

**CITY OF CHERRYVALE
MEETING OF THE CITY COUNCIL
REGULAR MEETING
FEBRUARY 21, 2017 (Tuesday)
7:00 PM**

Working for a better tomorrow... today.

ORDER OF BUSINESS

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC FORUM

- 1. Josh White – Midwest Fertilizer**
- 2. Jim Hogben – Railroad Transportation Update**

No action will be taken relative to items presented during the public forum other than referral for information. Requests to appear will be placed on a "first-come, first-served" basis. This portion of the meeting is limited to thirty minutes and shall be subject to a limitation of five minutes for each presentation with no extension of time permitted. No speaker shall be allowed to appear more frequently than once every fourth meeting.

Members of the public desiring to present matters to the Council during the public forum must submit a request in writing to the office of the city clerk prior to twelve noon on the date of the meeting. Matters pertaining to personnel, litigation, and violations of laws and ordinances are excluded from the agenda. Rules of decorum as provided in city code will be observed.

GOVERNING BODY COMMENTS

Mayor John Wright
Council Member Don King
Council Member Debra Leedy
Council Member Rick Valverde
Council Member Randy Wagoner

UNFINISHED COUNCIL BUSINESS

NONE

NEW COUNCIL BUSINESS

A. APPROVAL OF RFP FOR 2017 CEMETERY MOWING

Presented by Brooke Carroll, City Administrator

RECOMMENDED ACTION: Approve RFP for mowing as presented.

B. CITY TREASURER'S REPORT FOURTH QUARTER 2016

Presented by Brooke Carroll, City Administrator

RECOMMENDED ACTION: Approve the Treasurer's Report and authorize publication.

C. CONSENT AGENDA

Presented by John Wright, Mayor

RECOMMENDED ACTION: Approve the consent agenda as presented

1. Appropriations and Payroll Ord. No. 17-02-10: \$89,687.61
 - a. Approval of Purchases over \$5,000
 - i. Public Wholesale Water \$24,333.33
 - ii. Westar Energy \$6,341.72
 - iii. Peoples State Bank (Payroll Taxes) \$7,835.70
2. Consideration of the minutes for February 6, 2017 Regular Meeting
3. Approval of Leslie Overall to be on the Community Center Advisory Board
4. Approval of Adam Gill and Karen Davis to be on the Loan Committee for the City's RBEG Loan program
5. Approval of Nick Wadman to replace Ruth Goins' unexpired term on the Cherryvale Housing Authority Board as requested by Executive Director Dianthia Jewett
6. Approval of the up-coming events at the Community Center, organized by the Community Center Advisory Board: 3&3 Basketball Tournament, 3/18/17-3/19/17 all day; Pinterest Training Class 3/25/17 2:00; Easter Egg Hunt 4/15/17 3:00; College Career Day 11/10/17 2:00-5:00.

INFORMATIONAL ITEMS

1. Community Center's New Hours
2. Next Council Meeting – March 6th, 2017

ADJOURNMENT

This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Cherryvale is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City in a timely manner.

Contractual Mowing Request for Proposals

February 21

2017

Following is the request for proposals on contractual services for the mowing of the City owned Fairview Cemetery.

Invitation for Bids

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing mowing services for the City of Cherryvale, Kansas for 2017. All communications regarding this RFP and for obtaining a complete RFP packet of information should be directed to:

Brooke A. Carroll
City Administrator
123 W Main Street
Cherryvale, KS 67335
620-336-2776
bcarroll@cherryvaleusa.com

To be considered, each contractor must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFP with their proposal packet. The proposal bid form must be signed and include a statement as to the period during which the proposal remains valid.

Responses to this RFP will be evaluated based on a selection process consisting of:

- A review by the City of the contractor's response to the RFP, to determine if the proposal meets all criteria for consideration.
- Relevant experiences, project understanding, project requirements, strength of the proposal, and proposed fees.

