

**AGENDA-REGULAR MEETING
STERLING CITY COMMISSION
114 N. BROADWAY
STERLING, KANSAS
July 6, 2020 7 P.M.**

- A) CALL TO ORDER**
- B) APPROVAL OF THE AGENDA**
- C) CITIZEN COMMENTS**
- D) APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, & NOMINATIONS**
- E) CONSENT AGENDA:**

Items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, the item will be removed from the Consent Agenda and considered separately.

- 1. Approval of Minutes
 - a. June 15th, 2020 Regular City Commission Meeting
- 2. Accounts Payable
 - a. July 2nd, 2020 for \$141,941.85

- F) OLD BUSINESS**
 - 1. Consider Charter Ordinance for Library Board

- G) NEW BUSINESS**
 - 1. Small Funds Budget Workshop
 - 2. Electric Fund Budget Workshop

- H) CITY MANAGERS' REPORT**
- I) GOVERNING BODY COMMENTS**
- J) EXECUTIVE SESSION**
- K) ADJOURNMENT**

Next Assigned Numbers for:
Charter Ordinance No 18
Ordinance No. 2523
Resolution 846

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 6:30 and 7:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the commission chambers or lobby of City Hall. No one is excluded from these areas during those times.



CONSENT AGENDA HIGHLIGHTS

E.1 Approval of Minutes

- Approval of June 15, 2020 Regular City Commission Meeting Minutes

E.2 Review of Accounts Payable

- Thursday, July 2nd 2020 for \$141,941.85

- KMEA GRDA: Purchased Power: \$45,579.34
- Walton Co.: Final Bathhouse: \$23,728.86
- Treasurer: Debt Service Water Series B: \$15,618.75
- Stanion: Power Poles: \$13,965.43
- Haile Dirt: Substation Project: \$13,600.00

STERLING CITY COMMISSION
REGULAR MEETING
MINUTES
6-15-2020

The Board of Commissioners of the City of Sterling met in regular session Monday, June 15, 2020 at 7:00 P.M. Those present were Jonathan Zimmerman, Todd Rowland, Steve Rivas, Bob Booth, Paul Bingle, City Commissioners; Scott Bush, City Attorney; Craig Crossette, City Manager; Sandra Fankhauser, City Clerk.

Beth Tuszynski was present for the Sterling Bulletin.

Mayor Rivas called the meeting to order.

APPROVAL OF AGENDA: Commissioner Bingle moved, and Commissioner Rowland seconded to approve the agenda. The motion carried all aye.

CITIZENS COMMENTS: None

RECOGNITIONS: None

CONSENT AGENDA:

- 1) Approved June 1st City Commission Meeting Minutes
- 2) Approved 6-12-2020 Accounts Payable
- 3) Approved a Deed to Builder for Moderate Income Housing Program
- 4) Appointed Michelle Miller to Sterling Library Board
- 5) Appointed Marvin Hook to Rice County Council of Aging Board of Directors and Tracie Bressler as Alternate.
- 6) Appointed Joyce Swofford to Sterling Housing Authority.
- 7)

Commissioner Rowland moved and Commissioner Zimmerman seconded to approve the Consent Agenda. The motion carried all aye.

OLD BUSINESS

REPEAL ORDINANCE NO. 2522 AND APPROVE ORDINANCES 2523 AND 2524

Commissioner Rowland moved and Commissioner Zimmerman seconded to approve Ordinance No. 2523 Repealing Ordinance No. 2522. The motion carried by the following vote: Zimmerman “yea”, Rowland “yea”, Rivas “yea”, Booth “yea” Bingle “yea”.

Commissioner Zimmerman moved and Commissioner Rowland seconded to approve Ordinance No. 2524 regarding Liquor Sales. The motion carried by the following vote: Zimmerman “yea”, Rowland “yea”, Rivas “yea”, Booth “nay”, Bingle “nay”.

NEW BUSINESS

CHARTER ORDINANCE NO. 18 – LIBRARY

Commissioner Rowland moved and Commissioner Zimmerman seconded to table this and request members of the Library Board be present when it is back on the agenda. The motion carried by the following vote: Zimmerman “yea”, Rowland “yea”, Rivas “yea”, Booth “yea”, Bingle “yea”.

RICE COUNTY DISPATCHING AGREEMENT

Commissioner Rowland moved and Commissioner Zimmerman seconded approve the Dispatching Agreement between Rice County and City of Sterling for 2021. The motion carried by the following vote: Zimmerman “yea”, Rowland “yea”, Rivas “yea” Booth “yea”, Bingle “yea”.

SEWER AND WATER FUNDS BUDGET WORKSHOP

City Manager Crossette reviewed the draft numbers for the Sewer and Water Funds for the 2021 Budget.

CITY MANGER UPDATES

Heard updates and reports on various projects.

There being no further business to come before the Commission it was moved and seconded to adjourn. The motion carried

