 p.m. for 10 minutes to include the City Council, City Administrator and City Attorney to discuss attorney-client privilege, seconded by Pompa. Motion carried 4-0.

Council member Wright made motion to extend executive session until 8:15 p.m., seconded by Weaver. Motion carried 4-0

****Regular meeting reconvened @ 8:15 p.m. No binding action was taken.**

Staff Reports

Chief Mosley – Updated Council on the Rose Hill Police Department Special Trust Fund

Councilmember Baker – Thanked staff for their snow removal efforts

Public Works Superintendent Curtis – Updated Council on the School Street pond erosion progress, and the status of the sewer rehab project

Councilmember Pompa - Thanked staff for their support at the Chaplain's pancake feed

Councilmember Weaver – Asked for an update on the Court Clerk search

Interim City Administrator Mendoza – Updated Council on the Administrator Search timeline, and informed them of the Gold Status received from KMIT

Adjournment

Councilmember Pompa made motion to adjourn the meeting @ 8:26 p.m., seconded by Wright. Motion carried 4-0.

Respectfully submitted:

Kelly Mendoza
City Clerk

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Council Expense Approval Report - App. Ord. #5, 03/05/18



Rose Hill, KS

By Vendor Name

Payable Dates 02/21/2018 - 03/05/2018

Vendor Name	Post Date	Description (Payable)	Account Name	Account Number	Amount
Vendor: 3077 - AAA Portable Services, LLC					
AAA Portable Services, LLC	03/05/2018	Pond restroom rental	Operating Supplies	100-140-400395	75.00
Vendor 3077 - AAA Portable Services, LLC Total:					75.00
Vendor: 2084 - Aflac					
Aflac	03/05/2018	Employee Paid Premiums	Cafeteria Plan Withholding	114-110-100210	289.30
Aflac	03/05/2018	Employee Paid Premiums	Cafeteria Plan Withholding	114-110-100210	289.30
Vendor 2084 - Aflac Total:					578.60
Vendor: 1737 - APAC, Kansas Inc. - Shears Division					
APAC, Kansas Inc. - Shears Division	03/05/2018	Asphalt Repairs	Professional Services	199-132-400310	3,915.00
Vendor 1737 - APAC, Kansas Inc. - Shears Division Total:					3,915.00
Vendor: 3228 - Atlas MD					
Atlas MD	03/05/2018	Direct Care Premiums	Cafeteria Plan Withholding	114-110-100210	500.00
Vendor 3228 - Atlas MD Total:					500.00
Vendor: 3022 - Atwoods					
Atwoods	03/05/2018	Clothing for employee	Uniforms and Service	100-130-400375	272.42
Atwoods	03/05/2018	Clothing for employee	Uniforms and Service	100-140-400375	272.42
Vendor 3022 - Atwoods Total:					544.84
Vendor: 0515 - Autobody Connection, Inc.					
Autobody Connection, Inc.	03/05/2018	Unit #6 EGR Cooler Repair	Vehicle Repair & Maintenance	100-140-400295	443.75
Autobody Connection, Inc.	03/05/2018	Unit #6 EGR Cooler Repair	Vehicle Repair & Maintenance	100-140-400295	87.09
Autobody Connection, Inc.	03/05/2018	Unit #6 EGR Cooler Repair	Vehicle Repair & Maintenance (... 300-130-400295	87.09	
Autobody Connection, Inc.	03/05/2018	Unit #6 EGR Cooler Repair	Vehicle Repair & Maintenance (... 300-130-400295	443.75	
Vendor 0515 - Autobody Connection, Inc. Total:					1,061.68
Vendor: 0892 - Big Tool Store					
Big Tool Store	03/05/2018	Drill Bits	Operating Supplies	100-140-400395	21.98
Vendor 0892 - Big Tool Store Total:					21.98
Vendor: 0786 - Butler Rural Electric					
Butler Rural Electric	03/05/2018	Utilities - Electric	Storm Sirens	100-120-400214	35.23
Butler Rural Electric	03/05/2018	Utilities - Electric	Electricity	100-140-400210	671.83
Butler Rural Electric	03/05/2018	Utilities - Electric	Street Lights	100-170-400501	272.79
Butler Rural Electric	03/05/2018	Utilities - Electric	Electricity	112-112-400210	271.10
Butler Rural Electric	03/05/2018	Utilities - Electric	Electricity	113-113-400210	4,681.80
Vendor 0786 - Butler Rural Electric Total:					5,932.75
Vendor: 0398 - C.C.M.F.O.A. of Kansas					
C.C.M.F.O.A. of Kansas	03/05/2018	CCMFOA Membership dues	Membership Fees & Dues	100-110-400240	50.00
Vendor 0398 - C.C.M.F.O.A. of Kansas Total:					50.00
Vendor: 2695 - CENEX Fleet Fueling					
CENEX Fleet Fueling	03/05/2018	Fuel	Fuel	100-120-400225	995.54
CENEX Fleet Fueling	03/05/2018	Fuel	Fuel	100-140-400225	96.55
CENEX Fleet Fueling	03/05/2018	Fuel	Fuel	112-112-400225	96.56
CENEX Fleet Fueling	03/05/2018	Fuel	Fuel	113-113-400225	96.56
CENEX Fleet Fueling	03/05/2018	Fuel	Fuel	300-130-400225	96.55
Vendor 2695 - CENEX Fleet Fueling Total:					1,381.76
Vendor: 3384 - City of El Dorado					
City of El Dorado	03/05/2018	Pre-employment testing	Professional Services	100-120-400310	200.00
Vendor 3384 - City of El Dorado Total:					200.00
Vendor: 3220 - Companion Life					
Companion Life	03/05/2018	Gap Insurance Premiums	Cafeteria Plan Withholding	114-110-100210	177.99
Vendor 3220 - Companion Life Total:					177.99

