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City Commission Agenda
Tuesday, March 23, 2021, 5:30 p.m.
City Hall, 324 N. Kansas Ave.

- ◆ Call To Order
- ◆ Roll Call
- ◆ Pledge of Allegiance
- ◆ Invocation



1. AWARDS, PROCLAMATIONS, PRESENTATIONS:

2. APPROVAL OF AGENDA

3. MINUTES – March 9, 2021 Regular Meeting.

4. CONSENT AGENDA

All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commission member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

a. Approval of Airport Leases:

1. #C – 18.03	City Parks Department	\$2,042.48	1 Year.
2. # 46.00	Guy's Food Warehouse	\$ 766.50	1 Year.
3. # 56.01	James Mongold	\$ 354.78	1 Year.
4. # 56.03	James Mongold	\$ 295.65	1 Year.
5. #144.00	Seward County Activity Center	\$3,020.89	1 Year.
6. #185.02	Seward County Sheriff's Office	\$1,207.13	1 Year.

5. Resolution No. 2350 – Authorizing Certain Improvements and Approving Payment Thereof.

6. Resolution No. 2351 – Authorizing the Offering of Sale of GO Bonds, Series 2021-A and GO Bonds Series 2021-B.

7. Insurance Review – Al Shank Insurance.

8. Resolution No. 2352 – Amending Article 1, Section C-104 of Exhibit C – Fee Structure.

9. CDBG-CV Grant Close Out:

- a. Public Hearing.
- b. Authorize Execution of Close Out Documents.

10. Purchasing & Contracting Manual Update.

11. CITY STAFF

12. CITY MANAGER'S REPORT

13. ITEMS FROM CITIZENS

Rules of the Commission: Any citizen desiring to address the Commission shall be recognized by the Chair, advance to the podium, state his/her name and address in an audible tone for the record. Presentations shall be limited to five (5) minutes unless extended by a vote of the majority of the Commission. The Commission does not hear matters involving litigation or City Personnel. The Commission does not take action on subjects not on the agenda unless unusual or hardship conditions exist. Citizens may address the Commission on agenda items as they are brought to the floor.

14. ITEMS FROM GROUPS:

15. ITEMS FROM COMMISSIONERS

16. VOUCHERS

◆ **ADJOURNMENT**

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION

March 9, 2021

The regular meeting of the Liberal City Commission was held at 5:30 p.m. at City Hall located at 324 N. Kansas on Tuesday, March 9, 2021.

Commission Present: Mayor Taylor Harden, Vice Mayor Tony Martinez, Chris Linenbroker, Connie Seigrist, and Ron Warren.

City Staff Present: City Manager Cal Burke, City Clerk Alicia Hidalgo, Finance Director Chris Ford, Public Grounds Director Brad Beer, Fire Chief Kelly Kirk, Deputy Fire Chief Skeety Poulton, Fire Marshal Cody Regier, Zoning Administrator Kevin Kirk, Recreation Director Matt Quint, Robotics Supervisor Traci Kirk, Street Department Director Jesus Cardenas, Recreation Department Adult Sports Supervisor Travis Martinez, and City Attorney Lynn Koehn.

Mayor Harden called the meeting to order. City Clerk Hidalgo read the roll call and declared a quorum present. The Pledge of Allegiance was recited, and Pastor Persephone Fuller gave the invocation.

Mayor Harden noted the amendments to the agenda. We added the corrected January 26, 2021 regular meeting minutes; Item #7 has an a and b; Item #10 Ordinance No. 4552 was added; and Item #15 – Economic Development Website Proposals was added.

1. Awards/Proclamations/Presentations. Adult Sports Supervisor Travis Martinez presented service awards to John and Becky Todd for 20 years and Connie Jordan for 25 years.

2. Approval of Amended Agenda.

Mayor Harden requested approval of the agenda.

Commissioner Warren moved to approve the agenda, as amended, with Vice Mayor Martinez seconding the motion. The motion carried unanimously.

3. Approval of Minutes.

Commissioner Seigrist moved to approve the corrected January 12, 2021 regular meeting minutes with Commissioner Linenbroker seconding the motion. The motion carried unanimously.

Commissioner Seigrist moved to approve the corrected January 26, 2021 regular meeting minutes with Commissioner Warren seconding the motion. The motion carried unanimously.

Commissioner Seigrist moved to approve the corrected February 9, 2021 regular meeting minutes, Vice Mayor Martinez seconding the motion. The motion carried unanimously.

Commissioner Seigrist moved to approve the February 23, 2021 regular meeting minutes with Commissioner Linenbroker seconding the motion. The motion carried unanimously.

4. Consent Agenda:

a. Acknowledge Receipt of Minutes:

1. Liberal Convention and Tourism Board, February 18, 2021.

b. Approval of Airport Lease Renewals:

- | | | | |
|------------|------------------------|------------|--------|
| 1. # 50.01 | MACRTC Properties, LLC | \$1,353.10 | 1 year |
| 2. #143.00 | W.H. Rentals | \$ 490.56 | 1 year |

Commissioner Linenbroker moved to approve the consent agenda as presented, with Commissioner Seigrist seconding the motion. The motion carried unanimously.

5. Ordinance No. 4551 – Amending Chapter 7, Article 402 Relating to Fire Department Inspections.

Mayor Harden requested Commission consideration of Ordinance No.4551, entitled, "An Ordinance Amending Chapter 7, Article 402 Relating to Fire Department Inspections of the Liberal City Code for the City of Liberal."

- Fire Marshal Cody Regier stated the Fire Department is seeking approval to amend the City Code for Fire Inspections to remove the twice a year inspections and move to inspect all businesses annually. He sees no benefit of inspecting business twice a year. The International Fire Code does not have this requirement. This will eliminate over 200 inspections per year for the Fire Department.

Commissioner Warren moved to adopt Ordinance No. 4551, as presented, with Commissioner Seigrist seconding the motion. The motion carried unanimously.

6. Fire Department Pickup Transfer & Purchase.

- Fire Chief Kelly Kirk stated Staff is seeking approval to proceed with a vehicle transfer to the Parks Department and new vehicle purchase for the Fire Department. This will assist in the Parks Department with a vehicle and improve the Fire Department's fleet. Hopefully, with grant funding, in the future they can turn the medical utility pickups into vehicles capable of grass firefighting pump and roll capability and also for foam capability for fuel spills and vehicle accidents.
- The Fire Department can afford the purchase through the Special Fire Fund. Looking at the big-ticket purchases, he doesn't foresee using the Special Fire Fund to purchase the apparatus outright. Due to the cost of the ladder truck, the heavy rescue truck and based on the recent ISO report possibly a third pumper, those items will have to be financed purchases.
- Discussion was held on the Dodge dealer shutting down production on March 1 so he would not be able to fulfill the bid.

Commissioner Seigrist moved to approve the purchase of a 2021 Ford F-250 Crew Cab Pickup from Foss Ford in the amount of \$34,950 and transfer a 2010 Ford F-150 Regular Cab Pickup from the Fire Department to the Parks Department, as presented, with Vice Mayor Martinez seconding the motion. The motion carried unanimously.

7. Sanitation Department.

a. City Trash Bags.

- City Manager Burke stated due to the drastic increase costs of trash bags, the Sanitation Department ordered a truck load of trash bags from Dyna Pak in the amount of \$56,320 to be delivered in 4-5 weeks. *Vice Mayor Martinez moved to approve the purchase 880 cases of trash bags at \$64 per case from Dyna Pak for a total amount of \$56,320, as presented, with Mayor Harden seconding the motion. The motion carried unanimously.*
- City Manager Burke noted the fee schedule will be adjusted to offset the costs of the trash bags and presented to the Commission at the next meeting.

b. 3 yard Tapered Bottoms.

- City Manager Burke stated these are the standard steel bottoms that Staff purchases about every year. The price is going up \$10-\$20 per week on this item. Staff checked with local vendor and the cost would be twice the cost for 80 bottoms. Solid waste is requesting permission to purchase the 80 bottoms plus the cost of freight in the amount of \$14,000.

Vice Mayor Martinez moved to approve the purchase 80 3-yard tapered bottoms from Precision Flame for a total amount of \$14,000, as presented, with Mayor Harden seconding the motion. The motion carried unanimously.

8. Purchase of SCBA Equipment – WWTP.

- City Manager Burke stated Panhandle Oil submitted a quote for four (4) complete MSA SCBA kits, eight additional MSA full face SCBA masks and SCBA fit testing for 12 employees in the amount of \$15,350.

Vice Mayor Martinez moved to approve Panhandle Oilfield's bid of \$15,350 for four (4) complete MSA SCBA kits, eight (8) additional MSA full face SCBA masks and SCBA fit testing for 12 employees with Commissioner Warren seconding the motion. The motion carried unanimously.

9. Special Use Permit – 1406 E. Tucker Road.

- Zoning Administrator Kevin Kirk stated the Board of Zoning Appeals conducted a hearing back in December to allow the special use Permit to allow a Ready-Mix Concrete Plant to be placed in an "I-2" Heavy Industrial District and recommended it to the City Commission. Staff recommends approval of the Special Use Permit allow the Ready-Mix Concrete Plant to be placed in the "I-2" Heavy Industrial Zone at 1406 East Tucker.

Commissioner Seigrist moved to approve the Special Use Permit allow the Ready-Mix Concrete Plant to be placed in the "I-2" Heavy Industrial Zone District with Commissioner Warren seconding the motion. The motion carried unanimously.

10. Ordinance No. 4552 - Vacation of "Highway Access" Easement.

Mayor Harden requested Commission consideration of Ordinance No.4552, entitled, "AN ORDINANCE VACATING AN EASEMENT FOR STREET PURPOSES COVERING A FORTY FEET (40') STRIP LYING ALONG THE SOUTHEAST RIGH-OF-WAY LINE OF U. S. HIGHWAY 54 ON LOTS ONE (1) AND TWO (2), BLOCK ONE (1), LAMBERT ADDITION TO THE CITY OF LIBERAL, SEWARD COUNTY, KANSAS."

- Zoning Administrator Kevin Kirk stated the Board of Zoning Appeals approved the Petition to Vacate a 40 feet easement for street purposes to be redeveloped by the new owners. The plans include an awning which would project into the easement as it is now. The location is 764 East Pancake and the hotel right by Cattleman's will be removed from the location. There have been no negative responses.

- City Attorney Koehn stated he was working with Darla on this and realized the ordinance wasn't included. On the Ordinance presented, one line needs to be stricken out – "One Lambert Addition, the City of Liberal..." We just need to strike that line out; it is included later in the description.

Vice Mayor Martinez moved to approve Ordinance No. 4552 approving the vacation of the 40 feet easement, with Mayor Harden seconding the motion. The motion carried unanimously.

11. Planning & Zoning Board Appointment.

- Zoning Administrator Kevin Kirk is requesting Steven Norton to fill the vacant City position to the Liberal Metropolitan Board of Zoning and Planning Commission. No other applications were received.

Commissioner Seigrist moved to reappoint Steven Norton to fill the City position, with Commissioner Linenbroker seconding the motion. The motion carried unanimously.

12. Batting Cages at Softball Fields.

- Justin Carter, President of Junior Elite Softball, and Matt Quint, Advisor to the Board are in attendance. Junior Elite Softball is requesting permission to build batting cages at the National Beef Family Sports Complex. Junior Elite Softball raised the money from private donations and by investments from the League. This will benefit everyone who plays softball in Liberal. The construction will come at no cost to the taxpayers. They are asking the Commission accept the donation of \$28,500 and to designate the Association space to build two softball cages with two pitching bullpens.

- City Manager Burke stated once the dirt work for the sidewalk is finished, the location of the cages will be determined. They will try to keep them close to the sidewalk if possible.

a. Accept Donation.

Commissioner Seigrist moved to accept the donation of \$28,500 to build batting cages from the Junior Elite Softball Association with Vice Mayor Martinez seconding the motion. The motion carried unanimously.

b. Softball Cages.

Junior Elite requests permission to designate the Association space to build two softball cages with two pitching bullpens.

Vice Mayor Martinez moved to designate space to the Association to build two softball cages with two pitching bullpens with the amount of \$28,500 provided by the donation, through Sports Facility Resources, LLC with Commissioner Warren seconding the motion. The motion carried unanimously.

13. Robotics:

a. New Carpet.

- Recreation Director Matt Quint stated they have a new department at the Recreation Center; Robotics moved from the Air Museum. They have more space and the program will continue to grow. Traci came over and will do a great job.

- Robotics Supervisor Traci Kirk stated she is super excited to join the Rec Center with the First Lego League and the Robotics Program. They knocked a wall down and the carpet needs to be replaced. Staff requested bids from three local businesses to replace the carpet. Staff request acceptance of the bid from Brown's Furniture in the amount of \$9,225. The funds will come from money donated to the Robotics Program by an anonymous charitable organization.

- The donation was previously accepted.

Commissioner Warren moved to allow the Rec Center to purchase the new carpet for the Robotics room with the funds that were previously donated from Brown's Furniture in the amount of \$9,225, with Commissioner Seigrist seconding the motion. The motion carried unanimously.

b. LEGO SPIKE Prime Sets.

- Robotics Supervisor Traci Kirk stated Robotics needs to upgrade the Education Spike Set. Staff is requesting 24 Education SPIKE Prime Sets from the LEGO Company in the amount of \$444.90 each for a total of \$10,677.60, with funding to come from a private donation previously made to the Robotics Program.

Commissioner Linenbroker moved to purchase 24 Education SPIKE Prime Sets from LEGO Company in the amount of \$444.90 each for a total of \$10,677.60, as presented, with Commissioner Seigrist seconding the motion. The motion carried unanimously.

14. Crack Seal and Chip Seal Bid Award.

- Street Department Director Jesus Cardenas stated on March 4, 2021, bids were opened for the Crack Sealing and Chip & Seal Project. One bid was received from B & H Paving Inc. in the amount of \$245,941. Vice Mayor Martinez moved to accept the bid from B & H Paving in the amount of \$245,941 for the Crack Seal Program, with Commissioner Warren seconding the motion. The motion carried unanimously.

15. Economic Development Website Proposals.

- Economic Development Director Cindy Wallace stated she received several bids to redo or upgrade the Economic Development website. Staff is going to continue with New Boston and paid the hosting fee already. The other companies do a good job but prices were different. New Boston will offer more training to her and they will restructure and help update the website.

- IT Director Tim Lunceford described the differences of the different companies. Staff is familiar with New Boston.

- Director Wallace noted she has paid the hosting fee, and they have agreed to give her more training on the website. She noted she doesn't have a contract, just the hosting fee.

Commissioner Warren moved to approve the New Boston Creative Group for the proposal for the City of Liberal Economic Development website design and development with Commissioner Seigrist seconding the motion. The motion carried unanimously.

15. CITY STAFF.

- Public Grounds Director Brad Beer wanted to update the Commission on a couple of things. First, thank you to Kelly for the truck. There was a catastrophic failure at the fountain a week and a half ago. A waterline busted and filled the whole containment up. The electrical boxes were submerged so until it dries out we won't know the damage. It may become a gazebo. It will probably be expensive. Staff wants to get away from the pond at Light Park. It's a maintenance nightmare, a liability, and a mosquito hazard. They will bring something to you because they want to get rid of it. The water that fills it is from the pool. They'll put a six-inch pipe in the ground to drain it to the ditch. He is hoping to get some feedback from the public. The fountain has been there forever, but they've had electrical problems. Something we have to look at is whether we want to keep it as a fountain or do something different.
- The Commission thanked Mr. Beer for the heads up.
- The Spring Trees came in Friday morning and, by Saturday there were five left to pick up. They are now out of trees.

16. CITY MANAGER REPORT

- City Manager Burke stated he has a couple of consensus items. The first is is it okay to open up our City Buildings? The County is now open.
- Vice Mayor Harden confirmed all City rental facilities and City facilities will go back to normal operating procedures.
- Yes, everything will be opened completely on Monday.
- The mask mandate also expires Monday. The transition will be made on Monday.
- The next consensus item is on the Purchasing Policy. He wants to raise the spending limits to \$2,000 for Department Heads and \$10,000 for the City Manager and for emergency purchases. Prices are getting ridiculous. This will cut down on paperwork and delays on paying for items.
- The Commission suggested Staff change the policy and bring it to the next Commission meeting.
- City Manager Burke gave an update from the Traffic Safety Committee regarding the construction on the Overpass, 8th Street, and John Jacobsen Drive. The Railroad will close the intersection at 8th Street and Highway 54 to work on the railroad crossing on April 30th and Staff is trying to prepare for that closure.
- City Manager Burke reported Matt Quint told him Walmart donated 50+ pairs of youth baseball shoes to the Rec.
- The intersection at 3rd & Lincoln will be completely rebuilt. Drainage was figured out and the Street Department is doing a good job there.
- The City is following CDC guidelines regarding international travel right now. If someone goes to a country with a high Covid Threat, we will follow CDC guidelines on quarantine time. As of right now, the guidelines are: After you travel, the person can get tested 3-5 days after travel AND stay home to self-quarantine for 7 days after travel. If they do not get tested, they will need to self-quarantine for 10 days. That information was given to Staff so that time is vacation time. If a City employee does not follow the guidelines or tries to hide their travel, it will come out and that will be the last time as they will no longer work for the City.
- City Manager Burke thanked all Staff; everyone is doing a great job.
- Finance Director Chris Ford noted the sewer evaluation has officially ended.

17. Items from Citizens.

Mayor Harden read the rules of the Commission and requested members of the audience approach the podium to address the Commission.

Cheryl Collins thanked the Commission on behalf of Seward County Broadcasting. Thank you for considering the Rec Center for the Home Show. Obviously, Activity Center is a better option. She thanked the Commission for giving her the consideration and time to speak. She appreciates the support. The Activity Center is open so the Home Show will be there on April 24 & 25. Thank you for the consideration. The Rec Center is a wonderful facility that is getting so much use. It is awesome to see it busy.

- City Manager Burke stated the key is that we want to maintain the building as a Rec Center, but as an emergency arises, we can entertain different ideas.
- The Commission thanked Ms. Collins.

18. Items from Groups.

Mayor Harden read the rules of the Commission and requested members of the audience approach the podium to address the Commission. *No items were presented.*

19. ITEMS FROM COMMISSIONERS.

Commissioner Seigrist thanked Junior Elite Softball Association for the \$28,500 donation; that's wonderful. She wants to rethank the previous donors who gave to the Robotics Program. The total they gave was \$19,902.60 for that program which is a very worthwhile program. She congratulated Matt Quint for his award from the Liberal Chamber of Commerce for being the March friendliest employee. It was well deserved and he is friendly every month.

Commissioner Linenbroker thanked the donors for their donations. Since it's warming up, citizens can take advantage of what the city is doing. Brad is doing a wonderful job keeping the parks going. Fire safety is great. Our city does an immense amount of stuff for the people of Liberal and the people that come to Liberal. Let's take advantage of it this year. Hopefully Covid is over and we can actually get out and have some events.

Commissioner Warren thanked Staff for getting through the cold the last few weeks. Thanks to Chuy and the Street Department.

Vice Mayor Martinez thanked the concrete crew for what they are doing around town; it looks good. One thing was brought to him from a citizen; we need a second overpass in Liberal at Pershing. A long time ago that was brought up to angle from Pershing to Rock Island which was Trail Street back then.

- City Manager Burke stated we would need a big donation to pay for that.

Vice Mayor Martinez stated Shannon Francis said we could probably get quite a bit of money from KDOT since one highway does come out from it. We don't know about 83 since it's no longer business 83 for it. The huge trains are not going away. They're fixing the east end and the west end will be a problem in the future.

- Commissioner Warren stated they made the comment that we will see several 4-mile-long trains.

Vice Mayor Martinez it would be that long. They will be 17,000 feet and Liberal is only 8,600 feet long. The railroad is adding on 15,000 feet to the east end. That's not fixing the west end and there's not much room to.

- Additional conversation was held regarding the trains, having to purchase homes to make space, the work starting on 2nd Street and possibly Pershing.

Vice Mayor Martinez said back then they said they didn't want to kill downtown but there's not much there. Maybe an underpass but then there's flooding issues. This was talked about a long time ago.

Mayor Harden reiterated they always greatly appreciate as the City of Liberal, as an organization, and as a community, all of the generous organizations and individuals that make so many donations to the city.