Every effort will be made to adhere to the following schedule:

- | | |
|--------------------------------|-----------------------------|
| • Distribute RFP | February 21, 2017 |
| • Proposal Submission Deadline | March 15, 2017 (by 5:00 PM) |
| • Selection | March 20, 2017 |

Proposals will be accepted until 5:00 p.m. on March 15, 2017, and are to be submitted to Brooke A. Carroll, City Administrator, at the address listed above for the City of Cherryvale, KS.

Envelopes shall be clearly marked "Request for Proposal – Mowing 2017" on the outside of the envelope.

Instructions for Bidders

The City of Cherryvale is requesting bids to mow the cemetery. The City desires contractors to supply mowing service for this city land and right-of-way. The selected contractor will be responsible for specified mowing services to the City of Cherryvale for the 2017 calendar year from April 4th through October 31st. Please refer to Exhibit A for the locations to be mowed.

Scope of Work

The work to be completed will include weekly mowing of all established grasses and vegetation within the reported area in a neat and professional manner. Vegetation in and around

structures, walks, trees, parking areas, sidewalks, or other similar items shall be mowed to a neat appearance as well as string trimmed (weed eater, weed whipping, etc.). The contractor shall neatly mow grass and vegetation to a height of three inches (3"). All trash and debris in the mowing area shall be removed from the area before and after mowing by the contractor. Grass and vegetation clippings shall be blown or swept off of walkways, driveways, trails, sidewalks, etc. Vegetation clippings shall not be blown or deposited on the city streets or walkways.

A number of areas described above dry out and do not grow during hot periods of the summer months. It will be the responsibility of the contractor to factor this into their bidding for services listed in Exhibit A to provide for the best possible price. The City's expectation is that these areas are to be kept in a neat and orderly groomed appearance at all times and it will be the responsibility of the contractor to choose a mowing cycle for each area to meet the expectation, with the approval of the City Administrator.

The chosen contractor must be able to respond to and comply with all elements listed in this section. Failure to comply can and will result in termination of a bid proposal or service contract. Elements include:

- Mowing height is three inches (3")
- Grass clippings will not be mowed or blown into the streets or roads
- Mowing over garbage is prohibited
- All garbage must be picked up and disposed of
- Damage to trees, grave monuments, light posts, sign posts, etc. by mowers or string trimmers is prohibited
- Equipment operators must wear at all times high visibility reflective safety vests, jackets, or shirts while operating equipment in road ROW

Selection Process

The City will take into account such matters it considers appropriate in selecting the successful contractor. The City reserves the right to contract with one or more vendors for maintenance mowing and to reject, for any reason, any and all bids. Evaluation criteria will include:

- The contractor's understanding of the assignment and ability to follow bidding instructions
- The contractor's proposed fee for individual maintenance areas and one lump sum for all areas
- The experience and qualifications of the contractor

Bidder Qualifications & Proposals

The requests that contractors interested in submitting proposals:

1. Clearly outline (on the provided bid form) the unit price for the mowing area specified as well as total lump sum under the REQUESTED SERVICES section of this document, for the season (April 4th – October 31st).
2. Submit a summary of your experience and qualifications.
3. Submit three account references that you currently service.
4. Submit a certificate of liability insurance and automobile/mowing equipment insurance. (The contractor will need to name the City as additional insured and meet the following liability limits if awarded a maintenance contract: \$500,000 per claimant and \$1.0 million per occurrence).
5. Specify the staff to be involved (primary contact, mowing operators, single proprietor, clerical contact, and owner or owner's agent).
6. Submit two (2) copies of the proposal packet (failure to not submit two full copies of your proposal may result in your proposal not being considered).

The contractor should be aware of the following:

- The proposal should confirm that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were to be selected to perform the services required.
- All proposals will be property of the City of Cherryvale, KS.
- The lowest proposal will not necessarily be accepted. The City reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.
- Sealed envelopes marked "Request for Proposal – Mowing 2017" with the proponent's name and address shown on the upper left hand corner of the envelope, must be received by the City of Cherryvale, Attn: Brooke A. Carroll, City Administrator, at 123 W Main, Cherryvale, KS 67335 prior to 5:00 PM on March 18, 2017.