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Council Expense Approval Report - App. Ord. #5, 03/

Payable Dates: 02/21/2018 - 03/05/2018

Vendor Name	Post Date	Description (Payable)	Account Name	Account Number	Amount
Vendor: 2461 - Core & Main LP (formerly HD Supply)					
Core & Main LP (formerly HD Supply)	03/05/2018	Meter Insulators and Sampling Ports	Water meter supplies	112-112-400396	1,695.00
Vendor 2461 - Core & Main LP (formerly HD Supply) Total:					1,695.00
Vendor: 1742 - Cox Communications					
Cox Communications	03/05/2018	Internet - North Water Tower	Internet Service	112-112-400212	81.32
Cox Communications	03/05/2018	Internet - South Water Tower	Internet Service	112-112-400212	81.32
Vendor 1742 - Cox Communications Total:					162.64
Vendor: 2880 - Crown Trophy					
Crown Trophy	03/05/2018	Engraved Name Plates	Office Supplies	100-120-400410	18.00
Crown Trophy	03/05/2018	Engraved Name Plates	Office Supplies	100-160-400410	14.00
Vendor 2880 - Crown Trophy Total:					32.00
Vendor: 2841 - Fastenal Company					
Fastenal Company	03/05/2018	Anti Seize and ZipTies	Operating Supplies	112-112-400395	37.30
Vendor 2841 - Fastenal Company Total:					37.30
Vendor: 3270 - Great West Financial					
Great West Financial	02/23/2018	Deferred Comp.	Deferred Compensation	114-110-100220	620.00
Great West Financial	02/23/2018	Deferred Comp.	Deferred Compensation	114-110-100220	81.34
Vendor 3270 - Great West Financial Total:					701.34
Vendor: 3227 - Hartford Life					
Hartford Life	03/05/2018	Life Insurance Premiums	Cafeteria Plan Withholding	114-110-100210	191.06
Vendor 3227 - Hartford Life Total:					191.06
Vendor: 2949 - Jani-King of Wichita					
Jani-King of Wichita	03/05/2018	Cleaning Services	Janitorial Services	100-110-400416	368.16
Jani-King of Wichita	03/05/2018	Cleaning Services	Janitorial Services	112-112-400416	368.16
Jani-King of Wichita	03/05/2018	Cleaning Services	Janitorial Services	113-113-400416	368.16
Vendor 2949 - Jani-King of Wichita Total:					1,104.48
Vendor: 1062 - Jim Morgan Pest Control					
Jim Morgan Pest Control	03/05/2018	Annual Termite Treatment - Library	Professional Services	100-110-400310	190.00
Vendor 1062 - Jim Morgan Pest Control Total:					190.00
Vendor: 0066 - K.P.E.R.S.					
K.P.E.R.S.	02/23/2018	KPERS Premium	RETIREMENT WITHHOLDING	114-110-100350	620.97
K.P.E.R.S.	02/23/2018	KPERS Premium	RETIREMENT WITHHOLDING	114-110-100350	863.61
K.P.E.R.S.	02/23/2018	KPERS Premium	RETIREMENT WITHHOLDING	114-110-100350	2,337.24
K.P.E.R.S.	02/23/2018	KPERS Premium	RETIREMENT WITHHOLDING	114-110-100350	150.82
K.P.E.R.S.	02/23/2018	KPERS Premium	RETIREMENT WITHHOLDING	114-110-100350	232.13
Vendor 0066 - K.P.E.R.S. Total:					4,204.77
Vendor: 3302 - Kaeser Compressors, Inc.					
Kaeser Compressors, Inc.	03/05/2018	Service for Anue Compressor	Professional Services	113-113-400310	467.74
Vendor 3302 - Kaeser Compressors, Inc. Total:					467.74
Vendor: 1547 - Kansas Payment Center					
Kansas Payment Center	03/05/2018	Child Support Payments	MISCELLANEOUS DEDUCT. PAY...	114-110-100400	744.49
Vendor 1547 - Kansas Payment Center Total:					744.49
Vendor: 0067 - Kansas State Treasurer					
Kansas State Treasurer	03/05/2018	Pre-Paid State Court fees	Court Fees to State (Correct ne...	100-121-400413	287.88
Vendor 0067 - Kansas State Treasurer Total:					287.88
Vendor: 3257 - Kanza Co-Operative Assoc.					
Kanza Co-Operative Assoc.	03/05/2018	Fuel	Fuel	100-140-400225	299.58
Kanza Co-Operative Assoc.	03/05/2018	Fuel	Fuel	112-112-400225	299.58
Kanza Co-Operative Assoc.	03/05/2018	Fuel	Fuel	113-113-400225	299.58
Kanza Co-Operative Assoc.	03/05/2018	Fuel	Fuel	300-130-400225	299.58
Vendor 3257 - Kanza Co-Operative Assoc. Total:					1,198.32

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Payable Dates: 02/21/2018 - 03/05/2018