Over the last three years as serving as a Commissioner there's been a multitude of them and they all make a very significant difference. To everyone who ever donates to the City of Liberal thank you so much for the generous donations. To everyone thank you so much. The sewer evaluation is over so you can water your yard. Thanks to Cheryl and the KSCB Home Show is April 24 & 25 at the Activity Center. With everything opening up from being closed because of Covid, it will be awesome to have community events. On Monday, the mask mandate from the City of Liberal will expire and all facilities will be open for public access and use and rentals.

20. VOUCHERS

\$1,528,616.44, dated March 9, 2021.

Commissioner Warren moved to approve the vouchers, as presented, with Commissioner Seigrist seconding the motion. The motion carried unanimously.

The meeting was adjourned by Mayor Harden.

Taylor Harden, Mayor

ATTEST:

Alicia Hidalgo, CMC, City Clerk

AIRPORT LEASE

THIS AGREEMENT, entered into 1st day of January, 2021, by and between the City of Liberal (Lessor") and **City Parks Department, 720 Armory Road, P.O. Box 2199, Liberal, KS 67905-2199 (620-626-0132 ("Lessee")**.

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

Lots 10 and 11, Block 19' (46,632 sf)

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows:

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One Year** beginning on **January 1, 2021**. There is no option to renew this Agreement, and any hold over will be considered a month-to-month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee's agrees to pay Lessor a total of **\$2,042.48 per year**. Rental payments are due on the tenth day of each month, and will be considered late after the eleventh day of each month, incurring a late charge beginning on the eleventh day of each month amounting to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:

a. The terms and conditions under which Lessor holds possession of the airport and airport properties and the terms and conditions contained in the Quitclaim Deed by which the Lessor acquired title to the airport;

b. Rules and regulations of the Federal Aviation Administration;

Lessee Initials **B6**

AIRPORT LEASE

THIS AGREEMENT, entered into this 1st day of January, 2021, by and between the City of Liberal ("Lessor") and **Guy's Food Warehouse, c/o Mrs. Ralph Dechant, 1410 Murray Court, Wichita, KS 67212 (316) 729-7719** ("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

Part of Lots 5 and 6, Block 11

**Lot 5 = 150' x 50' = 7,500 square feet Lot 6 = 150' x 50' = 7,500 square feet
Total = 15,000 square feet**

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows:

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) year** beginning on **January 1, 2021**. There is no option to renew this Agreement, and any hold over will be considered a month to month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee agrees to pay Lessor **\$766.50 per year in advance**. Rental payments are due on the tenth day of each month, and will be considered late after the eleventh day of each month, incurring a late charge beginning on the eleventh day of each month amounting to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:

a. The terms and conditions under which Lessor holds possession of the airport and airport properties and the terms and conditions contained in the Quitclaim Deed by which the Lessor acquired title to the airport;

Lessee Initials _____

AIRPORT LEASE

THIS AGREEMENT, entered into this 1st day of April, 2021, by and between the City of Liberal ("Lessor") and **James Mongold**, 1226 North Calhoun, Liberal, KS 67901, 624-6831 (home) or 482-0839 (mobile), ("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

North 35' of Lot 14, and Part of Lot 15, Block 25 (8,100 square feet)
Lot 14 = 35' x 90' = 3,150 sq. ft. Lot 15 = 55' x 90' = 4,950 sq. ft.

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows:

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) Year** beginning on **April 1, 2021**. There is no option to renew this Agreement, and any hold over will be considered a month-to-month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee agrees to pay Lessor **\$354.78 per year in advance or \$29.57 per month**. Rental payments are due on the tenth day of each month, and will be considered late after the eleventh day of each month, incurring a late charge beginning on the eleventh day of each month amounting to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:

a. The terms and conditions under which Lessor holds possession of the airport and airport properties and the terms and conditions contained in the Quitclaim Deed by which the Lessor acquired title to the airport;

Lessee Initials JM

AIRPORT LEASE

THIS AGREEMENT, entered into this 1st day of April, 2021, by and between the City of Liberal ("Lessor") and **James Mongold**, 1226 North Calhoun, Liberal, KS 67901, 624-6831 (home) or 482-0839 (mobile), ("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

**Part of Lot 14, Block 24
75' x 90' = 6,750 square feet**

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows:

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) Year** beginning on **April 1, 2021**. There is no option to renew this Agreement, and any hold over will be considered a month-to-month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee agrees to pay Lessor **\$295.65 per year in advance or \$24.64 per month**. Rental payments are due on the tenth day of each month, and will be considered late after the eleventh day of each month, incurring a late charge beginning on the eleventh day of each month amounting to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:

a. The terms and conditions under which Lessor holds possession of the airport and airport properties and the terms and conditions contained in the Quitclaim Deed by which the Lessor acquired title to the airport;

Lessee Initials JM

AIRPORT LEASE

THIS AGREEMENT, entered into this 1st day of January, 2021, by and between the City of Liberal ("Lessor") and Seward County Activity Center, 515 North Washington, Liberal, KS 67901, 624-3743 ("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

All of Block 16, Airport Industrial Park Addition to the City of Liberal, Kansas, except that part deeded to Seward County, Kansas, as follows:

Beginning at a point which is 2,855.2 feet N of and 1,875.6 feet W of the SE corner of said Section 31, and assuming the E line of said Section to bear N 0 degrees 07'29"W; thence N 0 degrees 00' E a distance of 440 feet; thence N 90 degrees 00' E a distance of 467.85 feet; thence SW along a curve to the right which has a radius of 570.0 feet, an arc distance of 206.47 feet; thence S 30 degrees 00' W a distance of 84.97 feet; thence SW along a curve to the left which has a radius of 630.0 feet, an arc distance of 186.64 feet; thence N 90 degrees 00' W a distance of 288.21 feet to the point of beginning. The above tract contains 4.75 acres, more or less or 206,910 square feet.

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows:

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) Year** beginning on **January 1, 2021**. There is no option to renew this Agreement, and any hold over will be considered a month to month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee agrees to pay Lessor **\$3,020.89 per year** for the initial term of this lease within thirty days of execution. In the event this lease is extended as a month to month lease as provided for in paragraph 2, Lessee agrees to pay \$251.74 per month on or before the 10th day of the month. Payments made after the eleventh day of each month shall incur a late charge beginning on the eleventh day of each month amount in to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply

AIRPORT LEASE

THIS AGREEMENT, entered into this 1st day of April, 2021, by and between the City of Liberal ("Lessor") and the **Seward County Sheriff's Office**, 501 North Washington, Liberal, KS 67901, 309-2015 ("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

Lot 7, Block 10
130' x 212' = 27,560 square feet

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows:

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) Year** beginning on **April 1, 2021**. There is no option to renew this Agreement, and any hold over will be considered a month to month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way. The parties acknowledge payment from the Lessee to Lessor in full on May 15, 2019.

3. Rental. Lessee agrees to pay Lessor **\$1,207.13 per year** for the initial term of this lease within thirty days of execution. In the event this lease is extended as a month to month lease as provided for in paragraph 2, Lessee agrees to pay \$100.59 per month on or before the 10th day of the month. Payments made after the eleventh day of each month shall incur a late charge beginning on the eleventh day of each month amount in to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:

a. The terms and conditions under which Lessor holds possession of the airport and

Lessee Initials AL

Gilmore & Bell, P.C.
03/12/2021**RESOLUTION NO. 2350****A RESOLUTION OF THE CITY OF LIBERAL, KANSAS, AUTHORIZING CERTAIN PUBLIC IMPROVEMENTS AND PROVIDING FOR THE PAYMENT OF THE COSTS THEREOF.**

WHEREAS, K.S.A. 13-1024a, as amended by Charter Ordinance No. 37 (the "Act") of the City of Liberal, Kansas (the "City"), provides that for the purpose of paying for any bridge, viaduct, street, transportation, sidewalk, path, or pedestrian way improvement, airport, public building, facility, or structure, parking improvement, or other public infrastructure, utility or works, including any appurtenances related thereto and the land necessary therefor, for lands and improvements for public parks and recreation facilities, including golf courses, stadiums and community centers, and developing and making improvements to the same, within or without the City, for the establishment, development and construction of crematories, desiccating or reduction works, including any appurtenances related thereto and the land necessary therefor, within or without the City, or for the improvement, repair or extension of any waterworks, sanitary sewer facilities, sewage treatment or disposal plant, sewerage system, storm water improvement, electric light plant, telecommunications, crematory, desiccating or reduction works or other public utility plant or works owned by the City, and for the purpose of rebuilding, adding to or extending to the same or acquiring land necessary therefor from time to time, as the necessities of the City may require, or for the acquisition of equipment, vehicles and other personal property to be used in relation to any of the improvements authorized herein, the City may borrow money and issue its general obligation bonds for the same; and

WHEREAS, the City may issue such general obligation bonds when authorized to do so by the adoption of a resolution by the City Commission (the "Governing Body") describing the purpose to be provided for and the amount of general obligation bonds to be issued, such bonds to be issued, sold, delivered and retired in accordance with the provisions of the general bond law; and

WHEREAS, the Governing Body desires to authorize the issuance of general obligation bonds of the City to finance all or a portion of the public improvements set forth below.

THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LIBERAL, KANSAS:

Section 1. Public Improvements; Bond Authorization. The Governing Body hereby authorizes the following public improvements (collectively the "Project"):

<u>Description</u>	<u>Estimated Costs</u>
Rec Center Parking Lot	\$ 240,240
Baseball Fields drainage and maintenance building	655,853
Park at Pershing and Pine parking and grading	<u>231,363</u>
Total	<u>\$1,127,456</u>

The costs of the Project, interest on interim financing and associated financing costs, shall be payable from the proceeds of general obligation bonds of the City issued under authority of the Act (the "Bonds").

Section 2. Reimbursement. The Bonds may be issued to reimburse expenditures made on or after the date which is 60 days before this date, pursuant to Treasury Regulation § 1.150-2.

Section 3. Effective Date. This Resolution shall take effect and be in full force from and after its adoption by the Governing Body.

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ADOPTED by the City Commission on March 23, 2021.

(SEAL)

Taylor Harden, Mayor

ATTEST:

Alicia Hidalgo, City Clerk

Gilmore & Bell, P.C.
03/12/2021

RESOLUTION NO. 2351

A RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION BONDS, SERIES 2021-A, AND GENERAL OBLIGATION BONDS, SERIES 2021-B, OF THE CITY OF LIBERAL, KANSAS.

WHEREAS, the City of Liberal, Kansas (the “Issuer”), has previously authorized certain improvements described as follows (collectively the “Improvements”):

<u>Project Description</u>	<u>Res. No.</u>	<u>Authority (K.S.A.)</u>	<u>Amount</u>
Public Water Supply System Improvements	2341	65-163d <i>et seq.</i>	\$4,040,000
Rec Center Parking Lot, Baseball Fields drainage and maintenance building, and Park at Pershing and Pine parking and grading	2350	13-1024a/Charter 37	<u>1,127,456</u>
Total:			\$5,167,456

WHEREAS, the Issuer desires to issue its general obligation bonds in order to permanently finance the costs of such Improvements, associated financing costs, and to retire the following loan agreement of the Issuer, which were issued to temporarily finance a portion of the costs of the Improvements (the “Loan”):

<u>Loan Description</u>	<u>Loan Number</u>	<u>Dated Date</u>	<u>Maturity Date</u>	<u>Final Loan Amount</u>	<u>Outstanding Amount</u>	<u>Prepayment Amount</u> ¹
KDHE – KPWSLF	2909	01/05/17	02/01/39	\$4,040,000.00	\$3,698,044.45	\$3,698,044.45

¹ Plus interest to prepayment date and associated fees

WHEREAS, the Issuer proposes to issue its general obligation bonds to pay the costs of the Improvements and to repay the Loan; and

WHEREAS, the City Commission of the Issuer (the “Governing Body”) has selected the firm of Ranson Financial Group LLC, Wichita, Kansas (the “Municipal Advisor”), as municipal advisor for one or more series of general obligation bonds of the Issuer to be issued in order to provide funds to permanently finance the Improvements and prepay the Loan; and

WHEREAS, the Issuer desires to authorize the Municipal Advisor to proceed with the offering for sale of said general obligation bonds and related activities; and

WHEREAS, one of the duties and responsibilities of the Issuer is to prepare and distribute a preliminary official statement relating to said general obligation bonds; and

WHEREAS, the Issuer desires to authorize the Municipal Advisor and Gilmore & Bell, P.C., Wichita, Kansas, the Issuer’s bond counsel (“Bond Counsel”), in conjunction with the Finance Director, to proceed with the preparation and distribution of a preliminary official statement, a request for proposals, and notice of bond sale, as may be necessary, and to authorize the distribution thereof and all other preliminary action necessary to sell said general obligation bonds.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LIBERAL, KANSAS, AS FOLLOWS:

Section 1. There is hereby authorized to be offered for sale the Issuer's General Obligation Bonds, Series 2021-A, and General Obligation Bonds, Series 2021-B (collectively the "Bonds") in accordance with the presentation made by the Municipal Advisor this date. The Municipal Advisor and Bond Counsel are hereby authorized to prepare one or more notices of bond sale relating to the Bonds (collectively the "Notice of Bond Sale"). All proposals for the purchase of each series of the Bonds shall be delivered to the Governing Body at its meeting to be held on the sale date referenced in the Notice of Bond Sale, at which meeting the Governing Body shall review such bids and separately award the sale of the Bonds or reject all proposals

Section 2. The Mayor and Finance Director in conjunction with the Municipal Advisor and Bond Counsel are hereby authorized to cause to be prepared a Preliminary Official Statement relating to the Bonds (the "Preliminary Official Statement"), and such officials and other representatives of the Issuer are hereby authorized to use such document in connection with the sale of the Bonds.

Section 3. The Clerk, in conjunction with Bond Counsel, is hereby authorized and directed to give notice of said bond sale by publishing a summary of the Notice of Bond Sale not less than 6 days before the date of the bond sale in a newspaper of general circulation in Seward County, Kansas, and the ***Kansas Register*** and by distributing copies of the Notice of Bond Sale and Preliminary Official Statement to prospective purchasers of the Bonds. Proposals for the purchase of the Bonds shall be submitted upon the terms and conditions set forth in the Notice of Bond Sale, and awarded or rejected in the manner set forth in the Notice of Bond Sale.

Section 4. For the purpose of enabling the purchaser of the Bonds (the "Purchaser") to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"), the Mayor and Finance Director are hereby authorized: (a) to approve the form of the Preliminary Official Statement and to execute the "Certificate Deeming Preliminary Official Statement Final" in substantially the form attached hereto as ***Exhibit A*** as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the Issuer's approval thereof; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to the Municipal Securities Rulemaking Board; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirement of the Rule.

Section 5. The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of the Rule and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 6. The Mayor, City Manager, Clerk, Finance Director and the other officers and representatives of the Issuer, the Municipal Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to: (a) carry out the sale of the Bonds; and (b) make provision for prepayment of the Loans from proceeds of the Bonds and provide for notice of prepayment thereof, if necessary.

The transactions described in this Resolution may be conducted, and documents related to the Bonds may be sent, received, executed, and stored, by electronic means or transmissions. Copies, telecopies, electronic files and other reproductions of original executed documents (or documents executed

by electronic means or transmissions) shall be deemed to be authentic and valid counterparts of such documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

Section 7. This Resolution shall be in full force and effect from and after its adoption by the Governing Body.

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ADOPTED by the City Commission on March 23, 2021.

(SEAL)

Taylor Harden, Mayor

ATTEST:

Alicia Hidalgo, City Clerk

EXHIBIT A

**CERTIFICATE DEEMING
PRELIMINARY OFFICIAL STATEMENT FINAL**

_____, 2021

Re: City of Liberal, Kansas, General Obligation Bonds, Series 2021-A, and General Obligation Bonds, Series 2021-B

The undersigned are the duly acting Mayor and Finance Director of the City of Liberal, Kansas (the "Issuer"), and are authorized to deliver this Certificate to the purchaser (the "Purchaser") of the above-referenced bonds (the "Bonds") on behalf of the Issuer. The Issuer has previously caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the "Preliminary Official Statement") relating to the Bonds.

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the "Rule"), the Issuer hereby deems the information regarding the Issuer contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Bonds depending on such matters.

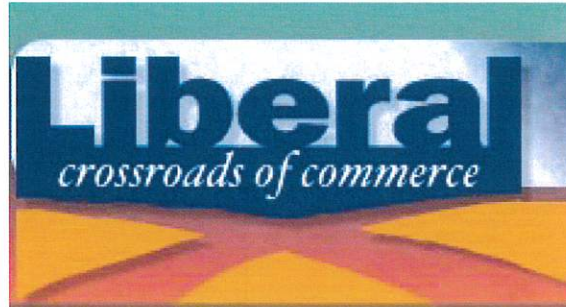
CITY OF LIBERAL, KANSAS

By: _____
Title: Mayor

By: _____
Title: Finance Director

INSURANCE REVIEW

Prepared for:



Presented by:



Al Shank Insurance
Al Shank, CPCU, AAI
P.O. Box 2559, Liberal
(620) 624-2559
Revised 3/11/2021

This presentation is designed to give you an overview of the insurance coverages we provide for the City of Liberal. It is meant only as a general understanding of your insurance coverages and should not be construed as a legal interpretation of the insurance policies that are provided for you. Please refer to your specific insurance contracts for details on coverages, conditions, and exclusions.

PROPERTY

Blanket Buildings & Blanket Business Personal Property \$ 62,557,057
Replacement Cost Basis, Special Form, Agreed Value

Designated Airport Buildings \$ 1,789,596
Actual Cash Value Basis, Special Form, Agreed Value

Extra Expense \$ 500,000

Deductibles are \$2,500 for all claims except wind & hail which has a \$25,000 deductible per claim** and 10% deductible on earthquake.

INLAND MARINE \$ 6,666,326

Values include - Police video equipment, contractors' equip., computer hardware & software, fine arts, signs, and miscellaneous property.

Actual Cash Value - Deductibles range from \$100 to \$1,000
Electronic Data Processing – Replacement Cost & \$1,000 Deductible

CYBER LIABILITY (BCS Insurance Company)

Privacy Liability (Including Employee Privacy)	\$1,000,000
Privacy Regulatory	\$1,000,000
Security Breach Response Coverage	\$1,000,000
Security Liability	\$1,000,000
Multimedia Liability	\$1,000,000
Cyber Extortion	\$1,000,000
Deductible	\$ 10,000

GENERAL LIABILITY

General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Medical Expense	\$ 10,000
Fire Damage	\$ 500,000

LAW ENFORCEMENT LIABILITY

Per Occurrence	\$1,000,000
Annual Aggregate	\$2,000,000
Medical Expense (Any One Person)	\$ 5,000
Deductible	\$ 5,000

AUTOS (225 Insured Items)

Combined Single Limit - Bodily Injury & Property Damage	\$1,000,000
Uninsured/Underinsured Motorist	\$ 100,000
Hired & Non-Owned Auto Liability	\$1,000,000
Medical Payments	\$ 5,000

Physical damage deductibles range from \$250 on specified perils to \$500 on comprehensive and \$1,000 on collision. The exception is vehicles valued over \$100,000. Their deductible is \$3,000.

CRIME & FIDELITY

Inside or Outside the Premises (Money/Securities)	\$ 50,000
Computer & Funds Transfer Fraud	\$ 50,000
Forgery or Alteration	\$ 500,000
Fidelity-Blanket on all Employees	\$ 500,000

WORKERS COMPENSATION

Employers Liability	\$1,000,000
EL- Disease Policy Limit	\$1,000,000
EL- Disease Each Employee	\$1,000,000
Experience Modification 2021	1.21
Deductible \$2,000	
Previous Experience Modification Factors:	

2016-1.05
2017-1.03
2018-1.14
2019-1.32
2020-1.25

AIRPORT LIABILITY W/TERRORISM

Premises Limit	(ACE Insurance)	\$5,000,000
Products Limit		\$5,000,000
Fire Damage (Any one fire)		\$ 100,000
Medical Payments		\$ 10,000

**LINEBACKER-PUBLIC OFFICIALS &
EMPLOYMENT PRACTICES LIABILITY**

Per Occurrence	\$1,000,000
Aggregate	\$2,000,000
Deductible – per loss	\$ 10,000
Retro Date	1-1-89

EMPLOYEE BENEFITS LIABILITY

Per Occurrence	\$1,000,000
Aggregate	\$2,000,000
Deductible – per loss	\$ 1,000
Retro Date	1-1-94

LIQUOR LIABILITY – GOLF COURSE

General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000

CITY OF LIBERAL
PREMIUM SUMMARY

Current Premium	\$ 730,626
TOTAL Proposed 2021-2022	\$ 733,419

Renewal Notes:

- 1. In the past 15 years, the City has received \$1,047,851 in EMC dividends and while dividends are not guaranteed you have received one every year for the past 15. In the past 5 years the annual dividend average has been \$98,827.**
- 2. This is the second year in a row that the City's worker's compensation experience modification factor has dropped. That is a very good trend.**
- 3. The 5 year loss ratio is 38.7% which is very good. The exceptions this past year were worker's compensation which was only up a few points and automobile which was up significantly with a 153.5% ratio and total losses of \$157,485. So for every \$1 of auto premium you paid EMC last year they paid back \$1.53 in claims. It does not appear to be one big claim that had an impact but several smaller ones. This is a trend to watch and correct.**
- 4. You may remember that last year the Commission reviewed and renewed the travel accident policy that the City has carried for a number of years. It is \$350/year. I would ask that you consider renewal of this policy too.**

Revised 3/11/2021

RESOLUTION NO. 2352

A RESOLUTION AMENDING ARTICLE 1, SECTION C-104 OF EXHIBIT C - FEE
STRUCTURE OF THE CODE OF THE CITY OF LIBERAL, KANSAS.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LIBERAL,
KANSAS:

Section 1. The Code of the City of Liberal, Kansas sets forth that fees may be changed annually in the City's budget resolution or more often if the governing body desires to do so.