Contractual Mowing Request for Proposals | 2017

Exhibit A – Location to be Mowed & Bid Form – One Year Term 2017

1. Fairview Cemetery.....\$/_____ /mowing

April 4th – October 31st (approx. 30 weeks)

\$/_____ /lump sum

Bid prices shall remain valid until _____ , 2017

Name & Address of submitting party:

Authorized Signature: _____

The City reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.

**Exhibit A – Location to be Mowed & Bid Form – Three-Year Term
2017-2020**

1. Fairview Cemetery.....\$/_____ /mowing

April 4th – October 31st (approx. 30 weeks)

\$/_____ /lump sum

Bid prices shall remain valid until _____, 2017

Name & Address of submitting party:

Authorized Signature: _____

The City reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.

CITY OF CHERRYVALE

CITY TREASURER'S REPORT FOURTH QUARTER 2016

FUND	BALANCE 10/1/2016	REVENUES	EXPENSES	BALANCE 12/31/2016
100 General Operating	\$ 59,572.87	\$ 567,521.53	\$ 482,731.14	\$ 144,363.26
150 FSA Fund	\$ 5,877.68	\$ -	\$ 474.73	\$ 5,402.95
175 Cemetery Trust Fund	\$ 1,713.79	\$ -	\$ -	\$ 1,713.79
200 Special Highway	\$ 52,209.17	\$ 19,023.96	\$ 26,855.69	\$ 44,377.44
210 Library	\$ 4,878.75	\$ 1,240.36	\$ 10,556.58	\$ (4,437.47)
215 Special Parks & Rec.	\$ 6,538.33	\$ -	\$ 895.00	\$ 5,643.33
221 Police Explorers Account	\$ 506.87	\$ -	\$ 414.51	\$ 92.36
230 Firemans Insurance Proceeds	\$ (11.34)	\$ 18,480.00	\$ -	\$ 18,468.66
231 Firemans Auxiliary Fd	\$ 6,117.63	\$ -	\$ -	\$ 6,117.63
232 Volunteer Firefighters	\$ 287.97	\$ 827.50	\$ 796.58	\$ 318.89
233 Fire Fighter Flag Fund	\$ 93.12	\$ -	\$ 5.00	\$ 88.12
240 Drug Seizure Fund	\$ 1,254.18	\$ -	\$ 296.88	\$ 957.30
250 Refuse Collection	\$ 30,939.12	\$ 31,065.45	\$ 29,098.32	\$ 32,906.25
280 2011 RBEG Loan Fund	\$ 34,069.88	\$ 2,134.98	\$ -	\$ 36,204.86
281 2009 RBEG Loan Fund	\$ 77,481.83	\$ 880.00	\$ -	\$ 78,361.83
291 Petro Brownfields Gt	\$ -	\$ -	\$ -	\$ -
294 KAN STEP Grant(C.Ctr)	\$ -	\$ -	\$ -	\$ -
296 Cops Grant	\$ (16,622.09)	\$ -	\$ 8,323.07	\$ (24,945.16)
297 Small Grants	\$ 4,569.72	\$ -	\$ 3,385.00	\$ 1,184.72
298 2015 Sidewalks Grant	\$ (183,235.38)	\$ 234,283.96	\$ 312,074.73	\$ (261,026.15)
400 Bond & Interest	\$ (67,013.70)	\$ 70,000.89	\$ 270.00	\$ 2,717.19
500 Municipal Equip Rev.	\$ 51,137.50	\$ 31,003.80	\$ 33,526.24	\$ 48,615.06
600 Capital Improvement	\$ 634,649.37	\$ 63,997.65	\$ 9,482.26	\$ 689,164.76
700 Water O & M	\$ 309,122.33	\$ 185,271.78	\$ 297,484.11	\$ 196,910.00
715 WWTP & S.S. O&M	\$ 390,458.35	\$ 118,604.89	\$ 198,763.19	\$ 310,300.05
Clearing Funds	\$ -	\$ -	\$ -	\$ -
Petty Cash Fund	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00
Clerk's Change Fund	\$ 300.00	\$ -	\$ -	\$ 300.00
TOTAL	\$ 1,406,145.95	\$ 1,344,336.75	\$ 1,415,433.03	\$ 1,335,049.67