Vendor Name	Post Date	Description (Payable)	Account Name	Account Number	Amount
Vendor: 2480 - Konica Minolta Business Solutions					
Konica Minolta Business Solutions	03/05/2018	Copier usage - WWTF	Copier Expense	113-110-400216	65.97
Vendor 2480 - Konica Minolta Business Solutions Total:					65.97
Vendor: 3070 - Konica Minolta Finance					
Konica Minolta Finance	03/05/2018	Copier Lease - Admin	Copier Expense	100-110-400216	403.90
Vendor 3070 - Konica Minolta Finance Total:					403.90
Vendor: 0076 - League of Kansas Municipalities					
League of Kansas Municipalities	03/05/2018	Contract for Administrator search	Professional Services	100-110-400310	2,461.54
Vendor 0076 - League of Kansas Municipalities Total:					2,461.54
Vendor: 3184 - Logo Envy					
Logo Envy	03/05/2018	Shirts (Mayor)	Uniforms and Service	100-110-400375	30.39
Logo Envy	03/05/2018	Shirts (Mayor)	Uniforms and Service	100-110-400375	28.39
Vendor 3184 - Logo Envy Total:					58.78
Vendor: 1792 - Mayer Specialty Services, LLC					
Mayer Specialty Services, LLC	03/05/2018	2018 Sewer Maintenance Cleaning	Sewer Line Cleaning	113-113-400107	19,951.05
Vendor 1792 - Mayer Specialty Services, LLC Total:					19,951.05
Vendor: 3399 - McClelland Sound, Inc.					
McClelland Sound, Inc.	03/05/2018	Council chambers audio evaluation	Professional Services	100-110-400310	280.00
Vendor 3399 - McClelland Sound, Inc. Total:					280.00
Vendor: 0004 - Meridian Analytical Labs, LLC					
Meridian Analytical Labs, LLC	03/05/2018	Bi-monthly KDHE Water Samples	LABORATORY FEES	112-112-400775	45.00
Meridian Analytical Labs, LLC	03/05/2018	Bi-monthly KDHE Wastewater Samples	LABORATORY FEES	113-113-400775	295.00
Meridian Analytical Labs, LLC	03/05/2018	Bi-monthly KDHE Water Samples	LABORATORY FEES	112-112-400775	30.00
Vendor 0004 - Meridian Analytical Labs, LLC Total:					370.00
Vendor: 3235 - Postalcity					
Postalcity	03/05/2018	Utility Billing & Postage	Postage	112-112-400270	455.00
Postalcity	03/05/2018	Utility Billing & Postage	Professional Services	112-112-400310	195.00
Postalcity	03/05/2018	Utility Billing & Postage	Postage	113-113-400270	455.00
Postalcity	03/05/2018	Utility Billing & Postage	Professional Services	113-113-400310	195.00
Vendor 3235 - Postalcity Total:					1,300.00
Vendor: 1113 - Professional Engineering Consultants					
Professional Engineering Consultants	03/05/2018	2018 Street Maintenance Engineering Services	Engineering Services	300-130-400102	2,000.00
Professional Engineering Consultants	03/05/2018	Engineering Retainer - Jan 2018	Engineering Services	100-110-400102	50.00
Professional Engineering Consultants	03/05/2018	City Planning Services - Jan 2018	Professional Services	100-160-400310	500.00
Vendor 1113 - Professional Engineering Consultants Total:					2,550.00
Vendor: 0100 - Quill Corporation					
Quill Corporation	03/05/2018	Office supplies	Office Supplies	100-110-400410	20.99
Quill Corporation	03/05/2018	Office supplies	Office Supplies	100-110-400410	17.99
Quill Corporation	03/05/2018	Office supplies	Office Supplies	100-110-400410	16.98
Quill Corporation	03/05/2018	Office supplies	Office Supplies	100-110-400410	94.99
Quill Corporation	03/05/2018	Office supplies	Office Supplies	100-110-400410	35.99
Quill Corporation	03/05/2018	Office supplies	Office Supplies	100-110-400410	28.89
Quill Corporation	03/05/2018	Office supplies	Office Supplies	100-110-400410	26.78
Quill Corporation	03/05/2018	Office supplies	Office Supplies	100-110-400410	27.99
Vendor 0100 - Quill Corporation Total:					270.60
Vendor: 2803 - R.E. Pedrotti Co., Inc.					
R.E. Pedrotti Co., Inc.	03/05/2018	Cell Router Data Plan (6 mos)	Telephone	112-112-400215	840.00
R.E. Pedrotti Co., Inc.	03/05/2018	Cell Router Data Plan (6 mos)	Telephone	113-113-400215	840.00

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Payable Dates: 02/21/2018 - 03/05/2018