Steve Rivas, Mayor, Mayor

Jonathan Zimmerman, Commissioner

Todd Rowland, Commissioner

Bob Booth, Commissioner

Paul Bingle, Commissioner

Sandra Fankhauser, City Clerk

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
7001782228	1	7/02/20	7/02/20	FIRST BANK 218 AMERICAN WATER WORKS ASSOC. MEMBERSHIP	75.00	02 02-60-5310	1
				INVOICE TOTAL	75.00		
				VENDOR TOTAL	75.00		
SI-1662156	1	7/02/20	7/02/20	1025 AXON ENTERPRISE, INC PD EQUIPMENT EXPENSE	136.00	01 01-01-5317	1
				INVOICE TOTAL	136.00		
				VENDOR TOTAL	136.00		
3060729	1	7/02/20	7/02/20	728 B & B HYDRAULICS, INC EQUIP EXPENSE	2,728.87	19 19-00-5211	1
				INVOICE TOTAL	2,728.87		
				VENDOR TOTAL	2,728.87		
2008	1	7/02/20	7/02/20	1016 B & B MECHANICAL CIRCUIT FEEDER PROJECT	2,040.90	03 03-60-5234	1
				INVOICE TOTAL	2,040.90		
				VENDOR TOTAL	2,040.90		
6-22-2020	1	7/02/20	7/02/20	579 BLACK HILLS ENERGY	32.83	18 18-41-5306	1
				INVOICE TOTAL	32.83		
				VENDOR TOTAL	32.83		
101124	1	7/02/20	7/02/20	21 BOLEN OFFICE SUPPLY INC OFFICE SUPPLIES	102.84	01 01-00-5201	1
				INVOICE TOTAL	102.84		
101194	1	7/02/20	7/02/20		32.54	01 01-01-5201	1
	2				90.45	03 03-70-5201	1
				INVOICE TOTAL	122.99		
101725	1	7/02/20	7/02/20		86.00	01 01-00-5201	1
				INVOICE TOTAL	86.00		
101850	1	7/02/20	7/02/20		5.30	02 02-70-5201	1
				INVOICE TOTAL	5.30		
101892	1	7/02/20	7/02/20		8.15	03 03-70-5201	1
				INVOICE TOTAL	8.15		
				VENDOR TOTAL	325.28		
920200741	1	7/02/20	7/02/20	1121 BORDER STATES INDUSTRIES INC SUPPLIES	135.02	03 03-60-5223	1
				INVOICE TOTAL	135.02		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	135.02			
6-2-2020	1	7/02/20	7/02/20	1157 BRIMAR STREET SIGNS	1,870.80	19	19-00-5217 MAN CHK# 2635 6/16/20	1
				INVOICE TOTAL	1,870.80			
				VENDOR TOTAL	1,870.80			
330568	1	7/02/20	7/02/20	710 BUMPER TO BUMPER AUTO PARTS VEHICLE EXPENSE	52.64	03	03-60-5207	1
				INVOICE TOTAL	52.64			
				VENDOR TOTAL	52.64			
7-2020	1	7/02/20	7/02/20	23 BUSH, BUSH & SHANELEC JULY LEGAL RETAINER	1,800.00	01	01-00-5370	1
				INVOICE TOTAL	1,800.00			
				VENDOR TOTAL	1,800.00			
83606	1	7/02/20	7/02/20	644 CHUCK HENRY SALES, INC. CONTAINER STORAGE	151.90	03	03-60-5399	1
				INVOICE TOTAL	151.90			
				VENDOR TOTAL	151.90			
019P509889	1	7/02/20	7/02/20	951 CINTAS CORPORATION RECHARGE FIRE EXTINGUISHER	81.73	01	01-11-5399	1
				INVOICE TOTAL	81.73			
5017175662	1	7/02/20	7/02/20		44.36	02	02-60-5299	1
	2				44.41	03	03-60-5299	1
				INVOICE TOTAL	88.77			
5017938204	1	7/02/20	7/02/20	FIRST AID SUPPLIES	37.14	01	01-00-5315	1
	2			FIRST AID SUPPLIES	72.22	02	02-60-5299	1
	3			FIRST AID SUPPLIES	66.23	03	03-60-5299	1
				INVOICE TOTAL	175.59			
				VENDOR TOTAL	346.09			
2657	1	7/02/20	7/02/20	277 CITY ATTORNEY'S ASSOC KANSAS DUES FOR SCOTT BUSH	30.00	01	01-00-5310	1
				INVOICE TOTAL	30.00			
				VENDOR TOTAL	30.00			
7-2020	1	7/02/20	7/02/20	881 CITY OF STERLING	25.00	01	01-01-5399	1
	2				53.41	02	02-50-5328	1
	3				118.70	03	03-50-5357	1
	4				473.89	18	18-41-5361	1
	5				86.29	31	31-00-5399	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	757.29			
				VENDOR TOTAL	757.29			
				1037 CONTINENTAL RESEARCH CORP.				
0015282	1	7/02/20	7/02/20		118.10	19	19-00-5299	1
	2				118.10	02	02-60-5299	1
				INVOICE TOTAL	236.20			
				VENDOR TOTAL	236.20			
				1044 CORE & MAIN LP				
M518285	1	7/02/20	7/02/20	SUPPLIES	1,087.08	02	02-60-5223	1
				INVOICE TOTAL	1,087.08			
				VENDOR TOTAL	1,087.08			
				1156 DAVID L SERRAULT LAW OFFICE				
6-12-2020	1	7/02/20	7/02/20	COURT EXPENSE	150.00	01	01-00-5307	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
				260 DILLONS				
0520725360	1	7/02/20	7/02/20	SUPPLIES	29.59	01	01-01-5299	1
				INVOICE TOTAL	29.59			
				VENDOR TOTAL	29.59			
				261 GEMPLER'S				
INV0004421347	1	7/02/20	7/02/20	SHIRTS	108.70	03	03-50-5299	1
				INVOICE TOTAL	108.70			
				VENDOR TOTAL	108.70			
				306 GRAINGER				
9573489300	1	7/02/20	7/02/20	SUPPLIES	31.79	03	03-60-5299	1
				INVOICE TOTAL	31.79			
				VENDOR TOTAL	31.79			
				765 HAILE DIRT CONSTRCTION				
1138	1	7/02/20	7/02/20	SUBSTATION PROJECT	8,800.00	08	08-00-5493	1
	2			416 W JEFFERSON DEMOLITION	4,800.00	01	01-00-5499	1
				INVOICE TOTAL	13,600.00			
				VENDOR TOTAL	13,600.00			
				860 INTELLIGENT PRODUCTS, INC				
7-20	1	7/02/20	7/02/20		40.00	03	03-70-5399	1
				INVOICE TOTAL	40.00			
				VENDOR TOTAL	40.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				1007 JULIE TOMMER			
7-2020	1	7/02/20	7/02/20		105.00	01 01-00-5315	1
	2				105.00	01 01-01-5315	1
	3				105.00	01 01-00-5313	1
	4				105.00	02 02-60-5399	1
	5				111.25	03 03-60-5315	1
				INVOICE TOTAL	531.25		
				VENDOR TOTAL	531.25		
				118 DEPT OF HEALTH AND ENVIRONMENT			
7220	1	7/02/20	7/02/20	WATER TESTING	60.00	02 02-50-5329	1
				INVOICE TOTAL	60.00		
				VENDOR TOTAL	60.00		
				271 KDHE - BUREAU OF WATER			
6-3-2020	1	7/02/20	7/02/20	WASTEWATER PERMIT	60.00	18 18-40-5399	1
				INVOICE TOTAL	60.00		
				VENDOR TOTAL	60.00		
				164 KLEIN KEY & SECURITY INC			
11496	1	7/02/20	7/02/20		7.25	01 01-17-5315	1
				INVOICE TOTAL	7.25		
				VENDOR TOTAL	7.25		
				34 KMEA-GRDA OPERATING ACCOUNT			
ST-20-08	1	7/02/20	7/02/20	PURCHASED POWER	45,579.34	03 03-50-5358	1
				INVOICE TOTAL	45,579.34		
				VENDOR TOTAL	45,579.34		
				1109 MANTZ & SHOBERT MASONRY, LLC			
1013	1	7/02/20	7/02/20	BRICK WORK	2,194.25	03 03-50-5315 MAN CHK# 1027 6/22/20	1
				INVOICE TOTAL	2,194.25		
				VENDOR TOTAL	2,194.25		
				1155 MCKENZIE FLICKINGER			
6-22-2020	1	7/02/20	7/02/20	YARD REPAIRS	265.33	19 19-00-5399 MAN CHK# 1028 6/22/20	1
				INVOICE TOTAL	265.33		
				VENDOR TOTAL	265.33		
				893 MTC			
7-2020	1	7/02/20	7/02/20		182.56	01 01-01-5301	1
	2				85.53	02 02-60-5301	1
	3				85.54	03 03-60-5301	1
	4				225.37	03 03-70-5301	1