INDEBTEDNESS

General Obligation 2016	\$ 3,175,000.00
KS Water Supply Loan	\$ 501,179.40
General Obligation WT	\$ -
Community Center Floor	\$ 27,644.84
2015 Dodge Charger (401)	\$ 12,821.61
Library Lift	\$ 1,323.48
TOTAL	\$ 3,717,969.33

INVESTMENTS & CASH AMOUNTS

C.D.'S	\$ 275,000.00
Money Market Account	\$ 689,860.01
General Operating Account	\$ 2,882.05
FSA Fund	\$ 5,402.95
PSB-FD-Volunteers	\$ 318.89
PSB-FD-Auxillary	\$ 6,117.63
PSB- PD Explorer	\$ 92.36
PSB- FD Flag Fund	\$ 88.12
RBEG Loan Fund	\$ 114,566.69
Drug Seizure Fund	\$ 957.30
Small Grants	\$ 2,929.71
2015 Sidewalks Grant	\$ 235,283.96
Petty Cash Fund	\$ 1,250.00
Clerks Change Fund	\$ 300.00
TOTAL	\$ 1,335,049.67

I, Angela Barnett, solemnly swear that the above is true and correct to the best of my knowledge and belief.

Angela Barnett - City Treasurer



The above was signed before me on the 15th day of February, 2017.



Notary Public



BANK NO	BANK NAME	CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
1 COMM. NATIONAL BANK & TRUST									
23440 thru 23452		Payroll Checks			\$ 5331.23				
23453		2/10/2017	1440	CITY OF CHERRYVALE	252.50				
23454		2/10/2017	9214	KANSAS PAYMENT CENTER	950.21				
23455		2/10/2017	9230	SECURITY BENEFIT	128.54				
23456		2/10/2017	9303	W.H. GRIFFIN TRUSTEE	219.23				
23457		2/10/2017	9334	COFFEYVILLE REG.MEDICAL CTR	55.95				
23458		2/10/2017	79	AIRGAS USA, LLC	79.10				
23459		2/10/2017	375	B & B AUTOMOTIVE REPAIR	336.96				
23460		2/10/2017	9336	BLAKE'S AUTO GLASS & MUFFLER	480.00				
23461		2/10/2017	75	BOUND TREE MEDICAL LLC	18.99				
23462		2/10/2017	786	BUG BUSTERS USA LLC	140.00				
23463		2/10/2017	790	BUMPER TO BUMPER AUTO PARTS	779.10				
23464		2/10/2017	9339	CARROLL, BROOKE A.	189.47				
23465		2/10/2017	9310	CHERRYVALE FAMILY MEDICINE	200.00				
23466		2/10/2017	9059	COX COMMUNICATIONS	746.51				
23467		2/10/2017	9073	CRYSTAL LAKE FISHERIES, INC	984.50				
23468		2/10/2017	2260	EMERT CHUBB REYNOLDS, LLC	1,595.00				
23469		2/10/2017	2605	GALLAGHER BENEFIT SERVICES, IN	416.50				
23470		2/10/2017	3101	HIGHER CALLING TECHNOLOGIES	1,433.00				
23471		2/10/2017	2700	JIM GILL AGENCY, INC.	534.00				
23472		2/10/2017	3734	KANSAS DEPARTMENT OF REVENUE	371.32				
23473		2/10/2017	3733	KANSAS DEPARTMENT OF REVENUE	396.08				
23474		2/10/2017	3755	KANSAS GAS SERVICE	1,927.35				
23475		2/10/2017	3970	KANSAS STATE TREASURER	1,215.00				
23476		2/10/2017	5010	MCCARTY'S	1,057.00				
23477		2/10/2017	9335	MONTGOMERY COUNTY PUBLIC WORKS	1,570.10				
23478		2/10/2017	5310	MONTGOMERY COUNTY D.O.C	665.00				
23479		2/10/2017	5750	NEWTON'S	381.45				
23480		2/10/2017	9337	O'REILLY AUTO PARTS	224.41				
23481		2/10/2017	6285	PUBLIC WHOLESALE WATER	24,333.33				
23482		2/10/2017	6674	ROBERTS, BILLY D.	1,215.24				
23483		2/10/2017	7382	TLC VETERINARY HOSPITAL, PA	60.75				
23484		2/10/2017	9317	UNIFIRST CORPORATION	111.80				
23485		2/10/2017	7745	UNITED STATES CELLULAR	170.78				
23486		2/10/2017	7669	UNUM LIFE INSURANCE COMPANY	231.29				
23487		2/10/2017	7803	VERIZON WIRELESS	276.03				
23488		2/10/2017	7807	WAGEWORKS, INC	100.00				
23489		2/10/2017	7970	WESTAR ENERGY	6,341.72				
23490		2/10/2017	9071	WICHITA STATE UNIVERSITY	600.00				
23491		2/10/2017	6664	XEROX CORPORATION	312.66				
23492		2/10/2017	8400	ZOLL MEDICAL CORPORATION	105.00				
39201 thru 107001		Payroll Checks			\$ 19114.88				
12238		2/10/2017	2100	RETAILERS' SALES TAX DIV	580.22				**E-PAY**
10012245		2/10/2017	9200	PEOPLES STATE BANK	7,835.70				**E-PAY**
16012246		2/10/2017	9201	KANSAS WITHHOLDING TAX	998.38				**E-PAY**