Section 2. The City of Liberal proposes to amend Article 1, Section C-104, Item 5. City of Liberal Trash Bags from \$9.00 per roll of 50 bags to \$14.00 per roll of 50 bags.

Section 3. The City of Liberal fees are incorporated in the Code of the City of Liberal, Kansas as set forth in Exhibit C.

Section 4. That this Resolution shall be effective upon the passage and adoption by the Governing Body of the City of Liberal, Kansas, and remain effective until a superseding Resolution is passed by the Governing Body of the City of Liberal, Kansas.

Adopted this 23rd day of March, 2021.

Taylor Harden, Mayor

ATTEST:

Alicia Hidalgo, City Clerk

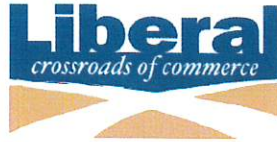
EXHIBIT C - FEE SCHEDULE

- Article 1. Administration
- Article 2. Animal Control and Regulation
- Article 3. Beverages
- Article 4. Buildings and Construction
- Article 5. Business Regulations
- Article 6. Building and Structure Codes
- Article 7. Fire
- Article 8. Health and Welfare
- Article 9. Municipal Court
- Article 10. Police
- Article 11. Public Offenses
- Article 12. Public Property
- Article 13. Streets and Sidewalks
- Article 14. Traffic
- Article 15. Utilities
- Article 16. Zoning and Planning
- Article 17. Boards and Commissions

Fees may be changed annually in the City's budget resolution or more often if the governing body desires to do so. If not changed, they will remain the same as the previous year.

ARTICLE 1. ADMINISTRATION

- C-101. **LICENSE FEES.** The governing body shall determine, by resolution, all license fees, permit fees and other user related fees or charges established by the laws of the city. All fees and charges shall be in such amounts as will adequately reimburse the city for the services rendered by it in connection therewith. Fees may be changed annually in the budget resolution.
- C-102. **REPLACEMENT FEE.** Any lost or destroyed license or permit shall be subject to a \$25 replacement fee.
- C-103. **PUBLIC RECORDS.** The fees for public records as required by section 1-807 are as listed below:
- 1. Record search/record inspection \$ 10.00 per hour per employee
 - 2. Department Publications/Reports As determined per individual report
- C-104 **MISCELLANEOUS CITY-WIDE FEES.** The fees for services listed below are:
- 1. Photocopy Charge \$ 0.50 each
 - 2. Facsimile Receive Charge \$ 0.50 each
 - Facsimile Send Charges \$ 1.00 first page, \$0.25 thereafter
 - 3. City Commission Agenda Packets \$ 5.00 each
 - 4. City of Liberal License Tags \$ 5.00 each
 - 5. City of Liberal Trash Bags ~~\$ 9.00~~ 14.00 per roll of 50 bags
 - 6. Reserve a Truck Program \$ 45.00 per reservation



**CITY OF LIBERAL
CITY COMMISSION MEETING
March 23, 2021
AGENDA ITEM # 9a&b**

To: Mayor Taylor Harden
Vice Mayor Tony Martinez
Commissioner Chris Linenbroker
Commissioner Connie Seigrist
Commissioner Ron Warren

Date: March 11, 2021

From: Karen LaFreniere, Grant Director

SUBJECT: CDBG-CV Grant Close-out

Publication was made March 14, 2021 in the High Plains Daily Leader & Times newspaper requesting public input regarding Grant No. 20-CV-038, which was for working capital for existing businesses that meet Low to Moderate Income (LMI) requirements and have been affected by Covid-19. Nine LMI business were granted funds for that were used for rent, utilities, inventory and other qualified expenses because of Covid-19 closures or income shortfalls due to Covid-19. Grant funds were to given to retain up to 80 jobs total with 55 being LMI. Businesses were able to retain 38 jobs, 37 of which were LMI. Several sole proprietorships qualified for funding. This grant was funded in full from the Kansas Department of Commerce, Small Cities Community Development Block Grant (CDBG) funds. Oral and written comments will be documented in the Public Participation Plan.

- a. Public Hearing for grant close-out;
- b. Authorize Mayor and Grant Director to execute necessary close-out documents.

CITY OF LIBERAL, KANSAS

PURCHASING & CONTRACTING MANUAL

REVISED BY CITY MANAGER March 17, 2021.

Calvin Burke

INDEX

1. AUTHORITY
2. DEFINITIONS
3. GENERAL PURCHASING PROCEDURES
4. PURCHASING VALUES AND REQUIREMENTS
5. SPECIFICATIONS
6. BIDS AND CONTRACTS
7. PROFESSIONAL SERVICE CONTRACTS
8. DESIGN- BUILD CONTRACTS
9. AMENDMENT OF CONTRACT DOCUMENTS
10. PRICE AGREEMENTS
11. RECEIVING, INSPECTION, AND ACCEPTANCE OF MERCHANDISE
12. PURCHASING CARD (CREDIT CARD)
13. INVENTORY
14. FIXED ASSETS
15. VEHICLE REGISTRATION
16. SURPLUS EQUIPMENT
17. DIVERSION EXPENDITURES:
18. LAW ENFORCEMENT SEIZURE ACCOUNT

APPROVED BY CITY MANAGER February 14, 2019

Calvin Burke

REVISED BY CITY MANAGER March 17, 2021.

Calvin Burke

1. AUTHORITY

The City of Liberal purchasing and contracting policies are based upon State Statutes, City Ordinances, and Administrative Regulations adopted by the City Commission. These policies serve as the regulations and procedures that are employed in daily operations of the City.

Objectives:

- To secure the greatest value for dollar spent (economy in quality).
- To obtain lower prices through bid competitions and group purchasing.
- To improve budgetary control.
- To standardize specifications, where practical.
- To purchase for the City of Liberal in accordance with the City's Ordinances and in accordance with the Statutes of the State of Kansas.
- Strive to interest all vendors and contractors in competing.
- Treat all vendors and contractors fairly.
- Consider cooperative purchasing with other local governments or with the State of Kansas.
- Conduct ourselves with honesty and truth and demand the same from vendors.

Conflict of Interest:

No City officials or employee shall accept any valuable gift (caps, coffee mugs, pens, pencils, note pads, etc., and items under \$100.00 in value are excluded) whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall any such official or employee:

- Accept any gift, favor, or thing of value that may tend to influence him in the discharge of his duties
- Grant in the discharge of his duties any improper favor, service, or item of value.
- For non-conflicting gifts in excess of \$100 value a Gift, Entertainment and Disclosure Form must be completed and submitted to the Finance Department.

Contracts:

Except as provided in this policy, the acting Mayor with a majority vote by the Commission, is the only individual authorized to contractually bind the City by the execution of a contract. Any official signature shall be attested by the City Clerk.

Used Equipment:

The City does not generally purchase used equipment. However, if it can be demonstrated that it is advantageous to do so, used equipment may be purchased from an established and reliable vendor of the type of equipment to be purchased. Normal bidding procedures should be considered for this type of purchase.

*Exception: Purchases through auctions or Federal or State Surplus.

2. DEFINITIONS:

Bids – refer to the quotation or proposal from a vendor for the commodity or service required. Sealed bids are those to be received at a specific time and place for opening. Informal bids may be received orally or in writing and will be a firm price quotation.

Bonds – Bonds used in the purchasing and contracting process are the Bid Bond, Contract and Maintenance Bond, and Statutory Bond.

Department – refers to any office, institution, department, division, board, commission, or agency of the City government except as specifically excluded by law.

Emergency Purchases – refers to only those made for commodities or services to meet unforeseen emergencies are time sensitive and that would otherwise cause a loss to the City.

Quotes – refers to bids taken by the Department, either orally or in writing with or without advertising, in lieu of the procedure followed in receiving sealed bids.

Price Agreement (Sub Orders) – refers to that procedure whereby contracts are awarded on the basis of bids for supplying an indefinite amount of commodity or commodities, service or services. Price agreements will contain either certain unit prices or a varying price scale, for stipulated periods of time, and such other terms as may be set forth in the agreement.

Public Works and Public Improvement Projects – refers to those contractual services and materials purchased for capital construction which is stationary and has a depreciation schedule of a relatively long period, such as, the construction or repair of buildings, streets, bridges, municipal enterprises, etc.

Purchasing Card (City Credit Card) – a credit card issued for official City business, including Bank and Store Cards.

Specifications – refers to an adequate description of the commodity or service required, including all data necessary to provide the bidder with the exact needs and desires of the using agency.

3. GENERAL PURCHASING PROCEDURES:

A. Authority:

The City Manager and each Department and/or Division Head have purchasing authority for the City of Liberal. Department and/or Division Heads are authorized to delegate purchasing authority within their department or division as needed for efficient operations. Department and/or Division Heads shall cooperate in joint purchasing plans through which the best interest of the City will be served. Department and/or Division Heads have the signature authority to commit or purchase up to \$2,000, unless the City Manager has established another dollar amount in the system. Commitments or purchases greater than \$2,000 but less than \$10,000 must receive Director of Finance and/or City Manager approval. Commitments or purchases of \$10,000 or more must receive approval from the City Commission, unless they are an ordinary or recurring non-capital maintenance item or expense.

B. Responsibility:

Department and/or Division Heads have responsibility for procurement of suitable materials, supplies, equipment, and services at the best possible prices for quality required. Each department and/or Division Head has the authority and responsibility to determine and prepare purchase requirements, specifications, conduct purchase transactions and process necessary operational purchases.

Department and/or Division Heads shall obtain and engage in as much competition as possible in the solicitation of bids, pricing and procurement.

The Finance Department may conduct periodic purchasing audits to determine if purchasing procedures are being properly followed. Such audits will check for unauthorized items being purchased, purchases being split up into small increments in order to bypass procedures for larger purchases, and to see how effectively Departments are making follow-up inquiries for delinquent deliveries, shortages, damaged, and/or incorrect materials, verify invoice prices and extensions are correct and the items were actually received and used by the Department, and whether adequate departmental control records are being kept. Departmental delegated purchasing authority will be revoked for an employee if abuse or irresponsible purchasing is discovered.

C. Purchases Excluded from Purchasing Procedure:

Any purchase which is a "sole source of supply" if approved by the City Manager's office may be exempt from procedural purchase requirements of the City. For the purpose of this manual, "sole source of supply" shall mean:

- Any supplier who is the only seller of goods or services available to the City.
- Specific equipment which is the standard item used by the City in multiple operations or locations when equipment from a different supplier would require additional expense to maintain a second set of repair parts.

- A seller whose product or service is necessary for the well-being of the City which, if purchased elsewhere, would be economically impractical. This exception shall not be applicable to the use of Federal Funds and is not intended to be a waiver of federal, state, or local laws prohibiting discrimination.
- Contracts for independent audits, special legal, special engineering and construction, special financing and administrative survey service.
- Utilities, advertising and like services.
- Items on Government Contract may be excluded from normal Procurement Policies. Must have a contract number cited on the requisition.

D. Emergency Purchases:

Emergency purchases which do not follow the normal purchasing policies for commodities or services to meet unforeseen emergencies that would otherwise cause a loss to the City require Department Head and City Manager approval.

E. Requisitions and Purchase Orders:

A requisition is used to record information about the purchase, such as the initiating department, the commodities being ordered and the accounting distribution to be pre-encumbered as a result of the request. A requisition is required to generate a purchase order.

A purchase order authorizes a vendor to supply goods or services to the City and provide an invoice for the Finance Department to pay the vendor.

F. City Credit Cards:

City Policy is that all commodities and services are preferred to be paid on open account or if necessary, with a City Credit Card, unless the vendor does not accept credit cards, then it will be paid by a City check.

G. Construction Projects:

The policy of the City of Liberal regarding construction of public improvements is developed under the authority of Charter Ordinance No. 9, which exempts the City from the provisions of K.S.A. 13-1017. Construction projects include: the construction or reconstruction of any street, highway, sidewalk, bridge, sewer main, water main, storm sewer, traffic signals, electric transmission or distribution line, or any other public improvement, other than emergency repairs thereto.

H. Taxes on Purchases:

The City of Liberal is exempt from all federal, state, and county taxes, with the exception of state tax on gasoline and room tax. For purchases of goods and services, a sales tax exemption form will be provided to the vendor by the Finance Department. For construction projects, a Project Sales Tax Exemption Certificate will be provided to the contractor; this form is obtained through the Director of Finance.

4. PURCHASING VALUE LEVELS AND REQUIREMENTS:

For the purchase of any budgeted or approved non-budgeted capital outlay, all City Departments shall adhere to the following procedures:

- The Department Head shall prepare written specifications for the item(s) to be purchased. These specifications shall be thorough in nature and provide the bidder with the necessary information in which to respond back to the City. Specifications shall include the name of the contact person and their phone number as well as the deadline to submit a bid quotation.
- A list of all potential local vendors shall be identified by the Department. Each local vendor shall receive a copy of the specifications.
- Upon receipt of the bids or quotations, the Department Head shall review bids or quotations and review with the City Manager, and/or the Finance Director and/or City Commission as identified in the Table Below. After obtaining the necessary approval, the Department Head shall have authorization to proceed with a requisition and/or purchase order or contract and notification of the bid award to the vendor with the lowest bid who meets the specification.

TABLE 1 PURCHASING & CONTRACTING VALUE LEVELS			
<i>Bid Process</i>	<i>Purchase Value</i>	<i>Approval of Purchase</i>	<i>Format of Purchase</i>
Verbal or written quotes	< \$2,000	Department Head	City Credit Card or Invoice
3 written quotes required	\$2,000 to \$10,000	Department Head & Director of Finance and/or City Manager	City Credit Card, Invoice or PO
Formal Bids	> \$10,000	City Commission	Contract or PO
*Must disclose on the requisition if only one (1) or two (2) quotes or bids were received.			

Purchases Under \$2,000:

Small dollar purchases are defined as a commodity or service under \$2,000. All purchases should be made competitively. Purchases under \$2,000 may be made by City Credit Card, or Invoice, if approved by the Department/Division Head in advance.

Purchases Between \$2,000 and \$10,000:

Competitive bids or written quotes on purchases between \$2,000 and \$10,000 will be obtained by the Department. Purchases between \$2,000 and \$10,000 may be made by City Credit Card or Requisition and Purchase Order, to be approved by the Department Head and Director of Finance and/or City Manager in advance.

Purchases Exceeding \$10,000:

All purchases in excess of \$10,000 shall require a contract or requisition and purchase order and shall utilize the formal bid process, to be approved by the City Commission, unless they are an ordinary or recurring non-capital maintenance item or expense.

5. SPECIFICATIONS:

Specifications are the responsibility of the Department Head or other qualified personnel. All specifications shall be definite, certain and allow competition. All technical content of specifications constitutes that information which describes the commodity, service or construction desired.

Modification or interpretation of specifications after their distribution must be by addendum only. These will be issued by the Department Head to every prospective bidder who receives a copy of the original specifications.

The Department Head shall prepare standard specifications. After preparation, these standard specifications shall apply alike in terms and effect to future purchases and contracts for the commodity or service described.

Specifications common to all bids are as follows:

- Any bid which stipulates that the work will be performed in a greater period of time than originally specified shall be deemed irregular.
- The successful bidder may be required to satisfy the City as to his experience, competence, integrity, required licensing, reliability and his resources.
- No bidder shall provide more than one (1) bid, unless it is for an option to the requested specifications.
- Bidders may be required to provide an acceptable bidding bond of five percent (5%) of the total bid as guarantee that he will file all bonds required and enter into the contract.
- In obtaining material or equipment which meets the requirements for performance and quality, the preparation of clear and complete specifications is essential.
- Specifications may be simple as a list of requirements or very complex, requiring detailed explanations, in writing.

- Specifications should be prepared in a manner which would effectively exclude any responsible bidder from offering a comparable product or service.
- Specify the brand and model number of the desired equipment, including the names and model numbers of two or more manufacturers, whenever possible.
- Identify the features and/or characteristics considered essential to the function or intended use of the product. Specifications should be edited for nonessential proprietary features of characteristics of the name brands which tend to effectively exclude competition in bidding.
- Minor deviations in size and operational characteristics from those set forth in the original specifications may be considered when such deviations do not adversely affect the intended use or function at the desired level of performance.

6. BIDS AND CONTRACTS:

Bidding documents should state whether or not the project is subject to sales tax. The City of Liberal is exempt from state and local sales tax. On non – exempt projects, the cost of applicable sales tax on material, equipment and supplies incorporated in the work shall be included in the contract prices for the work. The City Engineer will coordinate issuance of the project sales tax exemption certificate with the Director of Finance.

Projects involving state or federal aid or grants usually have additional contract and bidding requirements such as front – end documents (boilerplate), specifications and/or provisions, or certifications that are submitted with the proposal. The Department Head is responsible for getting those items to the City Engineer and the Director of Grants in a timely manner. The Director of Grants will assist the Department Head with necessary documentation for reporting to the grant authority.

The bidding process shall allow at least two weeks from when the documents are available to contractors to the bid opening. Bid openings for projects requiring City Commission approval shall be scheduled in advance of the City Commission meeting so that the bid tabulation and recommendation of award can be transmitted in the agenda packet. Additional time should be allowed for complex projects, if references must be checked or concurrence of the award is required by an outside agency.

Bidders do not have to be in attendance. Bid openings are open to the public; after checking and tabulation, the results may be distributed to the bidders or other interested parties. Bids received after the scheduled bid opening shall be returned unopened, NO EXCEPTIONS. No bidder may withdraw his bid for at least thirty days after the bid opening. The City reserves the right to reject any or all bids, to waive informalities, and to accept the bid deemed to be in the best interest of the City.

Modified bids are prohibited. The Department Head shall not permit any modifications of bids after the expiration of the time deadline. Any changes in bids such as type, quality, price or price items, guarantees, service terms, delivery, or any other changes of commodities or services is not

permitted except by negotiated bid. Whenever circumstances warrant and if authorized by the Governing Body, the City Manager may negotiate bids submitted. The low qualified bidder must be made part of all negotiations.

Projects under \$2,000:

For any construction estimated to cost less than \$2,000, an informal process may be used. The Department Head will obtain at least three quotes, which may be by telephone, email or in writing. Local contractors should be given the opportunity to respond. Publication of a Notice to Bidders in the newspaper is not required. Written specifications and/or plans shall be provided. In lieu of obtaining Governing Body acceptance and approval of such bids, the Department Head may submit the tabulation of bids/quotes to the City Manager and/or Director of Finance with a Requisition for approval and issuance of a Purchase Order, which takes the place of a written contract and is the authorization and is the authorization to proceed.

Projects between \$2,000 and \$10,000:

For any construction estimated to cost between \$1,000 and \$5,000, a shortened formal bidding process administered by either the Department Head, or City Engineer, will be followed. Written specifications and/or plans shall be provided. Sealed bids submitted at a public bid opening may be required. The bid opening may be held at City Hall. Bid security (5%) may be required. Local contractors should also be notified by direct mail. An Engineer's estimate is usually provided. The Department Head will submit a tabulation of bids to the Governing Body for approval.