	5				190.07	03 03-50-5301	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	769.07			
				VENDOR TOTAL	769.07			
IN-193762	1	7/02/20	7/02/20	835 NATIONAL SIGN COMPANY, INC STREET SIGNS	154.32	19	19-00-5218	1
				INVOICE TOTAL	154.32			
IN-193835	1	7/02/20	7/02/20	SIGNS	63.71	19	19-00-5217	1
				INVOICE TOTAL	63.71			
				VENDOR TOTAL	218.03			
1124467	1	7/02/20	7/02/20	328 NXTEC, USA, LLC SUPPLIES	67.20	03	03-50-5223	1
				INVOICE TOTAL	67.20			
				VENDOR TOTAL	67.20			
2020 SERIES B	1	7/02/20	7/02/20	908 OFFICE OF THE TREASURER	15,000.00	02	02-70-5343	1
	2				618.75	02	02-70-5344	1
				INVOICE TOTAL	15,618.75			
6-2020	1	7/02/20	7/02/20	COURT EXPENSE	141.00	01	01-00-5307	1
				INVOICE TOTAL	141.00			
				VENDOR TOTAL	15,759.75			
1	1	7/02/20	7/02/20	1154 PATTERSON CABINETMAKING, LLC GARAGE DOOR REPAIRS	100.00	01	01-01-5315	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
6-2020	1	7/02/20	7/02/20	41 PETTY CASH BOX	5.00	01	01-01-5207	1
	2				10.85	03	03-50-5299	1
	3				1.20	01	01-01-5399	1
	4				75.25	01	01-00-5399	1
				INVOICE TOTAL	92.30			
				VENDOR TOTAL	92.30			
6-2020	1	7/02/20	7/02/20	42 PETTY CASH FUND	18.41	01	01-00-5399	1
	2				242.50	01	01-01-5315	1
	3				272.06	01	01-00-4499	1
	4				50.00	01	01-17-5399	1
	5				347.91	01	01-17-5299	1
	6				157.45	02	02-60-5399	1
	7				110.00	03	03-70-5399	1
				INVOICE TOTAL	1,198.33			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	1,198.33			
				266 POSTMASTER				
7-2020	1	7/02/20	7/02/20	STAMPS FOR BILLING	150.00	02	02-70-5201	1
	2			STAMPS FOR BILLING	150.00	03	03-70-5201	1
	3			STAMPS FOR BILLING	225.00	18	18-42-5299	1
				INVOICE TOTAL	525.00			
				VENDOR TOTAL	525.00			
				44 PRINCIPAL LIFE INSURANCE CO				
7-2020	1	7/02/20	7/02/20		8.16	0103	01-00-5132	1
	2				54.40	0103	01-01-5132	1
	3				10.88	0203	02-60-5132	1
	4				10.88	0203	02-70-5132	1
	5				32.64	0303	03-50-5132	1
	6				32.64	0303	03-60-5132	1
	7				10.88	0303	03-70-5132	1
	8				10.88	1803	18-41-5132	1
	9				10.88	18	18-42-5132	1
	10				10.88	19	19-00-5132	1
	11				10.88	1603	16-00-5132	1
				INVOICE TOTAL	204.00			
				VENDOR TOTAL	204.00			
				45 RICE COUNTY CLERK				
7-2020	1	7/02/20	7/02/20	JULY DISPATCHING	2,940.00	01	01-01-5312	1
				INVOICE TOTAL	2,940.00			
				VENDOR TOTAL	2,940.00			
				161 SCHWAN'S HOME SERVICE				
POOL	1	7/02/20	7/02/20		97.93	01	01-17-5220	1
				INVOICE TOTAL	97.93			
				VENDOR TOTAL	97.93			
				5 STANION WHOLESALE ELEC CO				
4918180-00	1	7/02/20	7/02/20	POLES	12,950.50	03	03-60-5223	1
				INVOICE TOTAL	12,950.50			
4955161-00	1	7/02/20	7/02/20	SUPPLIES	905.77	03	03-60-5223	1
				INVOICE TOTAL	905.77			
4955161-01	1	7/02/20	7/02/20	STREET LIGHTS	29.17	03	03-60-5236	1
				INVOICE TOTAL	29.17			
4959126-00	1	7/02/20	7/02/20	SUPPLIES	37.68	03	03-60-5223	1
				INVOICE TOTAL	37.68			
4959126-01	1	7/02/20	7/02/20	SUPPLIES	42.31	03	03-60-5223	1
				INVOICE TOTAL	42.31			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	13,965.43			
6-2020	1	7/02/20	7/02/20	50 STERLING BULLETIN AD FOR MEMORIAL DAY	756.00	16	16-00-5399	1
	2			CMEMETERY CLEAN-UP	36.00	16	16-00-5399	1
	3			ORD 2518	40.00	01	01-00-5399	1
	4			ORD 2519	118.00	01	01-00-5399	1
	5			CEMETERY CLEAN UP	36.00	16	16-00-5399	1
	6			MONTHLY CALENDAR	25.00	01	01-00-5399	1
				INVOICE TOTAL	1,011.00			
				VENDOR TOTAL	1,011.00			
10281	1	7/02/20	7/02/20	746 SUPERIOR SAND & GRAVEL STREET MATERIALS	5.46	19	19-00-5215	1
				INVOICE TOTAL	5.46			
				VENDOR TOTAL	5.46			
73174	1	7/02/20	7/02/20	273 TELE-COMMUNICATIONS INC	62.50	02	02-60-5399	1
	2				62.50	03	03-60-5399	1
				INVOICE TOTAL	125.00			
				VENDOR TOTAL	125.00			
73982	1	7/02/20	7/02/20	155 TEMP-AIRE INC	156.00	01	01-11-5315	1
				INVOICE TOTAL	156.00			
				VENDOR TOTAL	156.00			
TD70719	1	7/02/20	7/02/20	361 TERRACON CONSULTANTS INC COMPRESSION TEST-SUBSTATION	689.90	08	08-00-5493	1
				INVOICE TOTAL	689.90			
TD72084	1	7/02/20	7/02/20	COMPRESSION TESTING	64.00	19	19-00-5399	1
				INVOICE TOTAL	64.00			
				VENDOR TOTAL	753.90			
03200049	1	7/02/20	7/02/20	550 UNIFIRST SUPPLIES	137.40	19	19-00-5299	1
				INVOICE TOTAL	137.40			
2400947859	1	7/02/20	7/02/20		30.00	02	02-60-5399	1
	2				29.81	03	03-60-5399	1
				INVOICE TOTAL	59.81			
2400947861	1	7/02/20	7/02/20		20.00	01	01-01-5315	1
	2				18.57	01	01-00-5315	1
				INVOICE TOTAL	38.57			
2400950767	1	7/02/20	7/02/20		29.45	02	02-60-5399	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
	2				29.48	03 03-60-5399	1
				INVOICE TOTAL	58.93		
2400950769	1	7/02/20	7/02/20		13.17	01 01-01-5315	1
	2				12.18	01 01-00-5315	1
				INVOICE TOTAL	25.35		
				VENDOR TOTAL	320.06		
				245 USA BLUE BOOK			
234572	1	7/02/20	7/02/20	VALVE OPERATOR AND EXERCISER	4,982.67	02 02-60-5219	1
				INVOICE TOTAL	4,982.67		
				VENDOR TOTAL	4,982.67		
				629 VERIZON WIRELESS			
9856868068	1	7/02/20	7/02/20		4.92	01 01-01-5301	1
				INVOICE TOTAL	4.92		
				VENDOR TOTAL	4.92		
				171 WALTON PLUMBING & HEATING			
30625	1	7/02/20	7/02/20	AC REPAIRS AT MED CTR	84.36	31 31-00-5315	1
				INVOICE TOTAL	84.36		
				VENDOR TOTAL			
				30642			
	1	7/02/20	7/02/20	FINAL PAYMENT ON BATHHOUSE PRJ	23,644.50	01 01-17-5399	1
				INVOICE TOTAL	23,644.50		
				VENDOR TOTAL	23,728.86		
				141 WESTERN SUPPLY COMPANY			
1117094	1	7/02/20	7/02/20	PARK MAINT	367.80	01 01-15-5241	1
				INVOICE TOTAL	367.80		
				VENDOR TOTAL	367.80		
				1122 WHEATLAND AUTO PARTS			
FRONT END LOADER	1	7/02/20	7/02/20	REPAIR PARTS	41.76	19 19-00-5211	1
				INVOICE TOTAL	41.76		
				VENDOR TOTAL	41.76		
				124 WOYDZIAK DIB HARDWARE			
B350067	1	7/02/20	7/02/20	POOL MAINT	43.98	01 01-17-5299	1
				INVOICE TOTAL	43.98		
				VENDOR TOTAL	43.98		
				FIRST BANK TOTAL	141,941.85		
				TOTAL MANUAL CHECKS	4,330.38		
				TOTAL E-PAYMENTS	.00		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	137,611.47		
				GRAND TOTALS	141,941.85		