Vendor Name	Post Date	Description (Payable)	Account Name	Account Number	Amount
R.E. Pedrotti Co., Inc.	03/05/2018	Controls Upgrade for Lift Stations	Professional Services	113-113-400310	1,625.00
Vendor 2803 - R.E. Pedrotti Co., Inc. Total:					3,305.00
Vendor: 0108 - Rose Hill Bank - S					
Rose Hill Bank - S	02/23/2018	Payroll Withholding	FEDERAL W/H TAX PAYABLE	114-110-100300	1,751.06
Rose Hill Bank - S	02/23/2018	Payroll Withholding	FICA W/H TAX PAYABLE	114-110-100310	698.56
Rose Hill Bank - S	02/23/2018	Payroll Withholding	FICA W/H TAX PAYABLE	114-110-100310	2,987.06
Rose Hill Bank - S	02/23/2018	Payroll Withholding	FICA W/H TAX PAYABLE	114-110-100310	335.34
Rose Hill Bank - S	02/23/2018	Payroll Withholding	FEDERAL W/H TAX PAYABLE	114-110-100300	252.44
Rose Hill Bank - S	02/23/2018	Payroll Withholding	FICA W/H TAX PAYABLE	114-110-100310	78.42
Vendor 0108 - Rose Hill Bank - S Total:					6,102.88
Vendor: 0107 - Rose Hill Reporter					
Rose Hill Reporter	03/05/2018	Public Notices	Public Notices	100-110-400360	119.70
Rose Hill Reporter	03/05/2018	Public Notices	Public Notices	100-160-400360	102.60
Vendor 0107 - Rose Hill Reporter Total:					222.30
Vendor: 0109 - Rose Hill Veterinary Clinic					
Rose Hill Veterinary Clinic	03/05/2018	Animal Control Services	Animal Control	100-120-400385	825.00
Vendor 0109 - Rose Hill Veterinary Clinic Total:					825.00
Vendor: 0869 - Stanion Electric					
Stanion Electric	03/05/2018	Power Supply for Main Lift	Equipment Repair	113-113-400290	508.00
Stanion Electric	03/05/2018	Analog Input Card For Main Lift	Equipment Repair	113-113-400290	918.09
Vendor 0869 - Stanion Electric Total:					1,426.09
Vendor: 2793 - State of Kansas					
State of Kansas	02/23/2018	Payroll Withholding	STATE W/H TAX PAYABLE	114-110-100320	888.94
State of Kansas	02/23/2018	Payroll Withholding	STATE W/H TAX PAYABLE	114-110-100320	90.24
Vendor 2793 - State of Kansas Total:					979.18
Vendor: 2771 - Sunflower Bank					
Sunflower Bank	02/23/2018	H.S.A.	Cafeteria Plan Withholding	114-110-100210	370.00
Vendor 2771 - Sunflower Bank Total:					370.00
Vendor: 3190 - TK Fast, Inc.					
TK Fast, Inc.	03/05/2018	Monthly computer maintenance	Computer Services	100-110-400320	600.00
TK Fast, Inc.	03/05/2018	Monthly computer maintenance	Computer Services	112-112-400320	200.00
TK Fast, Inc.	03/05/2018	Monthly computer maintenance	Computer Services	113-113-400320	200.00
TK Fast, Inc.	03/05/2018	Monthly off-site backup	Computer Services	100-110-400320	165.00
TK Fast, Inc.	03/05/2018	Monthly off-site backup	Computer Services	112-112-400320	55.00
TK Fast, Inc.	03/05/2018	Monthly off-site backup	Computer Services	113-113-400320	55.00
Vendor 3190 - TK Fast, Inc. Total:					1,275.00
Vendor: 2458 - Tyler Technologies, Inc.					
Tyler Technologies, Inc.	03/05/2018	Annual maint. fee - barcode scanner	Operating Equipment	112-112-400235	38.50
Tyler Technologies, Inc.	03/05/2018	Annual maint. fee - barcode scanner	Operating Equipment	113-113-400235	38.50
Vendor 2458 - Tyler Technologies, Inc. Total:					77.00
Vendor: 3281 - United Healthcare					
United Healthcare	03/05/2018	Health Care Premiums	Cafeteria Plan Withholding	114-110-100210	6,923.72
Vendor 3281 - United Healthcare Total:					6,923.72
Vendor: 1561 - VISA - First Bankcard Center					
VISA - First Bankcard Center	03/05/2018	PD Memberships, Uniforms & Supplies	Operating Supplies	100-110-400395	57.95
VISA - First Bankcard Center	03/05/2018	PD Memberships, Uniforms & Supplies	Membership Fees & Dues	100-120-400240	375.00
VISA - First Bankcard Center	03/05/2018	PD Memberships, Uniforms & Supplies	Professional Services	100-120-400310	225.00
VISA - First Bankcard Center	03/05/2018	PD Memberships, Uniforms & Supplies	Uniforms and Service	100-120-400375	361.74

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Payable Dates: 02/21/2018 - 03/05/2018

Vendor Name	Post Date	Description (Payable)	Account Name	Account Number	Amount
VISA - First Bankcard Center	03/05/2018	PD Memberships, Uniforms & Supplies	Office Supplies	100-120-400410	60.73
Vendor 1561 - VISA - First Bankcard Center Total:					1,080.42
Grand Total:					75,755.05

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Payable Dates: 02/21/2018 - 03/05/2018

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	11,589.76
112 - WATER UTILITY	4,788.84
113 - SEWER UTILITY	31,060.45
114 - PAYROLL WITHHOLDING	21,474.03
199 - STREET SALES TAX	3,915.00
300 - SPECIAL STREETS & HIGHWAY	2,926.97
Grand Total:	75,755.05

Account Summary

Account Number	Account Name	Payment Amount
100-110-400102	Engineering Services	50.00
100-110-400216	Copier Expense	403.90
100-110-400240	Membership Fees & Dues	50.00
100-110-400310	Professional Services	2,931.54
100-110-400320	Computer Services	765.00
100-110-400360	Public Notices	119.70
100-110-400375	Uniforms and Service	58.78
100-110-400395	Operating Supplies	57.95
100-110-400410	Office Supplies	270.60
100-110-400416	Janitorial Services	368.16
100-120-400214	Storm Sirens	35.23
100-120-400225	Fuel	995.54
100-120-400240	Membership Fees & Dues	375.00
100-120-400310	Professional Services	425.00
100-120-400375	Uniforms and Service	361.74
100-120-400385	Animal Control	825.00
100-120-400410	Office Supplies	78.73
100-121-400413	Court Fees to State (Corre...	287.88
100-130-400375	Uniforms and Service	272.42
100-140-400210	Electricity	671.83
100-140-400225	Fuel	396.13
100-140-400295	Vehicle Repair & Mainten...	530.84
100-140-400375	Uniforms and Service	272.42
100-140-400395	Operating Supplies	96.98
100-160-400310	Professional Services	500.00
100-160-400360	Public Notices	102.60
100-160-400410	Office Supplies	14.00
100-170-400501	Street Lights	272.79
112-112-400210	Electricity	271.10
112-112-400212	Internet Service	162.64
112-112-400215	Telephone	840.00
112-112-400225	Fuel	396.14
112-112-400235	Operating Equipment	38.50
112-112-400270	Postage	455.00
112-112-400310	Professional Services	195.00
112-112-400320	Computer Services	255.00
112-112-400395	Operating Supplies	37.30
112-112-400396	Water meter supplies	1,695.00
112-112-400416	Janitorial Services	368.16
112-112-400775	LABORATORY FEES	75.00
113-110-400216	Copier Expense	65.97
113-113-400107	Sewer Line Cleaning	19,951.05
113-113-400210	Electricity	4,681.80
113-113-400215	Telephone	840.00
113-113-400225	Fuel	396.14
113-113-400235	Operating Equipment	38.50
113-113-400270	Postage	455.00