Projects exceeding \$10,000:

For any construction estimated to cost over \$10,000, a formal bidding process administered by the City Engineer will be followed. Written specifications and/or plans shall be provided. Sealed bids submitted at a public bid opening are required. The bid opening will be held at the City Hall. Bid security shall be required on construction projects. A Notice to Bidders shall be published twice in the newspaper, at least a week apart. Local contractors should also be notified by direct mail. An Engineer's Estimate is required. The Department Head will submit a tabulation of bids to the Governing Body for approval.

On construction projects exceeding \$100,000 contracts shall be required to furnish surety bonds. For contracts under \$100,000 which do not require surety bonds, the City requires the Contractor to certify that subcontractors and suppliers are being paid in a timely manner.

AWARD OF BIDS:

In the event of a project/purchase exceeding \$10,000, the bid tabulation and recommendation of award shall be transmitted to the City Commission in the agenda packet. The recommendation for awarding a contract shall also request authorization for the Mayor and City Clerk to execute the contract when all required documents have been returned by the Contractor.

The Governing Body shall choose the bid to accept, while reserving the right to accept the bid deemed to be the best interest of the City; if there is any whose bid does not exceed the Engineer's Estimate, the Governing Body is encouraged to consider the following:

- A. In determining the bid "deemed to be in the best interest of the City", in addition to price, the Governing Body is recommended to consider the following:
- The ability, capacity, qualifications and skill of the bidder to perform the contract or provide the service required.
 - Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
 - The quality of performance of previous contracts of service by the bidder.
 - The previous and existing compliance of the bidder with the laws and ordinances relating to the contract or service.
 - The number and scope of conditions attached to the bid.
- B. For all public improvements not utilizing federal or state refunds, in determining the bid to accept, the Governing Body may also consider the domicile of a bidder. If there are bids from a bidder having a principal place of business in Seward County, Kansas (local bidder) and a bidder with a principal of business outside of Seward County, Kansas and the lowest bid is submitted by a bidder which is not a local bidder, the Governing Body, in its discretion, may award the bid to the local bidder, if the City Commission deems this to be in the best interest of the City.

In the event of accepting a local bidder who is not the low bidder, the City Commission is strongly encouraged to adhere to this policy in making its determination: if all other factors set forth above are substantially in conformity with those factors as applied to the low bidder and 1.) the project cost is \$250,000 or less, and the local bidder is not more than 1% greater than the low bid, or if the project cost is more than \$250,000, and the local bidder is not more than .5% greater than the low bid, and 2) the local bidder agrees in writing to meet the low bid within 48 hours (two business days) after receiving notification from the City then the Commission may choose the low bidder.

- C. If a responsible bidder proposes to enter into the contract at a price exceeding the Engineer's Estimate cost or if no responsible bidder submits a bid that is within two percent (2%) of the Engineer's Estimate, all bids shall be rejected and the same proceedings as before shall be repeated. In the event a responsible bidder submits a bid that is the lowest bid and the bid only exceeds the Engineer's Estimate by two percent (2%) or less of the total estimated cost of the project, the Governing body may, in its discretion, let the contract to such lowest responsible bidder, if the lowest responsible bidder agrees to reduce its bid to an amount equal to the Engineer's Estimate within 48 hours (two business days) of notice of the results of the bidding

procedure. In the event such a bidder does not choose to reduce its bid to meet the Engineer's Estimate, the Governing Body is strongly encouraged to reject all bids.

BONDS:

There are three types of Bonds used in the purchasing and contracting process: Bid Bond, Contract and Maintenance Bond, and Statutory Bond. These bonds must be issued by a bonding company authorized to do business in Kansas by the Kansas State Department of Insurance and approved by the Governing Body. Bonds must delete any reference to a notice period or claims period that is less than the five (5) year Statute of Limitations applicable under Kansas law. Said Bonds shall be furnished along with the other contract documents within fifteen (15) working days.

Bid Bond:

Bid Bonds are required to ensure that the vendor honors his bid and signs a contract. If Bid Bonds are required, but not included in the sealed bid, the bid is rejected and not read. When bid security is required, it may be by a Bid Bond, or by a certified or cashier's check. Bid security shall be in the amount of five percent (5%) of the total bid. Bid Bonds or certified or cashier's checks shall be kept and maintained by the Finance Department.

Contract and Maintenance Bond:

All construction projects, exceeding \$100,000 in value will require a Contract and Maintenance Bond in the amount of one hundred percent (100%) of the total bid. The maintenance period shall run for one year after the date of final acceptance of the project.

Statutory Bond:

K.S.A. 60-1111 requires in all contracts exceeding \$100,000 entered into by the City for the purpose of making public improvements, constructing or repairing any public building that the contractor provide a bond guaranteeing payment of all indebtedness incurred for labor furnished, materials, equipment or supplies used or consumed in connection with or in or about the construction, improvements or repairs. The bond is issued to the State of Kansas and filed with the Clerk of the District Court.

Certification of Payment

For contracts under \$100,000 which do not require Statutory Bonds, the Contractor is required to certify that subcontractors and suppliers are being paid in a timely manner. The *Certificate of Subcontractor and Supplier Payment* will be the certifying document.

7. PROFESSIONAL SERVICES CONTRACTS:

The City utilizes a Qualifications Based Selection (QBS) process for professional services (i.e. consulting, engineering, architectural, legal). Professional services are not subject to competitive bidding, but are determined based upon the qualifications of the individual or firm to provide the necessary services. For the purpose of selecting and retaining professional consultant services the

following process shall be followed (Projects involving state or federal aid or grants may be subject to procedures prescribed by that agency):

REQUEST FOR QUALIFICATIONS:

The City shall solicit professional services through a Request for Qualifications (RFQ) from at least five, generally no more than ten, professionals deemed qualified to provide the necessary services. The City may invite only pre – selected professionals to respond to the RFQ or it may publish an open notice to any and all interested professionals in such newspaper or newsletters as deemed appropriate to reach the maximum audience. All local qualified consultants shall be invited to respond. The City may also use a listing of pre – qualified professionals developed by a state agency, such as KDOT or KDHE.

The RFQ should include the following information to assist the consultants with their response:

- Project location.
- Scope of work (the more detail the better).
- Specific design standards or regulations that will be met.
- Desired bid letting date.
- Other time constraints.

The RFQ shall, at a minimum, request the following information in the form of a “letter of interest”:

- Name of the firm or individual.
- Description of the firm’s or individual’s background, capabilities and relevant experience.
- Names and numbers of personnel that would or could be assigned to the project, including their qualifications and relevant experience.
- Personnel and support services available to the project compared to the current workload at the firm.
- Evidence of the implementation of a functioning affirmative action program for the firm.

SELECTION PROCESS:

Following receipt of Letters of Interest, a selection committee will review and reduce (shortlist) the candidate field to a minimum of three. The selection committee shall be comprised of three to five members from the following group: Governing Body, City Manager, City Engineer, Public Works Director, Public Utilities Director, Community Development Director and the Department/Division Head who would be directly involved with the consultant.

The selection committee may conduct personal or telephone interviews. In the event one of the original selection committee members was not a member of the Governing Body, then a member of the Governing Body should be included. The final selection will be based upon the following criteria, as applicable:

- Capability of providing the services.
- Recent experience with comparable projects.
- Reputation for personal and professional competence, ethics, and integrity.
- Current workload.
- Capability to meet the schedules and/or deadlines.
- Professional background and caliber of key personnel.
- Capability and evidence of projects being completed on time and within budget.
- Quality of previous projects.
- If a branch office is to be used, capability of that office to complete the project and/or the availability of support from the main office to provide support approach and conceptual understanding of the proposed project individual or firm's experience on other City of Liberal projects references.

NEGOTIATION OF CONTRACT

After the selection committee has ranked the consultants, a recommendation shall be forwarded to the Governing Body to begin negotiations with the top ranked consultant. The top ranked consultant will be asked for a cost proposal. The proposal shall preferably be a detailed cost with a not to exceed limit based upon actual costs, however the proposal may also be on a percentage of construction cost. If the proposal is acceptable or can be negotiated to an acceptable amount, the proposal shall be recommended to the Governing Body for acceptance and award of a contract. If the proposal is unacceptable or cannot be negotiated to an acceptable level, negotiations will cease with that consultant and be

undertaken with the second ranked consultant. The professional services contract shall normally be a city standard format document. Non – standard format contracts may be used, but shall require review by the City Attorney.

ADMINISTRATION OF CONTRACT:

The City Engineer shall have administrative responsibilities over the professional services contract (processing, payments, etc.) and shall maintain the official City contract file. While the Department/Division Head is responsible for general oversight of the project, consultant payments will be initiated and/or approved by the Department/Division Head prior to forwarding the City Engineer for processing.

8. DESIGN BUILD CONTRACTS:

AUTHORITY:

The policy of the City of Liberal regarding construction of public improvements is developed under the authority of Charter Ordinance No. 9, which exempts the City from the provision of K.S.A. 13-1017. An as alternative to the standard design – bid – build procedure, the Governing Body may, in its discretion and if deemed in the best interest of the City, utilize the following design – build procedure and award a contract to a designer/contractor team.

REQUEST FOR QUALIFICATIONS:

The City shall solicit design-build services through a Request for Qualifications (RFQ) from a suitable number of design professionals and general contractors deemed qualified to provide the necessary services. The City may invite only pre-selected professionals to respond to the RFQ or it may publish an open notice to any and all interested professionals in such newspaper or newsletters as deemed appropriate to reach the maximum audience. The City may secure professional services to define the project needs or scope of work which may include facility size, performance needs, finish requirements, capacities, etc.

The RFQ should include the following information to assist the consultants with their response:

- Project location.
- Scope of work (the more detail the better).
- Specific design requirements and needs.
- Specific design standards, codes or regulations that will be met.
- Budget constraints.

- Time constraints.

The RFQ shall, at a minimum, request the following information in the form of a “Letter of Interest”:

- Name of the design- build team.
- Description of the design- build team’s background, capabilities and relevant experiences.
- Names and numbers of personnel that would or could be assigned to the project, including their qualifications and relevant experience.
- Personnel and support services available to the project compared to the current workload of the firm.

SELECTION PROCESS:

Following receipt of the Letters of Interest, a selection committee will review the letters of interest and reduce (shortlist) the candidate field to a minimum of three. The selection committee shall be comprised of three to five members from the following group: Governing Body, City Manager, City Engineer, Utilities Director, Community Development Director and the Department/Division Head who would be directly involved with the consultant.

The selection committee may conduct personal or telephone interviews. If the original committee did not have a member of the Governing Body then a member of the Governing Body should be included. The selection committee may use the professional services selection criteria to reduce the candidate field.

QUALITATIVE PROPOSALS

After the selection committee has completed the shortlist, a recommendation shall be forwarded to the Governing Body to begin the design and cost proposal (qualitative proposal) phase. The qualitative proposal requirements may be further refined from the RFQ information and may include preliminary design solutions, construction management plans, other qualitative issues, and a firm price proposal. The firm price proposal will be submitted in separate sealed envelopes. The selection committee will conduct interviews with the shortlist teams. The selection committee will rank the design-build teams based upon the interviews and the qualitative proposals. After the interviews have been completed and the ranking established, the firm price proposals are opened and read.

EXECUTION OF CONTRACTS:

The design-build contract shall be prepared by the team and presented to the City Attorney for review prior to submission to the Governing Body. The contract shall require Professional Liability

Insurance for the design phase and the normal bonding required for a public improvement project for the construction phase. The City Engineer will issue a Project Sales Tax Exemption Certificate at the appropriate time.

ADMINISTRATION OF CONTRACTS:

The City Engineer shall have administrative responsibilities over all construction contracts (processing contractor payments, etc.) and shall maintain the official City contract files. When the Department Head is responsible for construction oversight, contractor payments will be initiated and/or approved by the Department Head prior to forwarding to the City Engineer for processing.

Change orders to contracts may be authorized by the City Engineer in those cases when sufficient project funding is available.

9. AMENDMENT OF CONTRACT DOCUMENTS:

The standard documents may be amended from time to time to meet the requirements of city ordinances, state and/or federal law or regulations. The City Engineer shall coordinate any amendments with the City Attorney. Substantive Changes shall require approval by the Governing Body before becoming effective.

10. PRICE AGREEMENTS:

Price Agreements are used to purchase commodities in which 1.) there is not adequate storage space, 2.) cannot be stored because of spoilage, or 3.) no definite estimate of required amounts can be made. Such commodities may include concrete, street construction and surfacing materials, drugs, chemicals, gas, oil and certain replacement parts. By purchasing such commodities through Purchase Agreements, the City can lower per unit costs and eliminate the need for repetitive procedures.

GAS CARDS:

A fuel purchase agreement, which provides gas cards, has been established to provide a convenient efficient means to purchase fuel from a local vendor. A Gas Card is assigned to a vehicle or specified equipment and is intended only for the use for City vehicles and equipment. Misuse of a Gas Card will result in disciplinary actions against the card user. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and including removal from position and possible criminal prosecution. The Gas Card user will turn on documentation of fuel purchases daily to the Department.

11. RECEIVING, INSPECTION AND ACCEPTANCE OF MERCHANDISE:

Receiving, inspection, and acceptance of goods transported by common carrier are the responsibility of the Ordering Department. Shipments should be delivered directly to the Ordering Department. As merchandise arrives at the delivery point, it should be received and inspected without delay. Acceptance of merchandise occurs when the receiver signs the carrier's bill of lading or other delivery document. Any shortages, overages, evidence of damage or other inconsistencies must be clearly noted and outlined by the receiver on the carrier's bill of lading or other delivery document. If merchandise is accepted without notation of inconsistencies or if evidence of damage is not noted, the City is at risk of losing their rightful claim to reimbursement, credit or replacement.

When the receiving personnel are unable to determine the validity of grade certificates or other certification regarding the quality of goods received, the items in question should be received for storage only pending clear certification.

On **F.O.B.** destination shipments, the seller owns the goods while in transit and title does not pass on to the City until the merchandise has been received and accepted in satisfactory condition. The receiver must carefully note any inconsistencies or evidence of damage and immediately notify the vendor to establish this claim. On **F.O.B.** shipping point transactions, the receiver should exercise the same care in receiving because the City owns the merchandise while in transit and is responsible for filing the required claims.

CONCEALED DAMAGE:

In order to reduce the possibility of concealed damage, request that merchandise deliveries are shipped **F.O.B.** destination, uncrated, set-up or erected and ready for use in specific location. Avoid moving crated or carton-packaged merchandise and perform the detailed inspection as soon as possible after receipt of merchandise (within seven to ten days). Report discovery of concealed damage to the carrier and request inspection, then notify the vendor.

FREIGHT AND EXPRESS PAYMENTS:

Normally freight charges should be included in the purchase order and designed as **F.O.B.** destination prepaid and allowed. Departments should closely analyze all freight invoices to determine their liability for payment. Identify each shipment to the related freight or express bill and to the related order.

12. CITY CREDIT CARD:

PURPOSE:

This Policy provides for the authorization, handling, and proper use of City of Liberal Credit Cards and is applicable to all City Departments. It applies to all purchase and purchase- related documents prepared or processed by City Departments, regardless of the source of funds. The objectives in using the City Credit Card are to provide a means of procurement where normal invoicing for purchases are not possible.

This program is designed to delegate authority and responsibility for proper use of the City Credit Card directly to the Departments. The Finance Department is responsible for managing the Program and each Department is responsible for managing their City Credit Card account in a manner that conforms to the City's Purchasing Policy. Monthly dollar limits should continually be considered by the City Credit Card holder and care should be taken not to exceed the monthly card limit. Each City Credit Card holder is required to verify and certify all purchases before the City Credit Card statement and invoices and/or receipts are submitted for payment processing.

AUTHORIZATION

City Credit Card may be used to purchase and pay for eligible goods and services that cannot otherwise be obtained through normal invoicing methods. A Department Head should discuss their needs for a higher monthly limit with the Director of Finance. Individual credit line increases will be considered, dependent upon the availability of the City's overall credit and the justification and need of the increase, at the discretion of the Director of Finance. The City Credit Card is specifically imprinted with "City of Liberal" to avoid being mistaken for a personal credit card.

OBTAINING A CITY CREDIT CARD:

Department Head will:

- Be assigned the responsibility of Card security, monthly reconciliation and tracking the use of the card.
- Reconcile monthly statements for their Department.

Finance Department will:

- Approve or deny City Credit Card applications.
- Set monthly spending limits.
- Submit approved applications to the City Credit Card vendor.
- Distribute City Credit Cards to Cardholders.

- Retain Cardholder Agreement forms and copies of the front and back of each card.

Card Applicants will:

- Read and sign a Cardholder Agreement Form before receiving their City Credit Card.
- Ensure that the Finance Department has copies of the front and back of any updated card.

AUTHORITY AND RESPONSIBILITY:

Finance Department:

The Finance Department is responsible for the implementation and oversight of the Program. The Finance Department will:

- Develop a process for Department Heads to reconcile card accounts each month.
- Monitor accounts for inappropriate or illegal use.
- Revoke card privileges for inappropriate or illegal use.
- Suspend card privileges for failure to provide transaction documentation in a timely manner.
- Increase or decrease card spending limits as necessary.

Department Head:

The Department Head is responsible for overseeing the Department's City Credit Card purchases. The Department Head will:

- Monitor the account for inappropriate or illegal use.
- Reconcile the City Credit Card transactions with the monthly statement.

Department head purchases shall be approved by the City Manager and Finance Director. This Purchasing Policy places direct responsibility for the proper and lawful execution of purchasing actions upon the Cardholder. The City Credit Card bears the Cardholder's name and may only be used by the cardholder, or any other City employee authorized by the Cardholder. No employee of the City of Liberal has authority to issue instructions or approve a procedure that is in direct violation with the law or City policies or procedures. Any act exceeding an individual's authority is no longer an act of the City but becomes a personal responsibility. This may include personal financial responsibility for the purchase and consideration of disciplinary actions up to and including removal from position and possible criminal prosecution. Cardholder understands that the City of Liberal may withhold his/her final paycheck until the Purchasing Card is returned.

All employees must maintain the highest standard of conduct. Any conflict of interest or appearance thereof between an employee's City responsibilities and his/her personal life must be avoided. Cardholder responsibilities are to:

- Make eligible purchases within authorized spending limits and funds available.
- Use the card for purchasing items in accordance with City policies.
- The Cardholder must inform the merchant that the purchase is for "Official City Business" and not subject to state or local sales tax.
- For larger purchases where the merchant refuses to waive the tax, the Cardholder can present a State Tax Exemption Form. Cardholders can get a copy of the exemption form from the Finance Department.
- Maintain the City Credit Card in a secure fashion and prevent unauthorized charges to the account.
- Give purchase documentation to the Finance Department in a timely manner to ensure prompt payment.
- Assist with reconciling the purchase documentation with the monthly card statement.
- Notify the Finance Department if the Card is lost or stolen.

CITY CREDIT CARD USE:

Over – the – Counter Purchases:

Although the process may vary slightly, the following steps give a general overview of how the City Credit Card works. A Cardholder using the City Credit Card should:

- Identify the purchase needed and determine funds availability.
- Determine if the purchase amount is within their per-approved purchase limit. If yes, proceed to the next step. If no, check with their supervisor for details on how to proceed.
- Purchase goods/services.
- Provide merchant with the City Credit Card or card number and expiration date, and inform the merchant that the purchase is for "Official City Business" and not subject to state or local sales tax. If merchant refuses to waive the sales tax, contact the Finance Department who can provide a Sales Tax Exemption Certificate to the Cardholder or fax or email and exemption form to the merchant.

- Retain receipts (i.e. cash register receipt, purchasing card charge slip.) and give receipt, supporting documentation and reconciled statement to the Finance Department for processing.

Telephone and Internet Orders:

An employee using the City Credit Card to order by telephone or Internet should:

- Consider local vendors who may be able to provide similar goods or services.
- Identify the purchase needed and determine funds availability.
- Determine if the purchase amount is within the pre-approved monthly purchase limit. If yes, proceed to the next step. If no, check with the Finance Department for details on how to proceed.
- Contact the merchant and place the order.
- Purchase goods/ services.
- Inform the merchant that the purchase is for “Official City Business” and not subject to state or local sales tax. If the merchant refuses to waive the sales tax, contact the Finance Department who can provide a Sales Tax Exemption Certificate to the Cardholder or Fax or email the exemption form to the merchant.
- Provide the merchant with the card number and expiration date, and relay all pertinent information to the supplier, e.g., Cardholder name, shipping address, etc.
- Inspect and verify order accuracy, quality, and price when merchandise arrives.
- Retain shipping documents and receipts received with the merchandise, and give all related documents to the Finance Department.