**City of Sterling
City Commission Meeting
July 6, 2020**

TO: City Commission
SUBJECT: Library Charter Ordinance
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: Old Business

Background: During the Tuesday, June 9th Library Board meeting, the Library Board built consensus that they would like to appoint a Board-member who lives outside of the Sterling City Limits. City Staff and the Librarian discussed allowing one (1) Board-member to serve whom lives outside of the City Limits, but within the borders of Unified School District 376. During the Monday, June 15th regularly scheduled City Commission meeting, the Governing Body moved to table the discussion of approving a Charter Ordinance that would allow the Board to move forward with the above-described change. The Governing Body stated they would like to hear from the Library Board regarding their motivation for the potential change.

Analysis: K.S.A 12-1222 requires that members of municipal library boards must be residents of the municipality, however, substitute provisions to the statute can be allowed if the City Commission approves a Charter Ordinance. Unlike a regular Ordinance, Charter Ordinances require 2/3rd vote of the Governing Body; must be published in the paper of record (Sterling Bulletin) once each week for two consecutive weeks; are subject to a 60-day protest period after the second publication, and becomes effective on the 61st day after its final publication. A protest petition to the Charter Ordinance is valid if 10% of the number of electors who voted in the last regular city election sign the protest. If a protest is valid, an election is held within 30 days of the filing of the petition. The Governing Body has the option to not pursue the matter and the proposed charter ordinance can be ineffective. If no protest is received, the City Clerk must send a copy of the Charter Ordinance to the Secretary of State's office on the 61st day.

Financial: A small publication fee.

Legal Considerations: Approved as to form.

Recommendations/Actions: It is recommended the City Commission: Move to consider the Charter Ordinance in Exhibit A attached (**ROLL CALL**).

Attachments: Exhibit A Charter Ordinance (1 page)

CHARTER ORDINANCE NO. _____

A CHARTER ORDINANCE EXEMPTING THE CITY OF STERLING, KANSAS FROM THE PROVISIONS OF K.S.A. 12-1222 RELATING TO THE REQUIREMENT THAT MEMBERS OF THE MUNICIPAL LIBRARY BOARD BE RESIDENTS OF THE MUNICIPALITY AND PROVIDING FOR SUBSTITUTE PROVISIONS.

SECTION 1. The City of Sterling, Kansas, by the power vested in it by Article 12, §5(c) of the Kansas Constitution hereby elects to and does exempt itself and make inapplicable to it the provision of K.S.A. 12-1222 which requires members of a municipal library board to be residents of the municipality, said requirement being a part of an enactment of the Kansas Legislature which does not apply uniformly to all cities.

SECTION 2. Members of the library board of the Sterling Free Public Library shall be residents of the City of Sterling, except that no more than one member may be chosen from persons residing outside the City of Sterling, Kansas, but within the district of Unified School District 376.

SECTION 3. This Charter Ordinance shall be published once each week for two consecutive weeks in the official city newspaper, and shall take effect sixty-one days after final publication, unless a sufficient petition for a referendum is filed and a referendum held on the ordinance, as provided for in Article 12, §5(c)(3) of the Constitution of the State of Kansas, in which case, the ordinance shall become effective if approved by a majority of the electors voting thereon.

PASSED, APPROVED AND ADOPTED by the governing body of the City of Sterling, Kansas, not less than two-thirds of the members elect voting in favor thereof this _____ day of _____, 2020.