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Payable Dates: 02/21/2018 - 03/05/2018

Account Summary

Account Number	Account Name	Payment Amount
113-113-400290	Equipment Repair	1,426.09
113-113-400310	Professional Services	2,287.74
113-113-400320	Computer Services	255.00
113-113-400416	Janitorial Services	368.16
113-113-400775	LABORATORY FEES	295.00
114-110-100210	Cafeteria Plan Withholding	8,741.37
114-110-100220	Deferred Compensation	701.34
114-110-100300	FEDERAL W/H TAX PAYAB...	2,003.50
114-110-100310	FICA W/H TAX PAYABLE	4,099.38
114-110-100320	STATE W/H TAX PAYABLE	979.18
114-110-100350	RETIREMENT WITHHOLDI...	4,204.77
114-110-100400	MISCELLANEOUS DEDUCT...	744.49
199-132-400310	Professional Services	3,915.00
300-130-400102	Engineering Services	2,000.00
300-130-400225	Fuel	396.13
300-130-400295	Vehicle Repair & Mainten...	530.84
	Grand Total:	75,755.05

Project Account Summary

Project Account Key	Payment Amount
None	75,755.05
Grand Total:	75,755.05

Rose Hill City Council Packet

Date
02/20/2018

Estimate
5636



Technology Solutions Provider
Phone: (316) 260-2500 - Email: sales@tkfast.com

Request By:

City of Rose Hill
125 W. Rosewood
Rose Hill, Kansas 67133

TkFast
437 South Hydraulic Street
Wichita, KS 67211-1911
www.tkfast.com
billing@tkfast.com

Terms
Net 15

Good Thru
03/07/2018

Rep
Jamie Wise

Account #
3061

Product	Description	Qty	price	Taxed	Amount
ASA5506-SEC-BUN-K9	8 Port - 10/100/1000Base-T Gigabit Ethernet - AES, 3DES - USB - 8	1	\$1,695.00	N	\$1,695.00
PositiveSSL - 1 Domain 3 Year	PositiveSSL - 1 Domain 3 Year	1	\$150.00	N	\$150.00
L-ASA5506-TAM-3Y	Cisco ASA5506 FirePOWER IPS and Apps and AMP 3YR Subscription	1	\$1,075.00	N	\$1,075.00
CON-SNT-ASA550K9	Cisco SMARTnet Extended Service - Service	1	\$203.00	N	\$203.00
SG300-52	SG300-52 Layer 3 Switch	1	\$1,357.00	N	\$1,357.00
Technical Service	Technical Service	5	\$95.00	N	\$475.00
AC-PLS-3YR-25	Cisco AnyConnect 3-Yr 25 User Plus Subscription	1	\$360.00	N	\$360.00

Subtotal	\$5,315.00
Sales Tax (7.5%)	\$0.00
Total	\$5,315.00

Rose Hill City Council Packet



Rose Hill Rockets Project Graduation Class of 2018

Hello!

Parents of the 2018 graduating class of **Rose Hill High School** are busy making preparations for the annual **"Project Graduation"** party in honor of the seniors of 2018. Project Graduation is a long-standing tradition at RHHS offering our seniors a safe way to celebrate their achievements with an all-night **drug and alcohol free** party.

The party will be the evening after the graduation ceremony on May 20, 2018. The night will include games, food, and entertainment while allowing graduates the opportunity to enjoy a memorable evening with their classmates.

Project Graduation is funded solely by parent fund-raising efforts and the generous donations of businesses like yours. With your generosity of contributing to this endeavor; we would be honored to promote your business at sporting events and other activities the Rose Hill School district provides, along with a publication in the Rose Hill Newspaper.

On behalf of the students, we would be happy to accept any donations of cash, gift cards, merchandise or other services you can provide. This graduating class consists of 109 students. Again, please know your contribution will be greatly recognized in our community as this event would not be possible without the generous support of businesses like yours. We are a non-profit organization and will provide you our tax-exempt number upon request.

If you would like to discuss this further, you may reach me via cell phone at 316-737-0033.

Please feel free to mail your contribution to **Debbie Kill, 113 S Strode Ave., Rose Hill, KS 67133**. Checks should be made payable to **Rose Hill Class of 2018**. In the event you are donating merchandise, I would be happy to come to your place of business to pick the item(s) up.

Thank you once more for your generosity!

Sandy Futhey
316-737-0033

RECEIVED

JAN 24 2018

CITY OF ROSE HILL



THE CITY OF ROSE HILL EMPLOYEE SAFETY MANUAL

Rev.10/2016

1

Rose Hill City Council Packet

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LOSS CONTROL POLICY STATEMENT

The purpose of the loss control program is to establish a system to promote the safety and health of every employee. Our goal, as an employer, is to provide the safest possible working conditions for employees and, as a service organization, to provide a safe environment for the public using our services. The Governing Body and City Management fully support all efforts that will provide safe working conditions for employees and/or safe living conditions for citizens.