SALES TAX EXEMPTION:

Most purchases that are billed directly to the City of Liberal are exempt from sales tax. For larger purchases where the merchant refuses to waive the tax, the Cardholder can present a Sales Tax Exemption Form, which may be obtained from the Finance department. If the merchant refuses to waive the sales tax, contact the Finance Department who can fax or email an exemption form to the merchant.

CARD SECURITY:

The cardholder is responsible for safeguarding the City Credit Card at all times. The Cardholder should never allow any unauthorized individuals to use the Card or account number and should never use the City Credit Card to procure personal items.

LOST OR STOLEN CARD:

When a City Credit Card is lost or stolen, the Cardholder should contact the Finance Department. Contact should be immediate so that the highest level of detail regarding account activity leading up to the lost or stolen date can be provided.

SEPARATION OF CARDHOLDER:

Prior to separation from the Cardholder's department or assignment to another function that does not require Cardholder authority, the Cardholder will surrender the Card to the Finance Department. The Cardholder will review with the Finance Department the status of any unreconciled, questionable, partially approved, or unresolved and disputed transactions, and identify any supplies and/or services which have been ordered but not yet received, so appropriate action can be taken to complete these activities. Cardholder understands that the City of Liberal may withhold his/her final paycheck until the City Credit Card is returned and all items have been reconciled.

CITY CREDIT CARD CHANGES:

There may be occasions when the information about the Cardholder in the bank's master file must be changed (e.g. location change, default accounting charge, authorization limits). The Department Head will make the request and the Finance Department will make the appropriate change.

CARD MISUSE/ FRAUD:

Misuse of the City Credit Card will require the City Credit Card to be withdrawn from the Cardholder. Disciplinary actions may be taken against the Cardholder. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and including removal from the position and possible criminal prosecution.

13. INVENTORY:

An inventory shall be kept for recording acquisition and dispensing/use of equipment and supplies. Supervision and control of the stockroom(s) shall be the responsibility of the Department Head. Inventory of stock, as determined by the Finance Director, shall be maintained by an approved inventory file system.

14. FIXED ASSETS:

The Finance Department maintains a fixed assets data base. Department Heads track and monitor purchases meeting the fixed assets threshold value of \$2,500 and reports qualifying items to the

Finance Department. A Vehicle Assignment/Take home form must be filled out and approved by the Department Head and City Manager along with a copy of the invoice attached.

15. VEHICLE REGISTRATION:

The Finance Department maintains records of State Registration of ALL City vehicles, handles the annual purchase of vehicle licenses, and records vehicle transfer with the State of Kansas. Department Heads track and monitor new vehicle purchases and coordinate with the Finance Department for new or replacement tags when required.

Upon delivery of a new vehicle, a Vehicle Assignment/Take Home Form must be filled out along with a copy of the invoice attached. All information pertaining to the vehicle should be completed except for the tag number and registration fee. At this point, a title should also be given to the Finance Department; The Finance Department will add the insurance to the vehicle, purchase the tag and registration title and order a new gas card if needed.

If an invoice is not received upon delivery of the vehicle, and the Department needs to use the vehicle, then all paperwork except the invoice attachment should be turned in to the Finance Department. Insurance is added only at the time the paperwork is completed and turned in, and the vehicle should not be driven until insurance is obtained. Once the paperwork is turned in, the Finance Department will process the license, registration and title. After the license has been acquired, the Department will be contacted to pick up the license, registration, and proof of insurance. Be sure to put the registration pocket in the glove box of the vehicle. When transferring a vehicle, both departments must complete and turn in a Vehicle Assignment/Take Home Form. The vehicle being transferred keeps the original car tag. Please bring this to the Finance Department's attention at the time the paperwork is turned in. Gas Cards are not transferred with the vehicle.

When deleting a vehicle, whether it is being sent to auction or is being used as a trade-in, the Finance Department must be notified. Insurance remains on the vehicle until the information has been received. Your department should notify the Finance Department of the vehicles going to auction at the time you submit the initial information to the Auction Coordinator.

If a Department makes changes to the vehicle numbering, the Department Head is responsible for completing the Vehicle Assignment/Take Home Form or providing a list showing the old number and the new number that has been assigned. It is important that the Finance Department's master vehicle list is accurate.

16. SURPLUS EQUIPMENT:

Whenever a Department Head determines that various equipment and materials are beyond use, or are of no further use to the Department, the City Manager shall be notified. No Department shall permit any such materials to be loaned, destroyed, or removed from the City's custody without prior approval of the City Manager.

Materials and equipment which are of no further use by a department may be transferred to another Department, if usable, if a need for said materials or equipment has been established by that Department. If no Department demonstrates a need for said materials or equipment, the City Manager will proceed to dispose of items as soon as practicable by offering to a local non-profit organization for a reasonable price or through public auction. The term public auction shall include a sealed bid process, online auction, in person auction, etc. Impounded vehicles may also be sold at this time.

When title transfers are involved, the Finance Department shall handle the transactions.

If the Department Head and City Manager determine the equipment in question should be junked, they will be responsible for the actual disposal of the equipment. The Department Head will also be responsible for ensuring the Finance Department is informed.

If equipment can be reassigned to another Department, the receiving Department head will be responsible for affecting the physical transfer of the equipment within a reasonable period of time. The initiating Department Head will be responsible for ensuring the Finance Department is informed.

If the equipment is neither junked nor transferred, it will be declared to be surplus and then be offered to local non-profit for a reasonable price or placed in the Surplus Equipment Auction. The Department Head will be responsible for ensuring that the Finance Department is informed.

17. DIVERSION EXPENDITURES:

The City of Liberal has a diversion fund established in conjunction with the Liberal Municipal Court. Said diversion fund is governed by applicable Kansas statutes and regulations which shall be strictly adhered. The use of diversion funds shall be at the discretion of the City Prosecutor for the City of Liberal, Kansas with the following conditions as outlined herein.

The use of diversion funds shall be used for the benefit of prosecution of city offenses and may be used for training, law enforcement equipment, city court equipment, city prosecution equipment, and other items as deemed appropriate for the prosecution of city offenses.

For purchases of items less than \$10,000

A department head requesting the use of diversion funds, shall submit a written letter detailing the request to the city prosecutor. The letter shall be on the department's letterhead and shall include the following:

- 1.) The purpose of the request.
- 2.) The cost of the request.
- 3.) A statement regarding the benefit of the purchase to the purpose of City prosecution.
- 4.) Supporting documentation, if applicable, for the request.

The City prosecutor at his or her election may require additional quotes and/or information of the department head for the requested purchase. In the event the City prosecutor denies the request, then there shall be no further process and the purchase will be denied.

In the event the City prosecutor approves of the request, then the letter request along with supporting documentation and a letter from the City prosecutor shall be forwarded to the City Manager for his or her review. The letter from the City prosecutor shall state a not to exceed amount and reference the item to be purchased.

As long as the expenditure is consistent with the purpose of city prosecution as contemplated herein, then the City Manager shall approve the request. If the City Manager denies the request then, at the election of the Department Head, the matter can be placed on the agenda and the commission can vote to approve or deny the request. In the event the City Manager approves the request then the City Manager shall forward his or her approval to the Department head granting the authority to proceed with such request.

The Department head shall then complete the purchase process as outlined in this manual with the diversion funds being used to pay for said purchase.

For purchases of items greater than \$10,000

A department head requesting the use of diversion funds, shall submit a written letter detailing the request to the city prosecutor. The letter shall be on the department's letterhead and shall include the following:

- 1.) The purpose of the request.
- 2.) The cost of the request.
- 3.) A statement regarding the benefit of the purchase to the purpose of City prosecution.
- 4.) Supporting documentation, if applicable, for the request.

The City prosecutor at his or her election may require additional quotes and/or information of the department head for the requested purchase. In the event the City prosecutor denies the request, then there shall be no further process and the purchase will be denied.

In the event the City prosecutor approves of the request, then the letter request along with supporting documentation and a letter from the City prosecutor shall be forwarded to the City Manager for his or her review. The letter from the City prosecutor shall state a not to exceed amount and reference the item to be purchased. Said request shall then be placed on the next available commission meeting and the department head shall attend and explain the request to the commission.

As long as the expenditure is consistent with the purpose of city prosecution as contemplated herein, then it is strongly encouraged that the City Commission approves the request. If the request is denied by the commission then diversion funds shall not be used as requested. In the event the Commission approves the request then the Department head shall have the authority to proceed with such request.

The Department head shall then complete the purchase process and funds shall be paid as approved and voted on from the diversion funds.

18. LAW ENFORCEMENT SEIZURE ACCOUNT:

The City of Liberal Police Department has a seizure account established per Kansas Statutes. Said seizure account is governed by applicable Kansas statutes and regulations which shall be strictly adhered. The use of seizure account funds shall be at the discretion of the City Chief of Police for the City of Liberal, Kansas with the following conditions as outlined herein.

The use of seizure account funds shall be used for the benefit of the purpose of the Liberal Police Department.

For purchases of items less than \$10,000

The Police Chief has the discretion to use said funds and in doing, shall submit a written letter detailing the request to the City Manager. The letter shall be on the City of Liberal Police Department official letterhead and shall include the following:

1. The purpose of the request.
2. The cost of the request.
3. A statement regarding the benefit of the purpose to the Liberal Police Department.
4. Supporting documentation, if applicable, for the request.

As long as the expenditure is consistent with the purpose of the Liberal Police Department as contemplated herein, then the City Manager shall approve the request. If the City Manager denies the request, then, at the election of the Police Chief, the matter can be placed on the agenda and the Commission can vote to approve or deny the request. In the event the City Manager approves the request, then the City Manager shall forward his or her approval to the Chief of Police granting the authority to proceed with such request.

The Chief of Police shall then complete the purchase process as outlined in this manual with the funds being used to pay for said purchase.

For purchases of items greater than \$10,000

The Chief of Police requesting the use of said funds shall submit a written letter detailing the request to the City Manager. The letter shall be on the City of Liberal Police Department official letterhead and shall include the following:

1. The purpose of the request.
2. The cost of the request.
3. A statement regarding the benefit of the purpose to the Liberal Police Department.
4. Supporting documentation, if applicable, for the request.

The City Manager shall then cause said request to be placed on the next available commission meeting and the Chief of Police or his/her designee shall attend and explain the request to the Commission.

As long as the expenditure is consistent with the purpose of the City of Liberal Police Department as contemplated herein, then it is strongly encouraged that the City Commission approves the request. If the request is denied by the Commission, then said funds shall not be used as requested. In the event the Commission approves the request, then the Chief of Police shall have the authority to proceed with such request.

The Chief of Police shall then complete the purchase process and funds shall be paid as approved and voted on from the seizure account funds.

EXPENDITURE APPROVAL LISTING
AS OF 03/23/21

ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
NON DEPARTMENTAL	100					
		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	861.24
		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	210.98
		4,385	BLACK HILLS CORPORATION	MAR #1 2021	NATURAL GAS SERVICE	484.26
		6,101	BMI	39287042	BMI MUSIC LICENSE FEE	364.00
		6,101	BMI	39511731	BMI MUSIC LICENSE FEE	364.00
		5,356	CHARLESWORTH CONSULTING LLC	578976	CONSULTING SVC/BENEFITS	1,075.00
		6,334	COMPLIANCEONE	277796	EMPLOYMENT TEST/ADMIN FEE	137.75
		178	FOSS MOTOR CO INC	62137	REPAIR UNIT #41	100.04
		178	FOSS MOTOR CO INC	62137	CAR WASH/UNIT #41	35.00
		178	FOSS MOTOR CO INC	62967	REPAIR UNIT #9	278.75
		4,570	KOHN LAW FIRM LLC	FEB-21	CITY ATTORNEY FEES	4,000.00
		3,860	PATTERSON CLEANING	3455	MONTHLY CLEAN/MARCH	1,170.00
		3,860	PATTERSON CLEANING	3456	DISINFECT CITY HALL COVID	486.96
		308	SOUTHERN OFFICE SUPPLY INC	262108	FEBRUARY COPY CHARGES	50.00
		308	SOUTHERN OFFICE SUPPLY INC	262109	FEBRUARY COPY CHARGES	58.71
		5,561	UNDERGROUND VAULTS & STORAGE	3595	SHRED SERVICE	25.00
		342	UNITED PARCEL SERVICE	000066E179091	UPS SHIPPING CHARGES	55.05
		342	UNITED PARCEL SERVICE	000066E179101	UPS SHIPPING CHARGES	33.00
		342	UNITED PARCEL SERVICE	000066E179101	UPS SHIPPING CHARGES	11.10
LEGISLATIVE						
		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	62.26
		351	LIBERAL AREA CHAMBER OF COMMERCE	113342A	LEGISLATIVE CONFERENCE	300.00
		308	SOUTHERN OFFICE SUPPLY INC	262774	BUSINESS CARDS/C SEIGRIST	24.00
		308	SOUTHERN OFFICE SUPPLY INC	262774	BUSINESS CARDS/T MARTINEZ	24.00
		308	SOUTHERN OFFICE SUPPLY INC	262774	BUSINESS CARDS/T HARDEN	24.00
					NON DEPARTMENTAL TOTAL	9,800.84
MUNICIPAL COURT/DIVERSION						
		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	62.26
		2,329	BROOKS & ASSOCIATES	2020-1017 1397	CITY VS J BOOTH-ALARCON	112.50
		2,329	BROOKS & ASSOCIATES	2020-1045	CITY VS A TREVIZO	168.75
		432	HARDING, ELAINE L	FEB-21	MONTHLY CLEAN/COURT	100.00
		4,570	KOHN LAW FIRM LLC	FEB-21	PROSECUTION SVC CONTRACT	10,000.00
		281	LIBERAL OFFICE MACHINES COMPANY	89974	OFFICE SUPPLIES	338.39
		281	LIBERAL OFFICE MACHINES COMPANY	90080	OFFICE SUPPLIES	29.99
		281	LIBERAL OFFICE MACHINES COMPANY	90094	TONER CARTRIDGE	105.99
		6,611	MERCEDES SCIENTIFIC	2430860	DRUG TESTING KITS	328.27
		*****	MISC-A/P ONE TIME VENDOR	CV 3981	REIMBURSE FINE OVERPMT	200.00
		*****	MISC-A/P ONE TIME VENDOR	2020000415	RESTITUTION/R MONTERDE	150.00
		3,442	REIMER, ILEANA	02/22/21	INTERPRETER	80.00
		3,442	REIMER, ILEANA	02/23/21	INTERPRETER	110.00
		3,442	REIMER, ILEANA	02/24/21	INTERPRETER	80.00
		3,442	REIMER, ILEANA	02/25/21	INTERPRETER	80.00
		3,442	REIMER, ILEANA	03/01/21	INTERPRETER	80.00
		3,442	REIMER, ILEANA	03/04/21	INTERPRETER	80.00
					LEGISLATIVE TOTAL	434.26

EXPENDITURE APPROVAL LISTING
AS OF 03/23/21

ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
I.T. DEPARTMENT						
	100	3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	62.26
		281	LIBERAL OFFICE MACHINES COMPANY	89997	TONER	130.99
		4,281	REAL VISION SOFTWARE INC	210022717	ANNUAL SOFTWARE SUPPORT	3,000.00
		4,199	RICOH USA INC	5061448335	PRINTER MAINTENANCE	1,298.24
		5,707	SUNFLOWER BANK	T LUNCCEFORD	STORAGE DRIVE	87.86
		5,707	SUNFLOWER BANK	T LUNCCEFORD	SUBSCRIPTIONS/FLUORALIGHT	1,158.00
		5,707	SUNFLOWER BANK	T LUNCCEFORD	FUEL	43.00
					BUILDING MAINTENANCE TOTAL	308.13
I.T. DEPARTMENT TOTAL						
						5,780.35
POLICE ADMINISTRATION						
		3,945	AL SHANK INSURANCE INC	26543	NOTARY FILING/J SMIDDY	50.00
		3,945	AL SHANK INSURANCE INC	26603	BUSINESS AUTO/#222 #223	214.00
		3,978	ASSESSMENT STRATEGIES LLC	44069	PERSONNEL TESTING	215.00
		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	250.89
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640483084	TRANSMISSION FLUID/# 33	63.97
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640496429	BLOWER MOTOR/UNIT #22	64.59
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640503297	BRAKE MOTOR/UNIT #36	163.98
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640504153	MOTOR OIL/PD	50.33
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640504300	BATTERIES/UNITS #13 #14	15.66
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640504805	BEARING/UNIT #12	378.08
		6,673	BOTACH TACTICAL	6396082	HELMET/QUESADA	217.41
		95	BUMPER TO BUMPER AUTO PARTS LIBERAL	494996	MOTOR OIL/STOCK	72.48
		95	BUMPER TO BUMPER AUTO PARTS LIBERAL	495106	BATTERY/UNIT #36	96.17
		95	BUMPER TO BUMPER AUTO PARTS LIBERAL	495261	MOTOR OIL/STOCK	72.48
		178	FOSS MOTOR CO INC	127756	SEAL/BUSHING/UNIT #33	21.26
		178	FOSS MOTOR CO INC	127870	REPAIR PARTS/UNIT #39	309.84
		178	FOSS MOTOR CO INC	127884	LUBRICANT/UNIT #39	13.68
		432	HARDING, ELAINE L	FEB-21	MONTHLY CLEAN/POLICE	833.33
		4,626	HAVOC SUPPLY	67483	SILICONE	8.72
		6,339	KANSAS CHILDFIRST	C COOK	CHILDFIRST COURSE	500.00
		5,083	KANSASLAND TIRE CO	6742	FLAT REPAIR/TIRE/#23	163.86
		5,083	KANSASLAND TIRE CO	6817	FLAT REPAIR/TIRE/#22	133.67
		5,083	KANSASLAND TIRE CO	6851	(2) NEW TIRE/UNIT #46	271.23
		5,083	KANSASLAND TIRE CO	6963	(4) TIRES/UNIT #22	597.84
		6,500	KU EDWARDS CAMPUS	AS8AA83D	CRIME TRAINING COURSE	120.00
		6,500	KU EDWARDS CAMPUS	F3DEA2C1	CRIME TRAINING COURSE	120.00
		6,500	KU EDWARDS CAMPUS	1AE52563	CRIME TRAINING COURSE	360.00
		281	LIBERAL OFFICE MACHINES COMPANY	89710	TONER CARTRIDGE	219.80
		281	LIBERAL OFFICE MACHINES COMPANY	89819	DVD-R PACK	159.96
		281	LIBERAL OFFICE MACHINES COMPANY	89937	EVIDENCE REPORT FORMS	249.50
		281	LIBERAL OFFICE MACHINES COMPANY	89950	OFFICE SUPPLIES	72.73
		105	LIBERAL STANDARD SUPPLY INC	258383	FITTING	5.99
		3,259	NAPA OF LIBERAL	595127	BRAKE PADS/UNIT #36	75.59
		3,259	NAPA OF LIBERAL	595814	BRAKE/UNIT #12	101.05
		3,259	NAPA OF LIBERAL	595826	BRAKE CALIPER/BATTERY/#12	143.67