Steve Rivas, Mayor

ATTEST: _____
Sandra Fankhauser, City Clerk



G.1 Small Funds Budget Workshop

Ambulance/Fire Fund Reserve Revenue

Intro: The Ambulance/Fire Reserve fund is primarily supported by the mill levy (ad valorem (property) tax) with approximately 2 mills (or \$22,000) in revenue going towards the financing of Ambulance and Fire services in FY 21. There are several small tax and fee revenues that also support the fund.

Unencumbered Cash Balance: Cash that is not anticipated for the fiscal year. Entering 2021, the City projects to have about \$180,000 available entering '21 and budgets a cash balance of around \$208,000 for end of '21. This cash could be utilized to partner with the County on remodeling or constructing a new EMS building as the current building is nearing the end of its useful life. It could also be utilized for the lease purchase of a fire truck, etc.

Ad Valorem: Property tax revenue which is the primary source of revenue for the fund. The '21 (\$21,626) amount is a placeholder based on current value of a mill times 2 mills.

Ambulance/Fire Revenue	2019 Actuals	2020 Estimate	2021 Proposed
Unencumbered cash Balance	\$ 161,138	\$ 181,737	\$ 208,820
Ad Valorem Tax	\$ 16,618	\$ 21,817	\$ 21,626
Delinquent Tax	\$ 255	\$ 700	
Motor Vehicle Tax	\$ 2,536	\$ 3,500	\$ 3,381
Recreational Vehicle Tax	\$ 55	\$ 63	\$ 68
16/20M Vehicle Tax	\$ 5	\$ 30	\$ 8
Commercial Tags	\$ 425	\$ 373	x
Oil	\$ 177	\$ 200	x
State Assessed Utilities	\$ 528	\$ 400	x
Total Receipts	\$ 20,599	\$ 27,083	\$ 25,083
Resources Available:	\$ 181,737	\$ 208,820	\$ 233,903

Ambulance/Fire Fund Reserve Expense

Intro: The City budgets all its Ambulance/Fire expenditures under a Miscellaneous Capital Outlay line item. Since the City budgets it's cash as an expense, and Misc. Capital Outlay is the only Ambulance/Fire expenditure, the Misc. Capital Outlay line item should equal the total amount of resources available in the Ambulance/Fire Revenue.

Ambulance/Fire Expenditure	2019 Actuals	2020 Estimate	2021 Proposed
Capital Outlay	\$ 181,737	\$ 208,820	\$ 233,903

Library Fund Revenue

Intro: The Library fund is primarily supported by the mill levy (ad valorem (property) tax) with approximately 5 mills (or \$54,065) in revenue going towards library services in FY 21. There are several small tax and fee revenues that also support the fund. The City passes these revenues through to the library to fund personnel and operational costs.

Library Revenue	2019 Actuals	2020 Estimate	2021 Proposed
Unencumbered Cash Balance Jan 1	\$ 1,653	\$ 4,172	\$ 5,492
Ad Valorem Tax	\$ 41,561	\$ 52,023	\$ 54,065
Delinquent Tax	\$ 633	\$ 809	
Motor Vehicle Tax	\$ 6,304	\$ 7,867	\$ 8,063
Recreational Vehicle Tax	\$ 138	\$ 166	\$ 163
16/20M Vehicle Tax	\$ 15	\$ 54	\$ 20
Commercial Tags	\$ 1,463	\$ 1,400	\$ 1,000
Oil	\$ 33	\$ 17	\$ 20
State Assessed Utilities	\$ 1,320	\$ 783	\$ 800
Total Receipts	\$ 51,467	\$ 67,291	\$ 64,131
Resources Available:	\$ 53,120	\$ 67,291	\$ 69,618

Library Fund Expense

Intro: The City passes revenues through to the library to fund personnel and operational costs. Such revenues are budgeted as expenses and labeled as Payment to the Library Board.

Library Expenditure	2019 Actuals	2020 Estimate	2021 Proposed
Payment to Library Board	\$ 53,120	\$ 57,627	\$ 69,618

Cemetery Fund Revenue

Intro: The Cemetery fund is primarily supported by the mill levy (ad valorem (property) tax) with approximately 5 mills (or \$54,065) in revenue going towards cemetery services in FY 21. There are several small tax and fee revenues that also support the fund. The City utilizes this revenue for personnel, operational, and upkeep costs at the Cemetery. Secondary revenues include a \$4,000 contribution from the township and fees charged for lot sales and grave opening/closing.

Cemetery Revenue	2019 Actuals	2020 Estimate	2021 Proposed
Unencumbered Cash Balance Jan 1	\$ 1,660	\$ 4,176	\$ 5,425
Ad Valorem Tax	\$ 41,562	\$ 52,097	\$ 54,065
Delinquent Tax	\$ 635	\$ 1,000	
Motor Vehicle Tax	\$ 6,338	\$ 7,714	\$ 8,074
Recreational Vehicle Tax	\$ 126	\$ 167	\$ 163
16/20M Vehicle Tax	\$ 30	\$ 54	\$ 20
Commercial Tags	\$ 1,471	\$ 933	\$ 933
Oil	\$ 33	\$ 17	\$ 20
State Assessed Utilities	\$ 1,301	\$ 784	\$ 800
Sterling Township	\$ 4,000	\$ 4,000	\$ 4,000
Lot Sales	\$ 560	\$ 2,000	\$ 2,000
Grave Opening/Closing	\$ 11,550	\$ 7,500	\$ 7,500
Interest on Investment	\$ 3	\$ 1,736	\$ 3,044
Total Receipts	\$ 67,609	\$ 78,002	\$ 80,619
Resources Available:	\$ 69,269	\$ 82,178	\$ 86,044

Cemetery Fund Expense

Intro: The fund expenses are primarily personnel costs for the employees who maintain the cemetery (salaries/health insurance). Secondary costs include commodities and equipment maintenance for cemetery upkeep and operations.

Cemetery Expense	2019 Actuals	2020 Estimate	2021 Proposed
Personnel	\$ 75,925	\$ 64,991	\$ 80,480
Commodities	\$ 742	\$ 4,000	\$ 2,000
Contractual	\$ 4,480	\$ 6,200	\$ 5,000
Total Expense	\$ 81,147	\$ 75,191	\$ 85,980

Medical Services Fund Revenue

Intro: The medical services fund is funded solely by lease payments from the medical practices within the City owned Sterling Medical Center. Entering FY '21, the fund will have over \$100,000. The City has plans to initiate a substantial remodeling project in FY '21 with the available funds, as the building is starting to have frequent issues. The goal will be to leverage available cash with external funding opportunities to complete a generational revamping of the building. A structural assessment of the building is being completed to map a game plan forward.