ACCOUNTS PAYABLE CHECK REGISTER

BANK NO CHECK NO	BANK NAME DATE	VENDOR NO VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
16012247	2/10/2017	9203 KPERS	4,621.33			**E-PAY**

BANK TOTAL 65,241.50
 OUTSTANDING 65,241.50
 CLEARED .00
 VOIDED .00

Total Payroll 24446.11

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
100 GENERAL OPERATING	31,579.43	31,579.43	.00	.00
200 SPECIAL HIGHWAY	1,300.92	1,300.92	.00	.00
215 SPECIAL PARK & RECREATION	984.50	984.50	.00	.00
296 COPS GRANT	407.00	407.00	.00	.00
600 CAPITAL IMPROVEMENT	1,570.10	1,570.10	.00	.00
700 WATER O & M	27,620.30	27,620.30	.00	.00
715 WWTP & S.S. O & M	1,779.25	1,779.25	.00	.00

REPORT TOTAL 65,241.50
 OUTSTANDING 65,241.50
 CLEARED .00
 VOIDED .00

Payroll 24446.11
Total 89,687.61

Mayor: _____

Attest: City Clerk _____

Passed this 21st day of February, 2017

Signed
This 21st day of February, 2017

CITY OF CHERRYVALE
MEETING OF THE CITY COUNCIL
REGULAR MEETING
February 6, 2017
7:00 PM

Working for a better tomorrow... today.

ORDER OF BUSINESS

CALL MEETING TO ORDER

Mayor Wright called the meeting to order at 7:00 pm.

Present: Mayor John Wright, Council Member Debra Leedy, Council Member Randy Wagoner, Council Member Don King, Council Member Rick Valverde, City Administrator Brooke Carroll, City Clerk Karen Davis, Public Works Director Wade Webber, Fire Chief Jesse Reed, Police Chief Perry Lambert, Asst. Police Chief Jimmy Holt, Sandra Minnich, Jim & Shirley Hogben, April Read, Donna Celaya (Montgomery County Chronicle) and Steve McBride (Independence Daily Reporter).

INVOCATION

Council Member Randy Wagoner led the invocation.