The City of Rose Hill holds in high regard the safety, welfare and health of its employees. Furthermore, the KMIT believes that most accidents can be prevented. In recognition of this, Rose Hill will constantly work toward:

- The maintenance of safe and healthful working conditions for our employees and the public using our services.
- Consistent adherence to proper operating practices and procedures designed to prevent injury, illness, property damage and liabilities including proper preventive maintenance techniques.
- Conscientious observance of federal, state and city safety regulations.
- Lawful, safe, efficient and courteous operation of all motorized vehicles, both street and off-road, by all employees during their employment. Employees will adhere to the Kansas Motor Vehicle Codes for the correct operation of their vehicle.

Rose Hill City Council Packet

GOVERNING BODY ADOPTION STATEMENT

The Governing Body of Rose Hill realizes that employees are our most valuable asset. In order to protect our employees, our property, and ultimately our financial stability, the City of Rose Hill Governing Body and Administration fully supports and endorses the loss prevention efforts set forth herein. Realizing that the City's management staff is fully aware of all pertinent and applicable federal, state, local statutes, laws, rules, regulations or ordinances, the authority for development, implementation, monitoring, and revision of the loss control program is placed with City Management or their delegate(s).

Mayor

Date

City Administrator

Rose Hill City Council Packet

RESPONSIBILITIES

Management / Supervisors:

It is our desire to provide a safe working environment and prevent injuries from occurring, thus protecting our most valuable asset, our employees. The loss control objective is to focus attention on production and thereby contribute significantly to the efficiency of an operation. One of the most important contributions an employee can provide to the organization is performance of all tasks in the safest possible manner. Safety increases productivity and thereby contributes to the overall objectives of the organization. When incorporated with other management efforts, loss control techniques have an effect upon the reduction of personnel injuries, property damage and work interruptions. It is the job of Management and Supervision to make every possible effort to ensure the safety of the employees in their charge. By placing constant emphasis on the refinement of operational procedures, employee awareness and safe working conditions, it is possible to eventually eliminate the cause and effect of losses.

Employees:

All employees are expected to follow all safety requirements put forth by the City. All employees are responsible for their own safety as well as their coworkers when safety issues are known to be present. All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City and Department policy at all times. Failure to comply with safety policies may result in progressive disciplinary action.

Safety Coordinator:

The Safety Coordinator is responsible for the direction of the overall activities of the loss control program. These responsibilities include the development, organization, coordination and implementation of safety programs and training, work site inspections, hazard reduction, accident investigation and risk management.

The Safety Coordinator will report to the City Administrator any recommendations for loss control, and facilitate the labor/management Safety Committee. All documentation shall be maintained by Department Head with copies submitted to the Safety Coordinator.

Disciplinary Actions:

All personnel are required to participate in these activities to provide a safe and healthy work place. Most individuals do not want to be injured on the job nor do they desire responsibility for injuring others. A disciplinary procedure is provided in this program to encourage others to participate in these safety activities. Disciplinary procedure for same or like un-safe violations will normally consist of the following procedure:

1st violation: Verbal discussion with alleged offender to gain voluntary participation in and determine understanding of program.

2nd violation: A verbal warning with documentation in the personnel file.

3rd violation: Mandatory suspension of at least one day without pay. Supervisors can terminate for a third offense based on seriousness of violation.

Depending on the situation, certain safety violation may result in disciplinary action up to and including termination, especially those willfully performed to intentionally inflict injury to themselves or others or to damage the City property or equipment. Each situation involving a safety violation will be reviewed and appropriate disciplinary action taken. A copy of completed forms should be given to the City Clerk so that a record can be maintained in the personnel file.

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SAFETY COMMITTEE

Organization:

The Organizational Safety Committee shall be formed with personnel from both labor and management with representation from each City Department. The Loss Control Safety Coordinator shall facilitate the committee.

Duties:

The Organizational Safety Committee will meet on a monthly basis, and be responsible for the following duties:

- Review of procedures, training and changes to processes and make recommendations and suggestions for such.
- Perform safety surveys of facilities and equipment.

SAFETY RULES AND REGULATIONS

The City of Rose Hill has developed specific safety programs involving the various departments. Each of these programs are designed to include every employee, however, they may not directly impact the employee depending on his/her position within the City.

City's Personnel Policy Section C-1 defines worker safety.

Each department will have a subsidiary manual addressing the specific safety programs. These programs include, but are not limited to:

- Hazard Communication (MSDS)
- Lock-out / Tag-out
- Blood Borne Pathogens
- Trenching & Excavating
- Confined Space Entry
- Personal Protective Equipment

A copy of this manual can be checked out at the following locations:

City Hall – Human Resources Office
Police Department – Squad Room
Resource Management Facility

Rose Hill City Council Packet

ACCIDENT / INCIDENT REPORTING

In Case of Emergency, Call 911

1. If the injury is of a serious nature, your Supervisor will arrange transportation to **the VIA Christi Clinic located at 3311 E. Murdock, Wichita, KS**. He/or she will contact the City Administrative Office at 125 W. Rosewood to call ahead for authorization. If the accident is not of a serious nature, your Supervisor will contact the Administrative Office for instructions on where you should go for treatment.
2. In the event of a work-related injury, fill out an Employer's Report of Accident report within 24 hours. If you are unable to do a report within the first 24 hours because of your injury, your supervisor will complete the report and you will sign the attachments as soon as possible. Your attending physician should complete and sign the Return to Work Status Report. All on-the-job injuries or accidents will require documents to be completed by the employee, and a post-accident drug screening (if deemed necessary by the City Administrator). Forms can be obtained through the Human Resources Dept.
3. Failure to report work-related injuries could result in your being denied coverage under the Worker's Compensation insurance. Any absences will only be covered under Worker's Compensation if the treating Workers Comp Doctor has authorized your days off through written orders provided to the City. If the employee chooses to miss work as a result of his injury without a Worker's Compensation physician's authorization, those absences will be deducted from the employee's sick leave hours. If the employee has exhausted the sick leave, then the absences will be deducted from vacation or unpaid leave, at the employee's discretion. An employee jeopardized his/her compensation if he/she refuses to comply with the Worker's Compensation policy.