Medical Revenue	2019 Actuals	2020 Estimate	2021 Proposed
Total Unencumbered Cash Balance Dec 31	\$ 70,726	\$ 102,000	\$ 133,274
Rent on Medical Center	\$ 31,696	\$ 31,696	\$ 31,696
Total Resources available	\$ 70,726	\$ 102,000	\$ 133,274

Medical Service Fund Expense

Intro: The medical service expenditures are primarily costs associated with building upkeep. The medical center roof debt service matured in FY 2018 which has led to a significant growth in cash balance. The remodel will be completed solely with funds from the tenant's lease payments, with no taxpayer dollars being utilized. Staff has budgeted total resources available in the Misc. Contractual expense item for the potential remodel.

Medical Expense	2019 Actuals	2020 Estimate	2021 Proposed
Misc. Contractual	\$ 1,200	\$ 1,200	\$ 133,274
Bldg. Maintenance	\$ 2,555	\$ 2,500	\$ 2,500
Total Expense	\$ 3,755	\$ 3,700	\$ 135,774



G.2 Electric Fund Budget Workshop

Electric Fund Revenue

Intro: The Electric fund's primary source of revenue comes from sales to customers. The utility also acquires a secondary source of revenue through its ability to provide capacity to external entities on the open market through our inclusion in the Southwest Power Pool (SPP) and EMP3 group. The fund sees some major changes between FY 20-21 due to the completion of generational capital projects in FY 19-20.

Unencumbered Cash Balance June 1: Cash that is not anticipated for the fiscal year. UCCB sees big decrease due to Electric Substation down payment of \$450,000 and deferment of Circuit Feeder reroute project from FY 2019 to FY 2020 (about \$170,000 in contractor fees).

Sales to Customers: Revenues received for the provision of the electric utility. Staff estimates a shortfall due to decrease consumption related to COVID shutdowns of commercial and retail customers in Q2 2020.

CPR: Capacity Payment Receipts (CPR) are revenues generated from capacity provided to external groups. This revenue will be significantly less due to a 20-year favorable agreement with Midwest Energy expiring and a new and less favorable agreement beginning with the KMEA EMP3 pool. While the new agreement is less favorable, it remains competitive with the market.

Collection Fees: Revenues from the procurement and installation of the electric utility at a residential or commercial site.

TCR: Transmission Congestion Rights (TCR) are revenues generated from Engine 3's registration on the open market. This is a new revenue stream, conservatively estimated at \$4,000 per year.

Southwest Power Pool (SPP) Auction Revenue Rights (ARR) Surplus: Revenue from City's share of SPP Auction Revenue Rights.

3rd Party Optimization Rev Share: This is a new revenue stream related to participation in the TCR's, conservatively estimated at \$8,000 in '21.

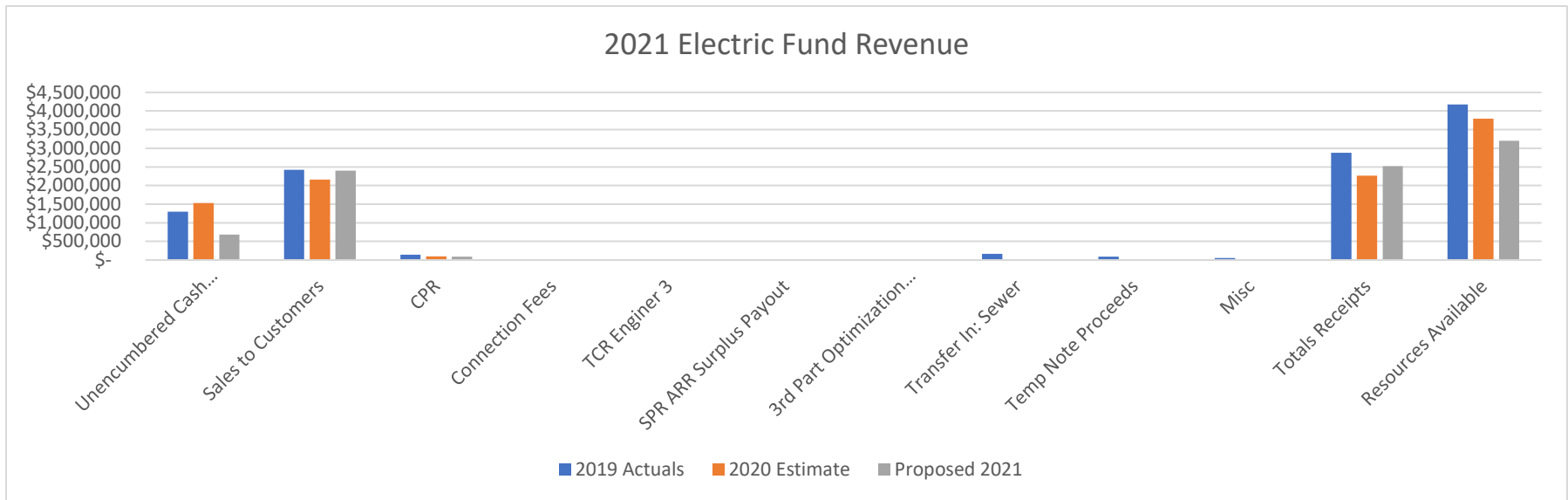
Transfer In: Transfer receipts from sewer fund to recoup 2018 electric expenditure toward sewer lift station EDA Project.