PLEDGE OF ALLEGIANCE

ROLL CALL

City Clerk Karen Davis took roll:

Mayor Wright- present; Council Member Leedy - present; Council Member Wagoner- present; Council Member Valverde – present: Council Member King- present

NEW COUNCIL BUSINESS

A. PERMISSION TO CONCRETE FLOOR OF THE WEST RED IRON BARN IN LOGAN PARK BY THE CHERRYVALE YOUTH FAIR BOARD

Presented by Brooke Carroll, City Administrator

A motion was made by Council Member Wagoner to approve this request, seconded by Council Member King. Motion approved 4/0.

B. CONSENT AGENDA

Presented by John Wright, Mayor

- | | |
|--|---------------------|
| 1. Appropriations and Payroll Ord. No. 17-01-27: | \$124,790.44 |
| a. Approval of Purchases over \$5,000 | |
| i. People’s State Bank (FICA) | \$7,707.48 |
| ii. Action Communications, LLC (PD Radios) | \$8,503.80 |

- | | | |
|------|--|-------------|
| iii. | Blue Cross Blue Shield of KS | \$12,523.33 |
| iv. | Cherryvale Library Treasurer | \$28,683.03 |
| v. | Community National Bank
(Comm. Center Flooring) | \$9,574.45 |
| vi. | Republic Services | \$9,433.00 |
2. Approval of the minutes for January 17, 2017 Regular Meeting
 3. Approval of the reorganization of a required loan committee in accordance with RBEG provision and appointment of Sam Blackard, Joe Marchant, Steve Loganbill, and Carol Staton to committee.
 4. Approval of the reorganization of the Community Center Advisory Board and approval of board members Amber Dean, Brad Hugo, Carol Staton, Sylvia Shaffer, and John Barnett.
 5. Approval of the use of the Community Center by the USD #447 Wrestling Program and City Wrestling Club in accordance with signed contract.
 6. Approval of the use of the Community Center by Beta Sigma Phi in accordance with signed contract.

A motion was made by Council Member Wagoner, seconded by Council Member Valverde to approve the consent agenda as presented. Motion passed 4/0.

DEPARTMENT HEAD REPORTS

1. City Clerk Karen Davis
2. Public Works Director Wade Webber
3. Police Chief Perry Lambert
4. Fire Chief Jesse Reed
5. City Administrator Brooke Carroll

INFORMATIONAL ITEMS

1. Strategic Planning Meeting hosted by MCAC/Paula Benson on February 15, 2017, 6 pm-8 pm at City Hall. Everyone is invited to attend.
2. City offices are closed on Monday, February 20, 2017 for President's Day.
3. Next Regular City Council Meeting February 21, 2017 (Tuesday Meeting)

ADJOURNMENT

A motion was made by Council Member Wagoner, seconded by Council Member Valverde to adjourn the meeting at 7:15 pm. Motion passed 4/0

Respectfully submitted by,

Karen Davis, City Clerk

**Cherryvale Housing Authority
PO Box 373
Cherryvale, Ks 67335
620-336-3939 fax: 866-336-1331**

February 14, 2017

**Mayor City of Cherryvale Kansas
123 W Main
Cherryvale, Ks 67335**

Honorable Mayor and City Commissioners;

The Cherryvale Housing Authority would like to recommend Nick Wadman to replace Ruth Goins unexpired term on the Cherryvale Housing Authority board.

If you have any questions contact Dianthia Jewett 620-336-3939.

Sincerely,


**Executive Director
Cherryvale Housing Authority**

COMMUNITY CENTER'S NEW HOURS!!

MONDAY 3:00PM TO 9:00PM

TUESDAY 3:00PM TO 9:00PM

WEDNESDAY 3:00PM TO 9:00PM

THURSDAY 3:00PM TO 9:00PM

FRIDAY 3:00PM TO 9:00PM

SATURDAY 1:00PM TO 5:00PM

SUNDAY CLOSED

FOR QUESTIONS REGARDING THE CENTER PLEASE CALL

336-2776 OR 336-2121