EXPENDITURE APPROVAL LISTING
AS OF 03/23/21

ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
POLICE ADMINISTRATION	100					
		3,259	NAPA OF LIBERAL	595928	RETURN BATTERY/UNIT #12	70.18-
		5,617	NARTEC INC	15608	DRUG TESTING KITS	362.60
		6,450	NATIONAL SCREENING BUREAU	2102183	PRE-EMPLOYMENT TEST	70.50
		4,357	PACIFIC INTERPRETERS INC	SIN188613	TELEPHONE INTERPRETER	18.40
		6,350	POST, DUSTIN	02/08/21	REIMBURSE TRAVEL EXPENSE	23.00
		1,459	QUILL	14536481	POSTCARDS	39.18
		6,060	RAPID FIT HEALTH CLUB LLC	FEB-21	EMPLOYEE FITNESS PROGRAM	60.00
		3,335	REY'S MUFFLER & BRAKES	007179	REPAIR UNIT #36	20.00
		3,335	REY'S MUFFLER & BRAKES	007188	REPAIR UNIT #12	20.00
		394	SCHOPNER'S WATER CONDITIONING LLC	71540	(13) 5 GALLON WATER	89.05
		394	SCHOPNER'S WATER CONDITIONING LLC	72646	(9) 5 GALLON WATER	61.65
		291	SERVICE JANITORIAL SUPPLY INC	311809	JANITORIAL SUPPLIES	153.95
		291	SERVICE JANITORIAL SUPPLY INC	311859	JANITORIAL SUPPLIES	35.55
		1,442	SEWARD COUNTY SHERIFF'S OFFICE	FEB-21	CONTRACT MEDICAL SERVICES	750.00
		1,442	SEWARD COUNTY SHERIFF'S OFFICE	FEB-21	PRISONER PRESCRIPTIONS	355.19
		1,442	SEWARD COUNTY SHERIFF'S OFFICE	FEB-21	PRISONER MEALS	4,114.00
		453	SEWARD COUNTY TREAS-PRISONER MAINT	FEB-21	PRISONER MAINTENANCE	5,150.00
		900	SEWARD COUNTY TREASURER	03/15/21	RENEW TAG/UNIT #28	14.25
		900	SEWARD COUNTY TREASURER	03/15/21	RENEW TAG/UNIT #29	14.25
		900	SEWARD COUNTY TREASURER	03/15/21	RENEW TAG/UNIT #33	14.25
		900	SEWARD COUNTY TREASURER	03/15/21	RENEW TAG/UNIT #65	14.25
		900	SEWARD COUNTY TREASURER	03/15/21	RENEW TAG/UNIT #66	14.25
		900	SEWARD COUNTY TREASURER	03/15/21	RENEW TAG/UNIT #21	42.25
		900	SEWARD COUNTY TREASURER	03/15/21	RENEW TAG/UNIT #48	42.25
		900	SEWARD COUNTY TREASURER	03/15/21	RENEW TAG/UNIT #62	52.25
		1,650	SIRCHIE	0482459-IN	DRUG TESTING KITS	161.40
		308	SOUTHERN OFFICE SUPPLY INC	261643	FEBRUARY COPY CHARGES	119.68
		308	SOUTHERN OFFICE SUPPLY INC	261644	FEBRUARY COPY CHARGES	157.84
		2,227	SOUTHWEST FITNESS & RACQUETBALL	FEB-21	EMPLOYEE FITNESS PROGRAM	90.00
		5,707	SUNFLOWER BANK	W CUTSHALL	ONLINE TRAINING	25.00
		5,707	SUNFLOWER BANK	W CUTSHALL	(30) UNIFORM/SP SOCK HOOD	97.50
		5,707	SUNFLOWER BANK	W CUTSHALL	FUEL/UNIT #223	25.14
		5,707	SUNFLOWER BANK	W CUTSHALL	FUEL/UNIT #222	18.15
		5,668	T & B TOWING LLC	11313	FBI-LEEDA MEMBERSHIP DUES	50.00
		5,561	UNDERGROUND VAULTS & STORAGE	3601	TOWING CHARGE	50.00
		4,768	VERIZON WIRELESS	9874726572	SHRED SERVICE	25.00
		4,768	VERIZON WIRELESS	9874726572	AIRCARD/TOUGHBOOK MDTs	330.40
		4,768	VERIZON WIRELESS	9874726572	IP CAMERA DATA PLAN	40.01
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/LIBERAL PD	100.06
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/BARKLEY	41.55
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/WEST	41.55
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/HADOVANTIC	41.55
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/CUTSHALL	41.55
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/WAY	14.12
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/MACIAS	41.55
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/BREEDEN	41.55
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/HAWTHORNE	41.55
		4,768	VERIZON WIRELESS	9874726572	CELLULAR/POST	41.55

EXPENDITURE APPROVAL LISTING
AS OF 03/23/21

ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ANIMAL CONTROL DIVISION	100					
			4,526 HAVOC SUPPLY	67417	FITTINGS	72.24
			3,245 KANSAS AVE VETERINARY CLINIC	25005	SPAY/NEUTER DEPOSIT	60.00
			3,245 KANSAS AVE VETERINARY CLINIC	25017	SPAY/NEUTER DEPOSIT	30.00
			3,245 KANSAS AVE VETERINARY CLINIC	25017	RABIES DEPOSIT	8.00
			*****MISC-A/P ONE TIME VENDOR	01/15/21	SPAY/NEUTER DEPOSIT	60.00
			*****MISC-A/P ONE TIME VENDOR	01/15/21	RABIES DEPOSIT	8.00
			5,453 PRAIRIE PET MOBILE VET LLC	27333	RABIES DEPOSIT	8.00
			5,453 PRAIRIE PET MOBILE VET LLC	27333	SPAY/NEUTER DEPOSIT	60.00
			5,453 PRAIRIE PET MOBILE VET LLC	27395	RABIES DEPOSIT	8.00
			5,453 PRAIRIE PET MOBILE VET LLC	27685	RABIES DEPOSIT	8.00
			5,453 PRAIRIE PET MOBILE VET LLC	27685	SPAY/NEUTER DEPOSIT	60.00
			519 RINE EXTERMINATING INC	57736	PEST CONTROL	75.00
			394 SCHEOPNER'S WATER CONDITIONING LLC	90165436	(3) 5 GALLON WATER	29.67
			394 SCHEOPNER'S WATER CONDITIONING LLC	90177809	(5) 5 GALLON WATER	49.45
			4,104 SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	412.56
			2,227 SOUTHWEST FITNESS & RACQUETBALL	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
					ANIMAL CONTROL DIVISION TOTAL	978.92
FIRE						
			2,769 AMERICAN FIRE SPRINKLER CORP	44068	INSPECT FIRE SPRINKLER/#2	255.00
			2,769 AMERICAN FIRE SPRINKLER CORP	44069	INSPECT FIRE SPRINKLER/#1	255.00
			3,954 AT&T	FEB-21	MONTHLY PHONE CHARGES	754.52
			4,385 BLACK HILLS CORPORATION	MAR #1 2021	NATURAL GAS SERVICE	87.97
			5,765 DANKO EMERGENCY EQUIPMENT	115206	CHEM GUARD/FOAM	1,540.87
			6,878 EPIC TOUCH	03/01/21	OTHER CHARGES	17.90
			1,403 IBT INC	7798025	BALL BEARING	14.83
			271 KEATING TRACTOR & EQUIPMENT INC	266313	FITTING	2.71
			271 KEATING TRACTOR & EQUIPMENT INC	266315	FILTERS	58.36
			271 KEATING TRACTOR & EQUIPMENT INC	266762	FUEL/OIL MIX	10.24
			271 KEATING TRACTOR & EQUIPMENT INC	266762	BELT/BLADE/FILTER KIT	137.79
			105 LIBERAL STANDARD SUPPLY INC	258463	STARTING FLUID/UNIT #5	3.99
			105 LIBERAL STANDARD SUPPLY INC	258463	CARBURETOR CLEANER/#5	15.56
			105 LIBERAL STANDARD SUPPLY INC	258538	FITTINGS/CABLE TIES/#5	9.99
			105 LIBERAL STANDARD SUPPLY INC	258544	FITTINGS/UNIT #5	19.06
			465 MADDEN OIL CO	4220/2102071811	FUEL	1,217.04
			6,926 MIHELIC CALEB	02/27/21	REIMBURSE TRAVEL EXPENSE	7.62
			6,926 MIHELIC CALEB	2021018554	REIMBURSE EMT TEST FEE	98.00
			3,259 NAPA OF LIBERAL	596713	OIL ABSORBENT	61.74
			5,586 OFFICE OF THE STATE FIRE MARSHAL	474976	BOILER INSP/CERTIFICATION	80.00
			4,720 FANHANDLE BREATHING AIR SYSTEMS INC	8130	SCBA MASK	610.00
			6,060 RAPID FIT HEALTH CLUB LLC	FEB-21	EMPLOYEE FITNESS PROGRAM	90.00
			4,104 SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	1,054.34
			2,227 SOUTHWEST FITNESS & RACQUETBALL	FEB-21	EMPLOYEE FITNESS PROGRAM	60.00
			368 SOUTHWEST MEDICAL CENTER	C REGIER	X-RAY/5-YR PHYSICAL	100.00
			5,707 SUNFLOWER BANK	K KIRK	HULU SUBSCRIPTION	216.90

ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
BUILDING INSPECTION SVC	100	3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	
		1,558	AUTO ZONE COMMERCIAL PROGRAM	1640505442	DOOR ACTUATOR/UNIT #23	62.26
		281	LIBERAL OFFICE MACHINES COMPANY	89961	OFFICE SUPPLIES	19.69
		281	LIBERAL OFFICE MACHINES COMPANY	89992	OFFICE SUPPLIES	72.65
		281	LIBERAL OFFICE MACHINES COMPANY	90110	OFFICE SUPPLIES	9.99
		308	SOUTHERN OFFICE SUPPLY INC	261881	OFFICE SUPPLIES	24.05
		5,707	SUNFLOWER BANK	K KIRK	ELECTRICAL EXAM/C THOMAS	3.99
		5,707	SUNFLOWER BANK	K KIRK	ELECTRICAL EXAM/C THOMAS	219.00
						219.00
					BUILDING INSPECTION SVC	
					TOTAL	630.63
TRAFFIC CONTROL MAINT DIV		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	
		185	GADES SALES CO INC	0080460-IN	LED LENS	124.52
		4	KOST TRUCK SUPPLY INC	305114	BRACKETS/FLAG ASSEMBLY	227.80
		105	LIBERAL STANDARD SUPPLY INC	258442	MARKING PAINT	209.30
		465	MADDEN OIL CO	4340/2102071816FUEL		26.36
		456	SEWARD COUNTY LANDFILL	JAN-21	LANDFILL CHARGES	395.36
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	70.37
		6,323	TAPCO	1659448	TRAFFIC SIGNS	629.74
		6,597	TRACTOR SUPPLY CREDIT PLAN	88349	AUGER DRILL BIT	590.91
						9.99
					TRAFFIC CONTROL MAINT DIV	
					TOTAL	2,284.35
STREET/HIGHWAY		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	
		4,385	BLACK HILLS CORPORATION	MAR #1 2021	NATURAL GAS SERVICE	124.52
		5,961	CINTAS FIRST AID & SAFETY	5053682776	MEDICINE CABINET SUPPLIES	335.09
		3,891	FASTENAL COMPANY	KSLIB86959	HAND SANITIZER/COVID 19	61.78
		456	SEWARD COUNTY LANDFILL	JAN-21	LANDFILL CHARGES	111.09
		3,359	ZUNIGA, MARTIN	MAR-21	REIMBURSE WORK BOOTS	18.00
						38.11
					STREET/HIGHWAY	
					TOTAL	688.59
FLEET MAINTENANCE		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	
		1,558	AUTO ZONE COMMERCIAL PROGRAM	1640508231	5 GAL BUCKETS	62.26
		4,385	BLACK HILLS CORPORATION	MAR #1 2021	NATURAL GAS SERVICE	18.56
		95	BUMPER TO BUMPER AUTO PARTS LIBERAL	495260	STOCK ROOM SUPPLIES	168.80
		3,891	FASTENAL COMPANY	KSLIB86898	GLOVES/MASKS	79.68
		3,891	FASTENAL COMPANY	KSLIB87240	FITTINGS/STOCK	207.30
		3,891	FASTENAL COMPANY	KSLIB87252	CUTTING WHEELS	10.01
		3,259	NAPA OF LIBERAL	595695	GAUGE/TIRE CHUCK/STOCK	10.16
						44.48
					FLEET MAINTENANCE	
					TOTAL	601.25

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ENGINEERING	100	2,946	EARLES ENGINEERING & INSPECTION INC	14576	FEB PROJECT MANAGEMENT	1,247.75
		2,946	EARLES ENGINEERING & INSPECTION INC	14589	FEB ENGINEERING SERVICE	1,560.00
					ENGINEERING TOTAL	2,807.75
STREET LIGHTING		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	23,026.43
					STREET LIGHTING TOTAL	23,026.43
RECREATION ADMINISTRATION		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	435.82
		6,685	FJ WRAPZ & GRAPHIX	306	GRAPHICS/REC CENTER	661.50
		105	LIBERAL STANDARD SUPPLY INC	258252	GRAPHICS/REC CENTER	378.00
		105	LIBERAL STANDARD SUPPLY INC	258480	FLOOR PROTECTOR	120.32
		465	MADDEN OIL CO	1116/2102071801	THERMOSTAT COVER	47.98
		291	SERVICE JANITORIAL SUPPLY INC	311838	FUEL	63.74
		291	SERVICE JANITORIAL SUPPLY INC	311930	JANITORIAL SUPPLIES	71.00
		279	SHERWIN WILLIAMS	3016-5	PAPER TOWELS/FACE MASKS	115.45
		308	SOUTHERN OFFICE SUPPLY INC	262593	PAINT SUPPLIES	553.35
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	OFFICE SUPPLIES	91.01
		2,227	SUNFLOWER BANK	FEB-21	ELECTRIC SERVICE	3,034.13
		5,707	SUNFLOWER BANK	M QUINT	EMPLOYEE FITNESS PROGRAM	30.00
		5,707	SUNFLOWER BANK	T LUNCEFORD	ICLOUD 50 GB STORAGE PLAN	.99
		6,801	UNITED TELEPHONE ASSOCIATION	1979684	DOMAIN REGISTRATION	79.48
					FEBRUARY PHONE/INTERNET	805.53
					RECREATION ADMINISTRATION TOTAL	6,488.30
RECREATION		6,930	AMADOR AB	03/03/21	TOURNAMENT SCOREKEEPER	50.00
		6,727	BLUE CHIP ATHLETIC	181952	CHAMPIONSHIP T-SHIRTS	356.00
		6,932	BURCIAGA IVAN	03/03/21	TOURNAMENT SCOREKEEPER	125.00
		6,893	CAMPOS, CARLOS	03/03/21	TOURNAMENT SCOREKEEPER	200.00
		6,782	FLETCHER, KENTRAIL	03/03/21	TOURNAMENT SCOREKEEPER	75.00
		6,894	HALLMAN, AIDAN	03/03/21	TOURNAMENT SCOREKEEPER	75.00
		5,142	HAMPTON INN AND SUITES LIBERAL	02/28/21	REC OFFICIALS/LODGING	277.89
		2,453	HASTY AWARDS	02210076	SERVICE AWARDS	59.85
		2,453	HASTY AWARDS	02211238	TOURNAMENT TROPHIES	174.67
		2,453	HASTY AWARDS	02211349	TOURNAMENT TROPHIES	140.95
		2,453	HASTY AWARDS	02211455	TOURNAMENT MEDALS	153.00
		6,940	HERNANDEZ, SEBASTIAN	03/03/21	TOURNAMENT SCOREKEEPER	125.00
		1,291	KENNEDY, DARRELL	CV 90115	STARTUP CASH/GOLF	300.00
		6,950	LIRA, EREK	03/03/21	TOURNAMENT SCOREKEEPER	150.00
		409	PEPSI-COLA COMPANY	08864308	CONCESSIONS/REC CENTER	447.04
		6,579	PIZZA HUT	0359390510006	CONCESSIONS/TOURNAMENT	35.95
		6,579	PIZZA HUT	0359390580006	REC OFFICIALS/MEAL	67.91
		2,234	RETAILERS' SALES TAX	FEB-21	FEBRUARY SALES TAX	219.24
		6,855	RUBIO, OSCAR	03/03/21	TOURNAMENT SCOREKEEPER	250.00

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
RECREATION	100	308	SOUTHERN OFFICE SUPPLY INC	262409	BRACKETS	104.35
		6,834	SPORTS TOURNAMENT PETTY CASH	#1048	TOURNAMENT OFFICIAL	175.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1049	TOURNAMENT OFFICIAL	300.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1050	TOURNAMENT OFFICIAL	350.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1052	TOURNAMENT OFFICIAL	250.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1053	TOURNAMENT OFFICIAL	675.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1054	TOURNAMENT OFFICIAL	150.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1055	TOURNAMENT OFFICIAL	150.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1056	TOURNAMENT OFFICIAL	750.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1057	TOURNAMENT OFFICIAL	450.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1058	TOURNAMENT OFFICIAL	425.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1059	TOURNAMENT OFFICIAL	500.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1060	TOURNAMENT OFFICIAL	425.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1061	TOURNAMENT OFFICIAL	500.00
		6,834	SPORTS TOURNAMENT PETTY CASH	#1062	TOURNAMENT OFFICIAL	550.00
		5,707	SUNFLOWER BANK	M QUINT	LED LIGHTS	109.77
		5,707	SUNFLOWER BANK	M QUINT	SHOOTOUT SUPPLIES	62.22
		6,942	ZAPIEN, EASTON	02/06/21	TOURNAMENT SCOREKEEPER	60.00
RECREATION						
TOTAL						9,268.84
SWIMMING POOL		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	124.52
		6,862	CROELL INC	505811	CONCRETE/ADVENTURE BAY	1,276.88
		105	LIBERAL STANDARD SUPPLY INC	258252	KEY	14.90
SWIMMING POOL						
TOTAL						1,416.30
GOLF COURSE		3,611	ACUSHNET TITLEIST COMPANY	910258340	GOLF HATS	385.00
		3,611	ACUSHNET TITLEIST COMPANY	910335203	DEMO DRIVERS	229.61
		3,611	ACUSHNET TITLEIST COMPANY	910343188	GOLF BALLS	471.66
		3,611	ACUSHNET TITLEIST COMPANY	910381396	PRE-SOLD GOLF IRONS	189.65
		3,611	ACUSHNET TITLEIST COMPANY	910411264	GOLF CLUBS/RESALE	123.54
		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	126.12
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640507556	BATTERY	45.59
		4,385	BLACK HILLS CORPORATION	MAR #1, 2021	NATURAL GAS SERVICE	162.72
		3,587	CALLAWAY GOLF	932613000	DEMO HYBRID	170.99
		3,587	CALLAWAY GOLF	932623153	DEMO CLUBS	974.51
		3,587	CALLAWAY GOLF	932659820	GOLF BALLS	168.78
		3,587	CALLAWAY GOLF	932659821	GOLF HYBRID CLUBS	201.79
		3,587	CALLAWAY GOLF	932668947	GOLF BALLS	215.46
		3,587	CALLAWAY GOLF	932683728	GOLF PUTTERS/WEDGES	989.12
		3,587	CALLAWAY GOLF	932690880	PRE-SOLD SHAFTS	82.75
		3,587	CALLAWAY GOLF	932698181	GOLF HYBRID CLUBS	201.82
		3,587	CALLAWAY GOLF	932701445	DEMO GOLF CLUBS	188.52
		3,798	CLEVELAND GOLF INC	6281557	GOLF GLOVES/HATS	90.00
		4,847	COBRA PUMA GOLF INC	G2384993	GOLF RESALE ITEMS	304.88
		6,708	GOVERNMENT BRANDS SHARED SERVICES	INV208410	CREDIT CARD FEES/FEBRUARY	120.42

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
GOLF COURSE	100	6,378	J & M GOLF	0618695-IN	GOLF GRIPS	966.80
		4,459	KANSAS DEPARTMENT OF AGRICULTURE	8276	2020 FOOD SERVICE LICENSE	262.50
		105	LIBERAL STANDARD SUPPLY INC	258223	FITTINGS	56.87
		465	MADDEN OIL CO	1114/2101071453	FUEL	36.03
		465	MADDEN OIL CO	21011557	OIL	716.30
		3,359	NAPA OF LIBERAL	596139	OIL FILTER/MOWER	9.41
		4,096	PING INC	15551810	GOLF RESALE ITEMS	280.00
		4,096	PING INC	15554278	GOLF RESALE ITEMS	2,447.65
		4,096	PING INC	15559287	PRE-SOLD SHAFT	47.84
		4,096	PING INC	15570810	GOLF RESALE ITEMS	140.00
		4,096	PING INC	15575745	GOLF RESALE ITEMS	153.88
		6,951	POINT ROCK GOLF CLUB	0017	BLADE REELS	240.00
		521	R & R PRODUCTS INC	CD2521470	LAPPING COMPOUND	326.20
		521	R & R PRODUCTS INC	CD2521491	MOWER PARTS	1,930.25
		2,234	RETAILERS' SALES TAX	FEB-21	FEBRUARY SALES TAX	167.49
		291	SERVICE JANITORIAL SUPPLY INC	311893	JANITORIAL SUPPLIES	77.35
		456	SEWARD COUNTY LANDFILL	JAN-21	LANDFILL CHARGES	98.98
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	28.67
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	199.02
		342	UNITED PARCEL SERVICE	000066E179091	UPS SHIPPING CHARGES	11.84
		3,464	WILLOW TREE GOLF PETTY CASH	#1946	CONCESSIONS/PRO-SHOP	62.40
		3,464	WILLOW TREE GOLF PETTY CASH	#2132	CONCESSIONS/PRO-SHOP	195.00
		3,464	WILLOW TREE GOLF PETTY CASH	#2132	CONCESSIONS/PRO-SHOP	62.10
		3,464	WILLOW TREE GOLF PETTY CASH	#2132	CREDIT/AMOUNT DUE	62.10-
					GOLF COURSE TOTAL	13,897.41
PARKS		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	64.11
		4,385	BLACK HILLS CORPORATION	MAR #1 2021	NATURAL GAS SERVICE	321.22
		456	SEWARD COUNTY LANDFILL	JAN-21	LANDFILL CHARGES	19.22
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	436.32
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	22.69
		2,227	SOUTHWEST FITNESS & RACQUETBALL	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
					PARKS TOTAL	893.56
PARKS		105	LIBERAL STANDARD SUPPLY INC	258157	SWIVEL BENCH VISE	119.99
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	644.58
					PARKS TOTAL	764.57
ARKALON RECREATIONAL AREA		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	126.37
		271	KEATING TRACTOR & EQUIPMENT INC	266303	FILTER ELEMENTS	54.54
		271	KEATING TRACTOR & EQUIPMENT INC	266303	OIL FILTER/FUEL FILTER	7.94
		284	M & M TIRE SERVICE	131290	TIRE REPAIR	8.00
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	690.08