Temp Note Proceeds: Receipts for the Power Plant Roof project

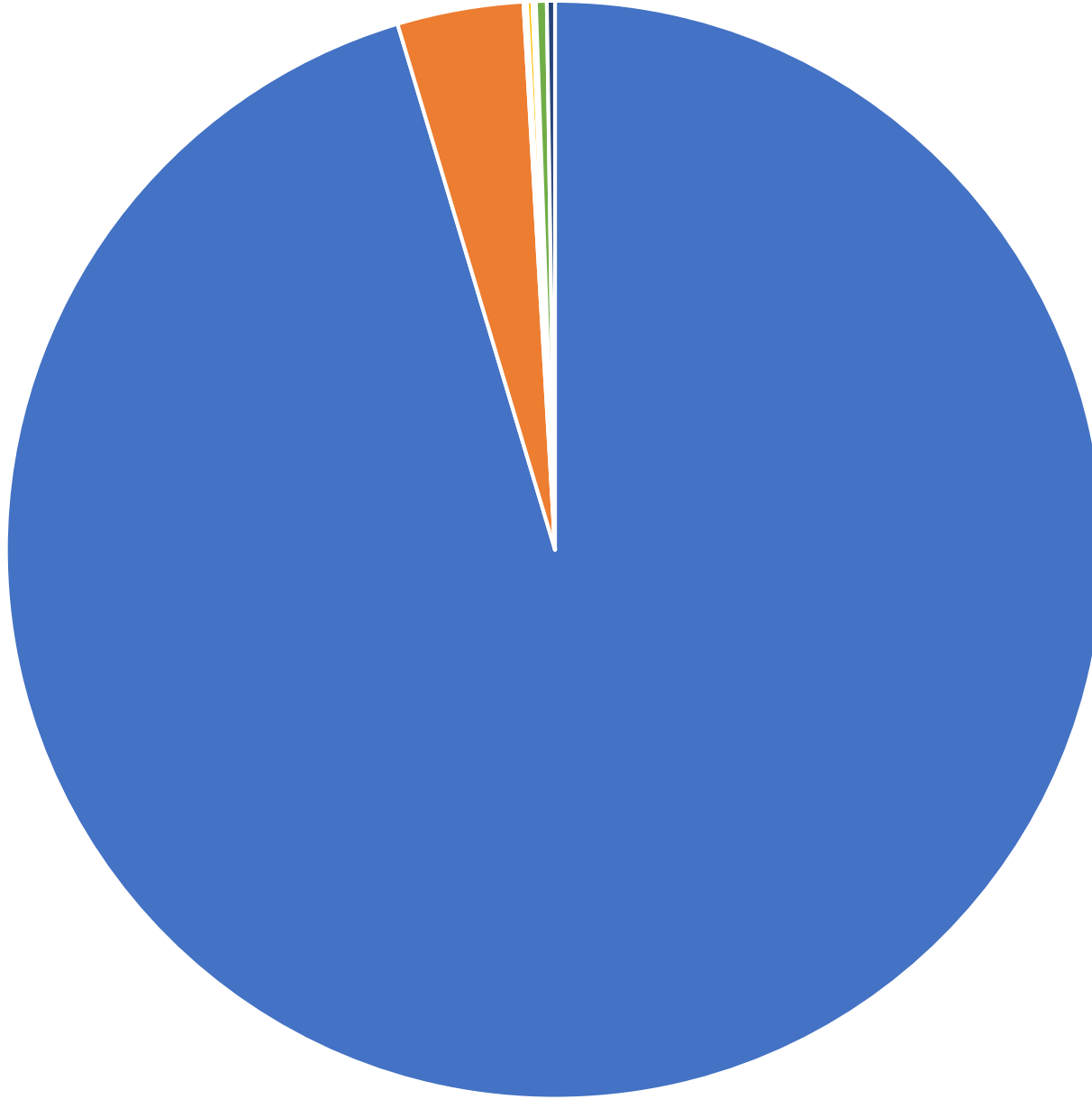
Miscellaneous: Revenues collected for electric distribution projects such as damage repairs and new service installation. Also includes revenues from pole attachment agreements with Franchise utility companies such as Cox. Significant revenue can be seen in 2019 due to \$20,000 in pole attachment revenue collection from Cox which had gone unpaid for several years. There was also significant collection of damage payments from insurance companies representing contractors that had damaged our utility while completing projects.

Resources Available: All Electric Fund revenues and Unencumbered Cash Balance. Significantly lower than FY 19 and 20 due to substation down payment, circuit feeder project warranted overspend, CPR agreement transition, no transfers in, and consumption revenue shortfalls from COVID shutdown. City Staff must closely monitor budget creep over next fiscal year and analyze our rate structure for sales to customers.

Electric Fund Revenue	2019 Actuals	2020 Estimate	Proposed 2021
Unencumbered Cash Balance	\$ 1,295,162	\$ 1,530,417	\$ 832,918
Sales to Customers	\$ 2,422,994	\$ 2,160,000	\$ 2,400,000
CPR	\$ 143,550	\$ 98,922	\$ 93,449
Connection Fees	\$ 2,975	\$ 2,000	\$ 2,600
TCR Engineer 3			\$ 4,000
SPR ARR Surplus Payout			\$ 2,500
3rd Party Optimization Rev Share			\$ 8,000
Transfer In: Sewer	\$ 166,000		
Temp Note Proceeds	\$ 92,000		
Misc	\$ 52,807	\$ 6,000	\$ 6,000
Totals Receipts	\$ 2,880,326	\$ 2,264,922	\$ 2,516,549
Resources Available	\$ 4,175,488	\$ 3,795,339	\$ 3,349,467



2021 Electric Fund Revenue



■ Sales to Customers ■ CPR ■ Connection Fees ■ TCR ■ SPR ARR ■ 3rd Party ■ Misc

Electric Sales to Customers revenue

	2017 YTD	2018 YTD		2019 YTD		2020 YTD	
Fiscal Budget	2,450,000.00	2,420,500.00		2,350,000.00		2,400,000.00	
Amendments/Tfrs							
Net Budget	2,450,000.00	2,420,500.00		2,350,000.00		2,400,000.00	
Balance	2,277,040.57	2,382,244.22		2,422,993.95		988,131.39	
Difference	172,959.43	38,255.78		72,993.95-		1,411,868.61	
Pct	92.94	98.42		103.11		41.17	
	2017 YTD	2018 YTD	%	2019 YTD	%	2020 YTD	%
Jan	184,170.95	146,677.68	80	160,414.04	109	185,252.42	115
Feb	358,260.96	322,637.53	90	340,877.40	106	353,877.53	104
Mar	532,913.67	526,815.94	99	546,814.73	104	546,341.54	100
Apr	678,430.35	681,607.52	100	731,534.26	107	708,246.64	97
May	829,153.30	830,880.13	100	886,786.31	107	849,653.27	96
Jun	977,368.97	994,693.06	102	1,037,038.66	104	988,131.39	95
Jul	1,142,593.15	1,225,696.14	107	1,230,291.88	100		
Aug	1,390,890.77	1,485,915.05	107	1,473,782.23	99		
Sep	1,658,096.35	1,779,268.28	107	1,749,699.79	98		
Oct	1,892,322.40	1,996,189.30	105	2,029,550.85	102		
Nov	2,102,185.39	2,202,148.32	105	2,254,289.17	102		
Dec	2,277,040.57	2,382,244.22	105	2,422,993.95	102		
YrEnd							

Electric Fund Expenditures

Intro: The Electric Fund is split into three primary cost centers with Production, Distribution, and Administration. Each of these primary cost center includes salaries/wages, commodities, contractals, and capital outlay.

Production: The Production cost center includes all expenditures at the Sterling Power Plant. The primary cost in Production are contractual costs which includes the purchase of power from Kansas Municipal Energy Agency's (KMEA) EMP3 group and the Grand River Dam Association (GRDA). The Sterling Power Plant is a peak shaving plant, meaning we only produce when the loads are nearing our transmission's peak load or in times of power outages. It is more efficient to purchase power on the open market than produce 24/7. Diesel Fuel and Engine Maint. parts account for the commodities expenditures.