WORKERS COMPENSATION

44-520. Notice of injury. (a) (1) Proceedings for compensation under the workers compensation act shall not be maintainable unless notice of injury by accident or repetitive trauma is given to the employer by the earliest of the following dates:

- (A) 20 calendar days from the date of accident or the date of injury by repetitive trauma;
- (B) if the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for any injury by accident or repetitive trauma, 20 calendar days from the date such medical treatment is sought; or
- (C) If the employee no longer works for the employer against whom benefits are being sought, 10 calendar days after the employee's last day of actual work for the employer.

Notice may be given orally or in writing.

- (2) Where notice is provided orally, if the employer has designated an individual or department to whom notice must be given and such designation has been communicated in writing to the employee, notice to any other individual or department shall be insufficient under this section. If the employer has not designated an individual or department to whom notice must be given, notice must be provided to a supervisor or manager.

Rose Hill City Council Packet

- (3) Where notice is provided in writing, notice must be sent to a supervisor or manager at the employee's principal location of employment. The burden shall be on the employee to prove that such notice was actually received by the employer.
- (4) The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.
- (b) The notice required by subsection (a) shall be waived if the employee proves that: (1) The employer or the employer's duly authorized agent had actual knowledge of the injury; (2) the employer or the employer's duly authorized agent was unavailable to receive such notice within the applicable period as provided in paragraph (1) of subsection (a); or (3) the employee was physically unable to give such notice.
- (c) For the purposes of calculating the notice period proscribed in subsection (a), weekends shall be included.

PRE-EMPLOYMENT HEALTH SCREENING

It is the policy of The City of Rose Hill that all new hires, regardless of position, are required to complete a health screening, performed by a City contracted physician. The Pre-Employment Health Screening must include the following, and be provided to the Department Head prior to starting work:

- Completed medical history form
- Documentation of any physical restrictions based on health issues as they relate to the job description and requirements. If there are no restrictions, it must be stated as such.
- Whether the employee is taking medications that could affect work performance.

The contracting physician must provide the completed Pre-Employment Health Assessment form to the appropriate Department Head. The Department Head, City Administrator, and Safety Coordinator shall review each assessment and determine if the employee is released to begin work. A Functional Capacity Evaluation may be required by the Department Head for high risk employees and those working strenuous positions. Employees that cannot fully perform the critical functions of their prospective positions will not be hired.

RETURN TO WORK POLICY

City's Personnel Policy Section M-9(a) and (b) defines the return to work policy. It is the City's objective to return employees to work, within the restrictions provided by the physician, Department Heads, and/or supervisors, will be responsible for finding productive work for each injured employee.

For personal injuries that require treatment by a physician, or illnesses that require an employee to be absent for 3 days or more, a physician statement completed by a physician or other qualified health provider, which includes the following information is required prior to returning to work:

Rose Hill City Council Packet

- First day employee was unable to work due to injury
- Date employee is able to return to work
- Specific physical restrictions. If there are no restrictions, it must be stated as such.
- Future appointments or follow-ups (with details).
- Whether the employee is taking medication that could affect work performance and/or safety.

The physicians release form must be provided to the Department Head. The Department Head, City Administrator, and Safety Coordinator will review each case and determine appropriate actions to be taken to ensure the safety of the employee prior to returning to work. The employee will be allowed to return to work if their current responsibilities or expectations do not violate the restriction or create a potential aggravation of the injury. Certain skill sets individuals have may also allow them to be considered for needed/value added work in other areas temporarily. Each case is reviewed individually to determine return to work status. The Department Head may evaluate the employee and refer to the company physician if there are questions about abilities to perform work. Returning injured employees to work as soon as possible benefits both the employee and the City of Rose Hill; therefore, this policy will be enforced.

TRAINING

The City of Rose Hill will provide all employees with safety training applicable to their position and department within the City. Records of employee safety training and his/her attendance will be kept on file. The frequency of safety training will vary from department to department.

EMERGENCY EVACUATION AND RESPONSE PLANS

The City of Rose Hill recognizes that there are natural and man-made emergencies that will involve City facilities. These emergencies may require the implementation of all local emergency resources, and possibly those of State and Federal agencies. This document has been prepared to assist emergency management of City facilities with standard operating procedures for all City staff members. This will include actions to be taken for fire, storm, transportation accidents, bomb threats, environmental spills or releases, and any other disaster emergency. Each situation is unique and will require a different response; however certain procedures may be implemented as a standard response. The Safety Committee will serve for preplanning for the city.

The following steps shall be taken:

1. Assure that any emergency contacts necessary are made.
2. Oversee any evacuation including accounting for all employees.
3. Assess any medical problems.
4. Secure emergency scene to prevent further injuries or damage.
5. Assure that the area is safe before allowing re-entry.
6. Make a report of the emergency.