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ARKALON RECREATIONAL AREA	100	5,707	SUNFLOWER BANK	K KIRK	MONTHLY PHONE CHARGES	33.39
					ARKALON RECREATIONAL AREA TOTAL	920.32
DEPOT BUILDING FACILITY		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	290.41
					DEPOT BUILDING FACILITY TOTAL	290.41
GRIER HOUSE		6,019	AT&T	FEB-21	MONTHLY PHONE CHARGES	322.35
		449	LUMINOUS NEON INC	63025RN5-85	BILLBOARD MAINTENANCE	269.00
		291	SERVICE JANITORIAL SUPPLY INC	309494	JANITORIAL SUPPLIES	21.85
		4,104	SOUTHERN PIONEER ELECTRIC CO	309727	JANITORIAL SUPPLIES	25.30
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	284.27
				MAR #1 2021	ELECTRIC SERVICE	108.42
					GRIER HOUSE TOTAL	1,031.19
CEMETERY		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	64.11
		3,533	KANSAS GOLF AND TURF INC	01-241942	FITTINGS/STOCK	1,033.42
		271	KEATING TRACTOR & EQUIPMENT INC	266264	FITTINGS	202.80
		105	LIBERAL STANDARD SUPPLY INC	258238	LUBRICANT/CHOKE CLEANER	9.38
		105	LIBERAL STANDARD SUPPLY INC	258238	STALL FORK	59.98
		465	MADDEN OIL CO	4352/2102071817FUEL		94.38
		456	SEWARD COUNTY LANDFILL	JAN-21	LANDFILL CHARGES	62.92
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	55.68
					CEMETERY TOTAL	1,582.67
UTILITY BILLING		281	LIBERAL OFFICE MACHINES COMPANY	90213	TONER CARTRIDGE	183.99
		2,227	SOUTHWEST FITNESS & RACQUETBALL	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
					UTILITY BILLING TOTAL	213.99
COMMUNICATIONS	202	3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	318.98
		6,929	AT&T	02/25/21	MO. FIBER CIRCUIT ACCESS	424.16
		6,929	AT&T	02/25/21	MO. FIBER CIRCUIT ACCESS	371.92
		2,539	CMS ELECTRIC COOP INC	860000/14121	ELECTRIC SERVICE	455.31
		6,060	RAPID FIT HEALTH CLUB LLC	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
		308	SOUTHERN OFFICE SUPPLY INC	262207	COPY PAPER	83.50
		2,227	SOUTHWEST FITNESS & RACQUETBALL	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
		5,707	SUNFLOWER BANK	T LUNCHEFORD	COMPUTER VAC/BLOWER	110.10
					FUND 100 TOTAL	125,371.41

ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
CONVENTION/TOURISM	206		5,030 ALL-AMERICAN PUBLISHING LLC	0929347	FALL T SHIRT ADVERTISING	259.00
			3,954 AT&T	FEB-21	MONTHLY PHONE CHARGES	311.30
			6,546 CROWDRIFF	INV4443	PLATFORM LICENSURE	6,000.00
			6,708 GOVERNMENT BRANDS SHARED SERVICES	INV208413	CREDIT CARD FEES/FEBRUARY	3.39
			4,547 HUTCHINSON PUBLISHING CO	303948	WEBSITE HOSTING	89.00
			3,961 LOOK OUTDOOR ADVERTISING CO	3214245	BILLBOARD/GUYMON	195.00
			3,961 LOOK OUTDOOR ADVERTISING CO	3214245	BILLBOARD/PERRYTON	155.00
			449 LUMINOUS NEON INC	14968RN7-92	BILLBOARD/PRATT	250.00
			449 LUMINOUS NEON INC	20033N-91	BILLBOARD/GREAT BEND	200.00
			449 LUMINOUS NEON INC	34619C-21	BILLBOARD/GARDEN CITY	350.00
			4,203 NORTH AMERICAN DIRECTORY SERVICES	999KS3321	HOTEL GUEST DIRECTORY ADS	280.00
			6,060 RAPID FIT HEALTH CLUB LLC	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
			4,104 SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	127.50
			5,707 SUNFLOWER BANK	FULLER	SYMPATHY PLANTS/S FULLER	105.48
			5,707 SUNFLOWER BANK	S FULLER	TRAVEL MEAL	8.98
			4,285 TOURKANSAS	02/25/21	TOUR KANSAS MEMBERSHIP	50.00
					CONVENTION/TOURISM	
					TOTAL	8,414.65
STREET/HIGHWAY	207		2,227 SOUTHWEST FITNESS & RACQUETBALL	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
					STREET/HIGHWAY	
					TOTAL	30.00
NON DEPARTMENTAL	209		5,707 SUNFLOWER BANK	C FORD	AUDIO & VIDEO EQUIP/CARES	1,177.58
					NON DEPARTMENTAL	
					TOTAL	1,177.58
RECREATION ADMINISTRATION			282 MEAD LUMBER DO IT CENTER	426734	RETURN MOULDING	11.50-
			282 MEAD LUMBER DO IT CENTER	5884480	LUMBER	28.85
			383 STANION WHOLESALE ELECTRIC CO	5083944-00	ELECTRICAL SUPPLIES/STOCK	45.25
					RECREATION ADMINISTRATION	
					TOTAL	62.60

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
AIR MUSEUM/ROBOTICS	209	282	MEAD LUMBER DO IT CENTER	5852515	LUMBER/FITTINGS/ROBOTICS	200.74
		282	MEAD LUMBER DO IT CENTER	5890263	LUMBER/ROBOTICS	126.00
		279	SHERWIN WILLIAMS	3149-4	PAINT/ROBOTICS	21.79
		279	SHERWIN WILLIAMS	3239-3	PAINT/ROBOTICS	37.54
		5,707	SUNFLOWER BANK	K KIRK	LEGOS/ROBOTICS	54.57
		5,707	SUNFLOWER BANK	M QUINT	LEGOS/ROBOTICS	89.71
					AIR MUSEUM/ROBOTICS	
					TOTAL	530.35
MUNICIPAL COURT/DIVERSION	213				FUND 209	
					TOTAL	1,770.53
		6,152	SHI INTERNATIONAL CORP	B13002987	SERVER SUPPLIES	2,866.02
		6,152	SHI INTERNATIONAL CORP	B13015435	SERVER SUPPLIES	1,666.75
		6,152	SHI INTERNATIONAL CORP	B13015435	CREDIT/CORRECT AMOUNT	1,666.75
		6,152	SHI INTERNATIONAL CORP	B13015435	SERVER SUPPLIES	1,166.75
		6,152	SHI INTERNATIONAL CORP	B13085997	SERVER SUPPLIES	412.35
		6,152	SHI INTERNATIONAL CORP	B13119226	SERVER COMPONENTS	177.93
		6,152	SHI INTERNATIONAL CORP	B13121011	SERVER COMPONENTS	919.64
					MUNICIPAL COURT/DIVERSION	
					TOTAL	5,542.69
GENERAL OPERATIONS	260				FUND 213	
					TOTAL	5,542.69
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640503374	TRANS FLUID/SOLENOID/#109	102.11
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640509295	FLOOR JACK	243.04
		95	BUMPER TO BUMPER AUTO PARTS LIBERAL	495235	BATTERY/UNIT #107	96.76
		95	BUMPER TO BUMPER AUTO PARTS LIBERAL	495267	TRANSMISSION FILTER/#109	16.60
		95	BUMPER TO BUMPER AUTO PARTS LIBERAL	495284	OIL TREATMENT/#109	12.98
		6,862	CROELL INC	504914	CONCRETE/3RD & LINCOLN	574.76
		6,862	CROELL INC.	505596	CONCRETE/LINCOLN & 3RD	1,210.00
		6,862	CROELL INC	505609	CONCRETE/LINCOLN & 3RD	353.75
		6,862	CROELL INC	505812	CONCRETE/3RD & LINCOLN	766.13
		3,891	PASTENAL COMPANY	KSLEB86899	BATTERIES	23.75
		3,665	FOLEY EQUIPMENT CO	PS050040271	FITTINGS/BRACKETS/GRADER	17.69
		178	FOSS MOTOR CO INC	128004	BUMPER COVER/UNIT #109	23.52
		178	FOSS MOTOR CO INC	128019	SOLENOID/BALL JOINT/#109	42.09
		3,163	G. W. VAN KEEPEL COMPANY	PS0238722-1	V-BELT	52.22
		284	M & M TIRE SERVICE	131172	FLAT REPAIR/#E-96 LOADER	21.00
		465	MADDEN OIL CO	21022858	FUEL/DUMP TRUCK	103.95
		465	MADDEN OIL CO	21022858	CREDIT/CORRECTION	103.95
		282	MEAD LUMBER DO IT CENTER	5899783	BUCKETS FOR CONCRETE CREW	46.06
		3,259	NAPA OF LIBERAL	596603	DEGREASER/UNIT #186	9.38
		6,865	R & E'S TIRE SHOP LLC	6993	MOUNT/DISMOUNT UNIT #186	100.00
		6,652	TRUCK CENTER COMPANIES	119348L	LICENSE PLATE LIGHT/#186	1.96
		5,296	UNITED RENTALS INC	191247821-001	KNEE BOARDS	163.00

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
STREET/ROAD IMPROVEMENTS	260	2,946	EARLES ENGINEERING & INSPECTION INC	14591	ENG SVC/4TH & KANSAS	2,486.00
OTHER IMPROVEMENTS						2,486.00
		6,862	CROBELL INC	504873	CONCRETE/CLAY & HAROLD	353.75
		6,862	CROBELL INC	505502	CONCRETE/HAROLD & CLAY	288.00
		6,862	CROBELL INC	505597	CONCRETE/SYCAMORE& HAROLD	265.63
		3,890	TARBET CONSTRUCTION CO, INC.	113270	CONCRETE/1400 S SHERMAN	250.38
		3,890	TARBET CONSTRUCTION CO, INC.	113292	CONCRETE/HAROLD & CLAY	457.44
		3,890	TARBET CONSTRUCTION CO, INC.	113293	CONCRETE/1200 S SHERMAN	387.07
		3,890	TARBET CONSTRUCTION CO, INC.	113296A	CONCRETE/SIDEWALK REPAIR	255.63
		3,890	TARBET CONSTRUCTION CO, INC.	113297	CONCRETE/HAROLD & CLAY	503.13
		3,890	TARBET CONSTRUCTION CO, INC.	113322	CONCRETE/1250 S SHERMAN	417.44
		3,890	TARBET CONSTRUCTION CO, INC.	113342	CONCRETE/1300 S SHERMAN	286.32
DRAINAGE IMPROVEMENTS					OTHER IMPROVEMENTS	3,464.79
		2,946	EARLES ENGINEERING & INSPECTION INC	14577	ENG SVC/RASH POND	1,282.25
ECONOMIC DEVELOPMENT	261	3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	62.26
		281	LIBERAL OFFICE MACHINES COMPANY	89966	TONER CARTRIDGE	46.00
		281	LIBERAL OFFICE MACHINES COMPANY	89998	CARTRIDGE TONER	103.75
		281	LIBERAL OFFICE MACHINES COMPANY	89999	CARTRIDGE TONER	115.50
		281	LIBERAL OFFICE MACHINES COMPANY	90005	TONER CARTRIDGE	15.41
		465	MADDEN OIL CO	4610/2102071818	FUEL/CITY VAN	4.08
		4,766	NEW BOSTON CREATIVE GROUP LLC	1353	WEB DEVELOPMENT	115.00
		5,707	SUNFLOWER BANK	C WALLACE	BUSINESS MEETING/MEAL	24.00
PUBLIC TRANSPORTATION					ECONOMIC DEVELOPMENT	486.00
		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	62.26
		6,536	CHANCE'S SERVICE CENTER	0054251	RADIO/UNIT #200	456.77
		6,536	CHANCE'S SERVICE CENTER	0054294	THERMOSTAT/TENSIONER/#201	602.05
		890	CHRISLER CORNER INC	103792	REPAIR UNIT #201	570.11
		6,630	DEX-YP	03/01/21	YELLOW PAGES ADVERTISING	60.00
		178	FOSS MOTOR CO INC	63423	CAR WASH/UNIT #220	35.00
		178	FOSS MOTOR CO INC	63423	REPAIR UNIT #220	89.14
GENERAL OPERATIONS					TOTAL	3,876.80
STREET/ROAD IMPROVEMENTS					TOTAL	2,486.00
OTHER IMPROVEMENTS					TOTAL	3,464.79
DRAINAGE IMPROVEMENTS					TOTAL	1,282.25
ECONOMIC DEVELOPMENT					TOTAL	486.00
PUBLIC TRANSPORTATION					TOTAL	89.14

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
PUBLIC TRANSPORTATION	261		178 FOSS MOTOR CO INC	63437	CAR WASH/UNIT #218	39.03
			178 FOSS MOTOR CO INC	63438	CAR WASH/UNIT #217	39.03
			178 FOSS MOTOR CO INC	63472	REPAIR UNIT #219	100.29
			178 FOSS MOTOR CO INC	63472	CAR WASH/UNIT #219	35.00
			4,991 HIGH PLAINS DAILY LEADER AND TIMES	1091-03-03	CITY BUS ADVERTISING	360.00
			281 LIBERAL OFFICE MACHINES COMPANY	89998	CARTRIDGE TONER	103.75
			281 LIBERAL OFFICE MACHINES COMPANY	89999	CARTRIDGE TONER	115.50
			281 LIBERAL OFFICE MACHINES COMPANY	90005	TONER CARTRIDGE	15.41
			284 M & M TIRE SERVICE	131226	FLAT REPAIR/UNIT #215	16.00
			465 MADDEN OIL CO	4610/2102071818FUEL/UNIT #200		233.31
			465 MADDEN OIL CO	4610/2102071818FUEL/UNIT #201		31.49
			465 MADDEN OIL CO	4610/2102071818FUEL/UNIT #202		177.74
			465 MADDEN OIL CO	4610/2102071818FUEL/UNIT #215		364.41
			465 MADDEN OIL CO	4610/2102071818FUEL/UNIT #219		500.47
			465 MADDEN OIL CO	4610/2102071818FUEL/UNIT #220		389.97
			465 MADDEN OIL CO	4610/2102071818FUEL/UNIT #217		610.94
			465 MADDEN OIL CO	4610/2102071818FUEL/UNIT #218		450.93
			308 SOUTHERN OFFICE SUPPLY INC	262450	OFFICE SUPPLIES	11.26
			308 SOUTHERN OFFICE SUPPLY INC	262542	OFFICE SUPPLIES	22.52
					PUBLIC TRANSPORTATION	
					TOTAL	5,492.38
CRIME/DRUG PREVENTION	262		3,954 AT&T	FEB-21	MONTHLY PHONE CHARGES	62.26
			5,707 SUNFLOWER BANK	W CUTSHALL	K-9 MEDICATION	60.08
			5,707 SUNFLOWER BANK	W CUTSHALL	K-9 TRAINING SUPPLIES	316.75
			5,707 SUNFLOWER BANK	W CUTSHALL	K-9 BOWL/LEASHES	156.24
					CRIME/DRUG PREVENTION	
					TOTAL	595.33
HOUSING	263		2,018 AMERICAN TITLE & ABSTRACT SPEC INC	1450 S PERSHING	FIRST TIME HOMEBUYER PROG	2,500.00
			2,018 AMERICAN TITLE & ABSTRACT SPEC INC	1650 N CALHOUN	FIRST TIME HOMEBUYER PROG	2,500.00
			2,018 AMERICAN TITLE & ABSTRACT SPEC INC	613 STARLIGHT	FIRST-TIME HOMEBUYER PROG	2,500.00
			6,532 ARREDONDO ROOFING	03/10/21	RMB CONCRETE/ SELF HELP	1,751.14
			6,213 BRANCHBUSTERS	443588	EXTERIOR/ TREE TRIMMING	2,000.00
			281 LIBERAL OFFICE MACHINES COMPANY	89966	TONER CARTRIDGE	46.00
			281 LIBERAL OFFICE MACHINES COMPANY	89998	CARTRIDGE TONER	103.73
			281 LIBERAL OFFICE MACHINES COMPANY	89999	CARTRIDGE TONER	115.48
			281 LIBERAL OFFICE MACHINES COMPANY	90005	TONER CARTRIDGE	15.41
			5,321 M BUILDERS LLC	02/24/21	EMERGENCY/WATER HEATER	2,000.00
			282 MEAD LUMBER DO IT CENTER	5880825	WRAP BUNDLE/SELF HELP	19.99
			6,086 OC QUALITY CUSTOM HOMES LLC	170974	EMERGENCY/HANDICAP SHOWER	2,000.00

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
BEAUTIFICATION	264					
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640500636	IGNITION LOCK/UNIT #12	13.57
		1,098	BSN SPORTS INC	911652057	BASES/HOME PLATES	1,004.85
		4,626	HAVOC SUPPLY	67532	SAW BLADES	24.39
		3,533	KANSAS GOLF AND TURF INC	01-241942	FITTINGS/STOCK	1,033.42
		271	KEATING TRACTOR & EQUIPMENT INC	265849	OIL COOLER HOSE	201.30
		105	LIBERAL STANDARD SUPPLY INC	258258	LIGHT BULB	7.99
		465	MADDEN OIL CO	1113/2102071800FUEL		274.31
		465	MADDEN OIL CO	1117/2102071802FUEL		104.36
		465	MADDEN OIL CO	4211/2102071809FUEL		36.99
		282	MEAD LUMBER DO IT CENTER	5893802	LUMBER/FITTINGS	136.37
		1,775	MORGAN LOCKSMITHING	9542	MASTER LOCK/KEYS	120.00
		3,259	NAPA OF LIBERAL	595203	OIL/BOB CAT	14.99
		1,435	PRO-TECH SPRAYING SERVICE	273426	GROUND SPRAYING	54.63
		1,435	PRO-TECH SPRAYING SERVICE	286653	GROUND SPRAYING	540.00
		1,435	PRO-TECH SPRAYING SERVICE	286655	GROUND SPRAYING	215.00
		456	SEWARD COUNTY LANDFILL	JAN-21	LANDFILL CHARGES	230.63
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	30.24
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	28.27
					BEAUTIFICATION	4,071.31
					TOTAL	4,071.31
CONSTRUCTION IMPROVEMENTS 301						
		3,489	CURTIS & CURTIS INC	58596	GRASS SEED	1,276.00
		2,946	EARLES ENGINEERING & INSPECTION INC	14579	ENGINEERING SVC/WTPUP	76,333.63
		2,946	EARLES ENGINEERING & INSPECTION INC	14587	ENG/REC CTR PARKING LOT	2,695.00
		2,946	EARLES ENGINEERING & INSPECTION INC	14588	ENG/REC CTR LIBRARY	1,680.00
		2,946	EARLES ENGINEERING & INSPECTION INC	14590	ENG SVC/STREET BUILDING	1,469.00
		2,946	EARLES ENGINEERING & INSPECTION INC	14592	ENGINEERING SVC/2NDSTW	9,868.25
		2,946	EARLES ENGINEERING & INSPECTION INC	14594	ENGINEERING SVC/KCPARK	1,617.00
		3,891	FASTENAL COMPANY	KS1B86770	FITTINGS/BSBALL	53.11
		3,891	FASTENAL COMPANY	KS1B86797	FITTINGS/BSBALL	30.75
		4,626	HAVOC SUPPLY	67434	FITTINGS/BSBALL	90.72
		4,626	HAVOC SUPPLY	67459	BLADES	49.59
		105	LIBERAL STANDARD SUPPLY INC	258253	CHAIN/HOOKS/BSBALL	24.56
		105	LIBERAL STANDARD SUPPLY INC	258258	LIGHT BULB	29.99
		105	LIBERAL STANDARD SUPPLY INC	258379	FITTINGS/BSBALL	31.47
		282	MEAD LUMBER DO IT CENTER	5885311	LUMBER/IRON/BSBALL	672.34
		282	MEAD LUMBER DO IT CENTER	5886372	STAPLES/BSBALL	3.83
		282	MEAD LUMBER DO IT CENTER	5913856	RENT SCISSOR LIFT/BSBALL	448.00
		279	SHERWIN WILLIAMS	2876-3	PAINTING SUPPLIES/BSBALL	46.49
					FUND 264	4,071.31
					TOTAL	4,071.31
					HOUSING	15,551.75
					TOTAL	15,551.75
					FUND 263	15,551.75
					TOTAL	15,551.75