Distribution: The Distribution cost center includes all expenditures related to the City's procurement and maintenance of transmission/overhead lines, the transformer substations, and electric service infrastructure. The primary cost in Distribution are personnel costs (Salaries and Wages) due to line projects being historically experienced in the Electric Administration primary cost center. The City will make significant investment into the Electric Distribution network in 2020 with the Circuit Feeder project (about \$200,000) and the Substation project (about \$1 million). FY '21 will see a bit of a breather in capital projects with around \$85,000 budgeted for Blind Alley projects and the College Underground project.

Administration: The Administration cost center includes all expenditures related to electric engineering and market consultant fees along with a myriad of other consultancy, contractor, and software fees. You will notice the contractual costs are significantly less this year and '21 than in '19. This is mostly due to the 2019 splash pad expenditure which is paid back into the electric fund through transfer reductions.

Debt Service (Bond Principle/Interest): The Electric fund includes secondary cost centers for debt service and transfers. There is a total of \$95,212 in total annualized debt service for the Electric Fund in 2021 (Substation and Catalytic Converters)

Transfer Out: Traditionally the City transfers out 5% of electric sales to customers to the General Fund, similar to that of Water, Sewer, and the private franchises (Cox, MTC, Black Hills). In 2021, the City has halved that transfer amount to lessen the burden of budget creep in the Electric Fund. The General Fund is well-positioned for the decreased transfer revenue from Electric.

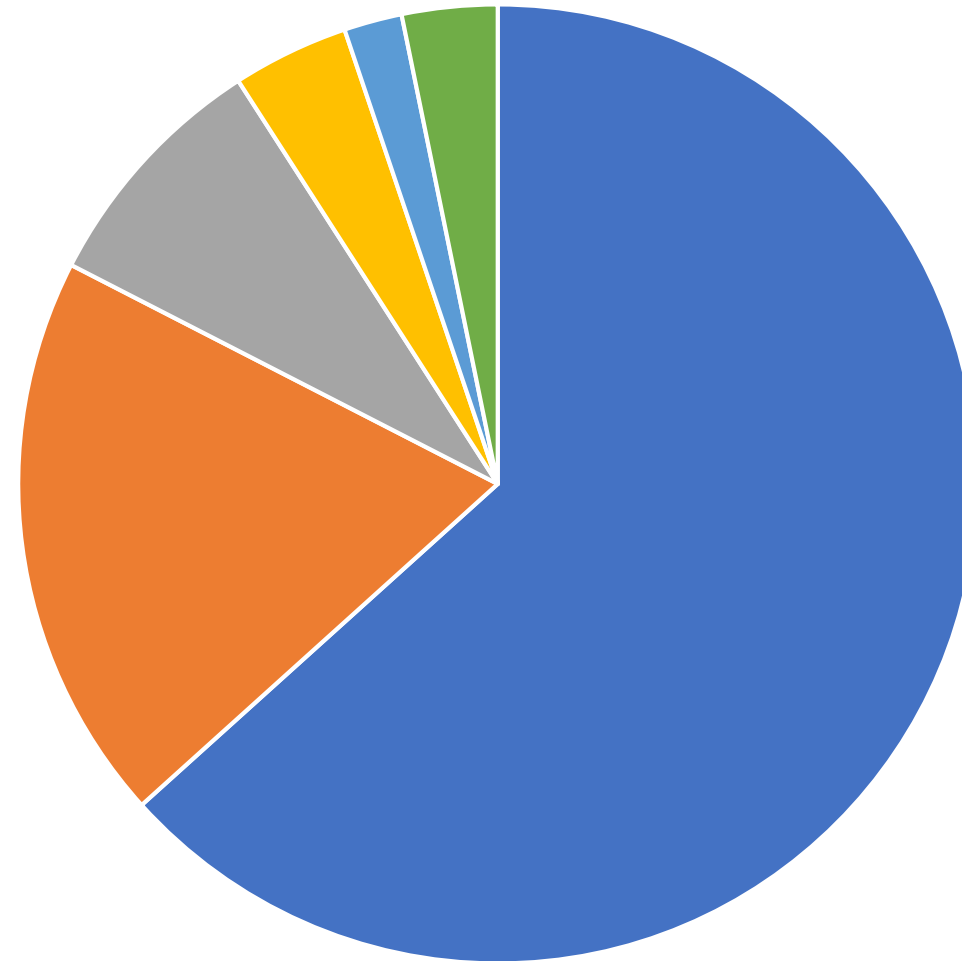
GO Bond Fund: Cash payment for the Electric Substation. This is the major contributor for decrease in unencumbered cash balance.

Miscellaneous: These expenditures are charges for state of Kansas sales tax.

Electric Fund Expenditures

Electric Fund Expenditures	2019 Actual	2020 Estimate	2021 Proposed
Production			
Salaries and Wages	\$ 195,656	\$ 189,034	\$ 181,500
Commodities	\$ 34,573	\$ 84,850	\$ 89,850
Contractuals	\$ 1,216,094	\$ 1,249,200	\$ 1,249,200
Capital Outlay	\$ 104,931	\$ 20,000	\$ 15,000
Distribution			
Salaries and Wages	\$ 276,253	\$ 261,954	\$ 280,440
Commodities	\$ 112,858	\$ 117,000	\$ 142,000
Contractuals	\$ 52,414	\$ 46,700	\$ 43,800
Capital Outlay	\$ 1,812		
Administration			
Salaries and Wages	\$ 85,911	\$ 92,537	\$ 94,588
Commodities	\$ 10,922	\$ 7,900	\$ 7,900
Contractuals	\$ 242,948	\$ 100,000	\$ 100,000
Capital Outlay		\$ 15,000	
Bond Principle	\$ 30,123	\$ 54,864	\$ 67,680
Interest Coupons		\$ 5,382	\$ 27,532
Splashpad	\$ 65,523		
Transfer Out:			
General Fund	\$ 120,000	\$ 95,000	\$ 47,500
GO Bond Fund		\$ 450,000	
Cash Carry Over			\$ 913,977
Miscellaneous	\$ 95,053	\$ 173,000	\$ 78,000
Total Expenditures	\$ 2,645,071	\$ 2,962,421	\$ 3,349,467
Expenditures Less Cash Carryover			\$ 2,424,990

2021 Electric Fund Expense



■ Production ■ Distribution ■ Administration ■ Debt Service ■ Transfer ■ Miscellaneous