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FIRE EMERGENCY PLAN

1. Any employee discovering a fire, or suspecting a fire involving City facilities shall immediately report such to local Fire District #3 through the Butler County 911 Emergency Dispatch System.
2. The employee shall then report the fire to his/her immediate supervisor.
3. All employees shall evacuate the building in an orderly manner.
4. Any Public Works employees that are at the South Shop, and all Library employees shall proceed to the sidewalk area to the north of the City building on the west side of the Rose Hill Christian Church as the “meeting location”.
5. Any Public Works employees that are at the Wastewater Treatment Facility shall proceed to the south side of the Tree Farm, north of the Administration Building as the “meeting location”.
6. All City Hall employees and Police Officers shall proceed to the furthest northwest corner of the parking lot as the “meeting location”.
7. Department Head’s shall conduct an accounting of all employees, and report any unaccounted for employees to the Fire Department Officer in charge of the scene.
8. If possible, prior to evacuation, all employees shall shut down office equipment presently in use in the Administrative Offices (computers, copiers, postage meter, etc.). However, no attempt shall be made to do such if there is any question of peril to the employee.
9. If possible, prior to evacuation, any Public Works employees that are at the South Shop shall shut off the power/fuel supply to any machines or equipment in use and close storage cabinet doors. However, no attempt shall be made to do such if there is any question of peril to the employee.
10. If possible, prior to evacuation, the City Administrator, City Clerk, City Treasurer, Administrative Assistant, and Police Clerk shall secure all City documents and cash/checks presently exposed on his/her desk or work station. However, no attempt shall be made to do such if there is any question of peril to the employee.
11. A record of any employee needing assistance with evacuation shall be kept and assistance shall be provided to these employees.
12. No re-entry into City facilities will be allowed until approved by the Fire Department.

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WEATHER EMERGENCY PLAN

1. Upon receipt of impending storm notices from the Butler County Dept. of Emergency Management, City Hall shall be notified.
2. Department heads shall inform office staff and employees working off site of the possibility of dangerous storms.
3. All employees shall be prepared to take necessary actions to secure City documents, cash/checks and shut down equipment/machinery prior to any warning of local dangerous weather.
4. Upon the sounding of local storm warning sirens, office staff located at City Hall (125 W. Rosewood) shall take shelter in the basement.
5. Any Public Works employees that are at the South Shop and all Library employees shall take shelter in the basement of the Rose Hill Christian Church directly north of the Library/Shop (this shelter is designated as a public storm shelter and will be unlocked by the Police Department).
6. All Public Works employees that are at the Wastewater Treatment Facility shall take shelter in the basement of the Plant building, south of the Administrative Offices.
7. All off-site employees shall take shelter at the nearest public storm shelter, or the basement of City Hall (125 W. Rosewood). The following locations are listed as “Public Storm Shelters”:
 - a. Rose Hill Christian Church – 314 N. Rose Hill Road (Main Door) Located at the southeast corner of Rose Hill Road & Silknitter Street This is the closest location to Perkins & Grace Parks.
 - b. Rose Hill United Methodist Day Care – 109 S. Main Street (South Door) Located at Main Street & Showalter
This is the closest location to the old town section of Rose Hill, the Shorty Cox Park complex, and School Street Pond.
 - c. Rose Hill Bible Church – 1410 N. Main Street (Main Door)
Located at Rosewood and Main Street, 2 ½ blocks east of Rose Hill Rd.
This is the closest location to the north part of Rose Hill
 - d. Rose Hill First Baptist Church – 1206 N. Rose Hill Road (Main Door) Located on Rose Hill Road, between Waller & Young Streets
8. All employees shall remain sheltered until it is safe to return to the City building for further instructions.

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BOMB THREATS

1. Any City employee receiving a bomb threat to City facilities by message or phone, or noticing any “suspicious packages or items shall immediately notify the Rose Hill Police Department by direct telephone, if possible, or through the Butler County 911 Emergency Dispatch System.
2. Employees shall obtain as much information about the threat as possible (name of person making the threat, location of device, time of detonation, type of explosive, etc.).
3. The employee shall then notify his/her immediate supervisor.
4. The supervisor shall liaison with the Police Department to receive specific instructions.
5. If an evacuation is ordered, all employees shall secure all documents and cash/checks at their desks or work stations, and shut down all equipment/machinery unless the evacuation order is immediate.
6. Department heads shall notify all City employees working off-site.
7. No re-entry into City facilities will be allowed until approval by the Police Department.

ENVIRONMENTAL SPILLS / RELEASES

1. Any City employee witnessing an environmental spill or release at City facilities or off-site shall immediately report such to the Butler County 911 Emergency Dispatch System.
2. The employee shall then notify his/her immediate supervisor.
3. Department heads shall liaison with the Fire Department and Police Department for specific instructions.
4. Employee activities shall be as ordered by Emergency Response Provider in charge of the incident.
5. Department heads shall notify all employees on-site and off-site to be prepared to secure all City documents, cash/checks and equipment/machinery as necessary; and for possible evacuation.

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SAFETY AND HEALTH COMMUNICATIONS

Occupational Safety and Health Administration (OSHA) Wichita
Office
271 W. 3rd. Street North, Room 400
Wichita, KS 67202
(316) 269-6644

Kansas Department of Labor 401
SW Topeka Blvd.
Topeka, KS 66603
(785) 296-5000

Kansas Dept. of Health & Environment (KDHE) 1000
SW Jackson St.
Topeka, KS 66612
(785) 296-1500

Butler County Emergency 911 System
121 Gordy
El Dorado, KS 67042
(316) 320-1294
(316) 322-4398

SUMMARY

As part of our loss prevention program, and to comply with OSHA Standards, the City of Rose Hill has implemented this program to inform, train, and protect you from injuries and death.

Rose Hill City Council Packet

EMPLOYEE STATEMENT OF AGREEMENT AND UNDERSTANDING

I understand that this handbook is a general guide and that the provisions of this handbook do not constitute an employment agreement (contract) or a guarantee to continue employment. I further understand that this organization reserves the right to change the provisions of this handbook at any time.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wage and salary, be terminated at any time without prior notice.

I also understand and agree to abide by all recognized Federal and State safety rules, regulations, and laws as well as company safety policies, rules or procedures. Failure to do so may be grounds for discipline up to and including termination.

Employee Signature

Date