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
CONSTRUCTION IMPROVEMENTS 301						
		279	SHERWIN WILLIAMS	2897-9	PAINT/BSBALL	82.18
		279	SHERWIN WILLIAMS	3178-3	PAINTING SUPPLIES/BSBALL	371.46
		279	SHERWIN WILLIAMS	3195-7	PAINT	342.70
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	986.15
		383	STANTON WHOLESALE ELECTRIC CO	5090725-00	BREAKER/WIRE/BSBALL	136.85
		5,707	SUNFLOWER BANK	M QUINT	LED LIGHTS	135.90
		6,664	WALTERS-MORGAN CONSTRUCTION INC	03/03/21	VOUCHER #21/WWTPOP	709,799.99
					CONSTRUCTION IMPROVEMENTS	
					TOTAL	808,274.96
					FUND 301	
					TOTAL	808,274.96
AIRPORT UTILITY	501	3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	544.94
		5,765	DANKO EMERGENCY EQUIPMENT	115206	CHEM GUARD/FOAM	1,540.87
		3,163	G. W. VAN KEPPEL COMPANY	PS0239713-1	LOADER BLADES	1,552.71
		271	KEATING TRACTOR & EQUIPMENT INC	265783	FITTING/OIL	10.34
		281	LIBERAL OFFICE MACHINES COMPANY	90152	TONER CARTRIDGES	477.96
		105	LIBERAL STANDARD SUPPLY INC	258303	LUBRICANT/FITTINGS	7.59
		105	LIBERAL STANDARD SUPPLY INC	258433	DRILL PUMP	13.99
		284	M & M TIRE SERVICE	131350	(4) NEW TIRES/UNIT #17	618.00
		284	M & M TIRE SERVICE	131356	FLAT REPAIR/TUBE/MOWER	34.00
		465	MADDEN OIL CO	4210/2102071808FUEL		223.42
		282	MEAD LUMBER DO IT CENTER	5889867	STEEL RINGS	47.90
		3,259	NAPA OF LIBERAL	595726	RING SEALS	182.98
		3,259	NAPA OF LIBERAL	595726	LATEX GLOVES/MASKS	69.48
		3,259	NAPA OF LIBERAL	595726	WIPER BLADES/UNIT #17	5.99
		3,259	NAPA OF LIBERAL	596835	HYDRAULIC FILTER	19.79
		3,259	NAPA OF LIBERAL	596835	TRANSMISSION FILTER	10.19
		3,259	NAPA OF LIBERAL	596926	HYDRAULIC FILTER/MOWER	24.76
		3,860	PATTERSON CLEANING	3454	MONTHLY CLEAN/AIRPORT	430.95
		6,165	PLUNKETT'S PEST CONTROL	6951795	PEST CONTROL/TERMINAL	35.36
		6,165	PLUNKETT'S PEST CONTROL	6973225	PEST CONTROL/TERMINAL	60.00
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	324.29
		5,707	SUNFLOWER BANK	B FORNWALT	2021 AAAE MEMBERSHIP DUES	275.00
		5,707	SUNFLOWER BANK	B FORNWALT	LED FLASHLIGHT/UNIT #99	57.88
		3,988	VERSUS SIGNS	10083	EMPLOYEE APPAREL ORDER	49.99
		5,342	ZITO MEDIA	AIRPORT MAINT	ZITO MEDIA INTERNET SVC	7.00
					AIRPORT UTILITY	
					TOTAL	6,625.38
					FUND 501	
					TOTAL	6,625.38
AIR MUSEUM	504	6,909	ANIXER INC	4839199-00	NO WRENCH ANCHORS	1,740.00
		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	249.04
		4,385	BLACK HILLS CORPORATION	MAR #1 2021	NATURAL GAS SERVICE	847.37

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
AIR MUSEUM	504	1,434	BORN AVIATION PRODUCTS INC	0087618-IN	CHILDREN PILOT WINGS	299.64
		6,708	GOVERNMENT BRANDS SHARED SERVICES	INV208408	CREDIT CARD FEES/FEBRUARY	24.23
		281	LIBERAL OFFICE MACHINES COMPANY	89697	OFFICE SUPPLIES	39.42
		3,259	NAPA OF LIBERAL	596275	FIBERGLASS FILLER	89.44
		3,259	NAPA OF LIBERAL	596372	CANOPY REPAIR SUPPLIES	240.42
		3,259	NAPA OF LIBERAL	596475	FIBERGLASS FILLER	72.99
		3,259	NAPA OF LIBERAL	596794	FIBERGLASS FILLER	82.99
		6,450	NATIONAL SCREENING BUREAU	2102183	PRE-EMPLOYMENT TEST	57.20
		4,432	PRAIRIE FIRE COFFEE	93018495522	COFFEE/CUPS	70.90
		6,060	RAPID FIT HEALTH CLUB LLC	FEB-21	EMPLOYEE FITNESS PROGRAM	60.00
		2,234	RETAILERS' SALES TAX	FEB-21	FEBRUARY SALES TAX	63.53
		5,707	SUNFLOWER BANK	R IMELL	GIFT SHOP RESALE ITEMS	5.98
		5,707	SUNFLOWER BANK	R IMELL	GIFT SHOP RESALE ITEMS	62.84
		5,707	SUNFLOWER BANK	R IMELL	GIFT SHOP RESALE ITEMS	153.16
		5,707	SUNFLOWER BANK	R IMELL	R&M/SECURITY CAMERAS	312.01
					AIR MUSEUM	
					TOTAL	4,471.16
REFUSE	510	3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	126.37
		4,385	BLACK HILLS CORPORATION	MAR #1 2021	NATURAL GAS SERVICE	427.37
		5,961	CINTAS FIRST AID & SAFETY	5053682792	MEDICINE CABINET SUPPLIES	11.09
		111	CONSOLIDATED PRINTING CO INC	172813	SPRING CLEANUP COUPONS	709.80
		178	FOSS MOTOR CO INC	62543	REPAIR UNIT #59	485.00
		4	KOST TRUCK SUPPLY INC	305102	HEADLIGHTS/BULBS/STOCK	47.98
		105	LIBERAL STANDARD SUPPLY INC	258287	CONNECTOR/UNIT #92	9.99
		284	M & M TIRE SERVICE	131236	DISMOUNT/MOUNT UNIT #92	203.50
		284	M & M TIRE SERVICE	131285	MOUNT/DISMOUNT UNIT #94	41.00
		465	MADDEN OIL CO	21022735	ANTI-FREEZE/HYDRAULIC OIL	1,313.90
		465	MADDEN OIL CO	4320/2102071814	FUEL	3,546.68
		6,060	RAPID FIT HEALTH CLUB LLC	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
		456	SEWARD COUNTY LANDFILL	JAN-21	LANDFILL CHARGES	35,298.96
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	58.47
		3,238	SOUTHWESTERN EQUIPMENT CO	039747	TRUCK PARTS/STOCK	2,711.65
		6,652	TRUCK CENTER COMPANIES	119300L	OIL FILTERS/ELEMENT/STOCK	448.37
		6,652	TRUCK CENTER COMPANIES	119377L	OIL FILTER/ELEMENT/STOCK	77.29
					REFUSE	
					TOTAL	45,527.42
SEWER ADMINISTRATIVE	520	3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	190.48
		6,443	FOX SCIENTIFIC INC	S1134386.001	LIGHT BULBS	30.82
		281	LIBERAL OFFICE MACHINES COMPANY	89631	OFFICE SUPPLIES	7.62
					FUND 510	
					TOTAL	45,527.42

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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
SEWER ADMINISTRATIVE	520	105	LIBERAL STANDARD SUPPLY INC	258317	PAINT/FUSE HOSE	57.75
		1,775	MORGAN LOCKSMITHING	9495	PADLOCK/KEYS	215.00
		3,065	PACE ANALYTICAL SERVICES INC	2160126348	ANALYTICAL CHARGES	265.00
		3,065	PACE ANALYTICAL SERVICES INC	2160126366	ANALYTICAL CHARGES	160.00
		3,065	PACE ANALYTICAL SERVICES INC	2160126783	ANALYTICAL CHARGES	160.00
		3,065	PACE ANALYTICAL SERVICES INC	2160126847	ANALYTICAL CHARGES	265.00
		3,065	PACE ANALYTICAL SERVICES INC	2160127054	ANALYTICAL CHARGES	140.00
		3,065	PACE ANALYTICAL SERVICES INC	2160127114	ANALYTICAL CHARGES	265.00
		394	SCHOPNER'S WATER CONDITIONING LLC	73116	(S) 5 GALLON WATER	34.25
		394	SCHOPNER'S WATER CONDITIONING LLC	73116	50 LB SALT	10.95
		291	SERVICE JANITORIAL SUPPLY INC	311929	JANITORIAL SUPPLIES	226.40
		5,707	SUNFLOWER BANK	K WILLIAMS	OP TRAINING/G TORRES	135.00
		5,707	SUNFLOWER BANK	K WILLIAMS	OP TRAINING/I CRUZ	135.00
		5,707	SUNFLOWER BANK	K WILLIAMS	OP TRAINING/D MCILANE	135.00
		5,707	SUNFLOWER BANK	K WILLIAMS	OP TRAINING/E ROSALES	135.00
		342	UNITED PARCEL SERVICE	000066E179101	UPS SHIPPING CHARGES	44.87
		3,988	VERSUS SIGNS	10084	EMPLOYEE APPAREL ORDER	33.90
		3,988	VERSUS SIGNS	10084	EMPLOYEE APPAREL ORDER	33.90
SEWER ADMINISTRATIVE						
TOTAL						2,680.94
SEWER LINE CLEANING		3,954	AT&T	FEB-21	MONTHLY PHONE CHARGES	435.82
		105	LIBERAL STANDARD SUPPLY INC	258614	MARKING PAINT	19.77
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	397.93
SEWER LINE CLEANING						
TOTAL						853.52
SEWER PLANT OPERATION		36 B & B ELECTRICAL INC	01691	REPAIR HEATER		1,215.37
		36 B & B ELECTRICAL INC	01705	INSTALL HEATER		1,732.17
		5,950	CHARTER MACHINE COMPANY	0325853-IN	FITTINGS	1,991.45
		3,891	PASTENAL COMPANY	KSLIB86414	DRILL BITS	4.31
		3,891	PASTENAL COMPANY	KSLIB87077	METAL	24.19
		3,259	NASA OF LIBERAL	596306	FITTINGS/AIR FILTER	99.41
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	15,868.38
		6,597	TRACTOR SUPPLY CREDIT PLAN	78234	TANKS/PROPANE/PAINT/HOSE	233.96
		6,597	TRACTOR SUPPLY CREDIT PLAN	78234	PAINT/HEATER	203.97
SEWER PLANT OPERATION						
TOTAL						21,373.21
FUND 520						
TOTAL						24,907.67
WASTEWATER SYSTEM-NBP	524	5,172	ALLWATER SUPPLY LLC	5541	PLATE/CHAMBER	1,016.12
		5,553	HAWKINS INC	4888376	NBP POLYMER	33,516.00
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	1,919.21

ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
WATER UTILITY	530	4,626	HAVOC SUPPLY	67629	FITTINGS/WELL #4	1.80
		4,626	HAVOC SUPPLY	67686	FITTING/WELL #4	12.85
		4,626	HAVOC SUPPLY	67734	FITTING/STOCK	12.85
			4 KOST TRUCK SUPPLY INC	304932	BATTERY/SEALER/STOCK	233.20
		105	LIBERAL STANDARD SUPPLY INC	257678	FITTINGS/STATION 1	18.46
		105	LIBERAL STANDARD SUPPLY INC	257722	FITTINGS/STATION #33 #34 #35	6.55
		105	LIBERAL STANDARD SUPPLY INC	257744	FITTINGS/STOCK	40.82
		105	LIBERAL STANDARD SUPPLY INC	257748	FITTINGS/WELL #28	16.55
		105	LIBERAL STANDARD SUPPLY INC	257941	FITTINGS/ WATER TOWER	3.93
		105	LIBERAL STANDARD SUPPLY INC	257957	DECK MOP/BUCKET	53.98
		105	LIBERAL STANDARD SUPPLY INC	257984	FITTINGS/ TOWER	44.44
		105	LIBERAL STANDARD SUPPLY INC	258011	LIGHTER/BATTERIES/WIRE	53.57
		105	LIBERAL STANDARD SUPPLY INC	258013	HEATER/STATION 3	149.99
		105	LIBERAL STANDARD SUPPLY INC	258043	FITTINGS/WELL #2	52.37
		105	LIBERAL STANDARD SUPPLY INC	258145	HEATERS/STATION #4	89.97
		105	LIBERAL STANDARD SUPPLY INC	258149	FITTINGS/#11 #16 #17	14.34
		105	LIBERAL STANDARD SUPPLY INC	258261	FITTING/STOCK	3.58
		105	LIBERAL STANDARD SUPPLY INC	258262	RETURN FITTINGS/STOCK	2.19-
		465	MADDEN OIL CO	4942/2102071820FUEL		603.48
		282	MEAD LUMBER DO IT CENTER	5880800	FITTINGS/STOCK	6.38
		282	MEAD LUMBER DO IT CENTER	5881137	FITTINGS/STOCK	2.28
		282	MEAD LUMBER DO IT CENTER	5905132	FITTINGS/WELL #4	31.31
		282	MEAD LUMBER DO IT CENTER	5906481	FITTING	2.79
		3,221	MUNICIPAL SUPPLY INC	0788855-IN	PRESSURE TANK	1,950.00
		3,221	MUNICIPAL SUPPLY INC	0789420-IN	FITTINGS	616.60
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	5,049.93
		4,104	SOUTHERN PIONEER ELECTRIC CO	MAR #1 2021	ELECTRIC SERVICE	1,420.36
		383	STANION WHOLESale ELECTRIC CO	5089638-00	ELECTRICAL SUPPLIES/STOCK	47.32
		383	STANION WHOLESale ELECTRIC CO	5094724-00	ELECTRICAL SUPPLIES/#11	80.82
		5,230	TEAM LABORATORY CHEMICAL LLC	INV0024486	HERBICIDE	1,076.00
		342	UNITED PARCEL SERVICE	000066E179091	UPS SHIPPING CHARGES	118.96
WATER DISTRIBUTION					WATER UTILITY	
					TOTAL	18,955.05
		3,812	AIRGAS MID SOUTH INC	9110122003	SPARK LIGHTER/ACETYLENE	38.08
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640504819	HEATER BLOWER MOTOR/#31	82.63
		1,658	AUTO ZONE COMMERCIAL PROGRAM	1640504824	BLOWER MOTOR CONNECT/#31	46.99
		6,280	CORE & MAIN LP	N625028	(50) RING AND LOCKING LID	4,603.50
		6,280	CORE & MAIN LP	N720996	METER PIPES/FITTINGS	2,200.62
		6,280	CORE & MAIN LP	N722728	METER PIPES	593.28
		6,280	CORE & MAIN LP	N762679	WATER METER	2,660.00
		6,280	CORE & MAIN LP	N778468	FITTING	484.63
		6,280	CORE & MAIN LP	N785650	FITTINGS	1,042.34
		6,280	CORE & MAIN LP	N829232	(56) 18" RING AND LID	2,240.00
		254	KANSAS ONE-CALL SYSTEM INC	1020335	(196) LOCATE FEES	235.20
		105	LIBERAL STANDARD SUPPLY INC	258216	FITTING	3.99
		105	LIBERAL STANDARD SUPPLY INC	258382	SPRAYER	14.99
		465	MADDEN OIL CO	4942/2102071820FUEL		1,376.83

EXPENDITURE APPROVAL LISTING
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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
WATER DISTRIBUTION	530	6,060	RAPID FIT HEALTH CLUB LLC	FEB-21	EMPLOYEE FITNESS PROGRAM	30.00
		5,707	SUNFLOWER BANK	J ROSALES	BATTERIES	71.18
		5,707	SUNFLOWER BANK	J ROSALES	BATTERY CHARGER	22.48
		5,707	SUNFLOWER BANK	J ROSALES	ACETYLENE TANKS	11.73
					WATER DISTRIBUTION	
					TOTAL	15,758.47
WATER NON OPERATIONAL		2,234	RETAILERS' SALES TAX	FEB-21	FEBRUARY SALES TAX	2,960.02
					TOTAL	2,960.02
UTILITY BILLING	536	2,946	EARLES ENGINEERING & INSPECTION INC 14578		ENG SVC/JORDAN WATER LINE	730.50
		2,946	EARLES ENGINEERING & INSPECTION INC 14583		ENG SVC/GRAY WATER LINE	2,025.00
		2,946	EARLES ENGINEERING & INSPECTION INC 14593		ENG SVC/15TH WATER LINE	1,159.50
					TOTAL	41,305.96
					FUND 530	
					TOTAL	41,305.96
					UTILITY BILLING	
					TOTAL	3,915.00
	601	536			FUND 536	
					TOTAL	3,915.00
	601	693	AFLAC INSURANCE COMPANY	FEB-21	AFLAC INSURANCE	7,240.48
		6,545	EMPOWER RETIREMENT	20210304	PAYROLL SUMMARY	1,324.00
		424	KANSAS DEPARTMENT OF REVENUE	20210304	PAYROLL SUMMARY	14,592.41
		237	KANSAS PUBLIC EMPLOYEES	20210304	PAYROLL SUMMARY	27,813.13
		237	KANSAS PUBLIC EMPLOYEES	20210304	PAYROLL SUMMARY	8,722.09
		237	KANSAS PUBLIC EMPLOYEES	20210304	PAYROLL SUMMARY	840.58
		237	KANSAS PUBLIC EMPLOYEES	20210304	PAYROLL SUMMARY	27,855.58
		237	KANSAS PUBLIC EMPLOYEES	20210304	PAYROLL SUMMARY	16,907.25
		4,153	SUNFLOWER BANK	20210304	PAYROLL SUMMARY	29,692.26
		4,153	SUNFLOWER BANK	20210304	PAYROLL SUMMARY	29,692.26
		4,153	SUNFLOWER BANK	20210304	PAYROLL SUMMARY	30,552.87
					TOTAL	195,232.91
OTHER GOVERNMENTAL	602	281	LIBERAL OFFICE MACHINES COMPANY	90024	OFFICE SUPPLIES	26.91
		281	LIBERAL OFFICE MACHINES COMPANY	90124	OFFICE SUPPLIES	22.14
		281	LIBERAL OFFICE MACHINES COMPANY	90125	OFFICE SUPPLIES	10.99
		281	LIBERAL OFFICE MACHINES COMPANY	90138	OFFICE SUPPLIES	39.30
		281	LIBERAL OFFICE MACHINES COMPANY	90198	OFFICE SUPPLIES	10.99

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EXPENDITURE APPROVAL LISTING
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ACCOUNT DESCRIPTION	FUND	VDR #	VENDOR	INVOICE #	DESCRIPTION	AMOUNT
OTHER GOVERNMENTAL	602	3,495	PITNEY BOWES INC	1017620867	INK CARTRIDGES	399.47
					OTHER GOVERNMENTAL TOTAL	509.80
					FUND 602 TOTAL	509.80
	603	169	LIBERAL FIRE FIGHTER FUND	20210304	PAYROLL SUMMARY	605.08
		695	UNITED WAY	20210304	PAYROLL SUMMARY	65.00
					TOTAL	670.08
					FUND 603 TOTAL	670.08
					TOTAL	1,348,151.53

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